

AFFORDABLE HOUSING TRUST FUND – APPLICATION FOR RENTAL ASSISTANCE

PartnerTulsa is pleased to announce the opening of the application period for rental assistance grant funding from the Affordable Housing Trust Fund. ***Please be advised that available funds are extremely limited.*** At this time, we anticipate awarding assistance to no more than two applicants based on the availability of remaining funds and the strength of submitted applications.

The application period will be open from **July 28th through August 15th**. Interested applicants are strongly encouraged to attend the informational session and carefully review all program requirements prior to submission.

An informational session will be held on **August 7th at 1:30pm** to provide further guidance on the application process and to respond to any questions from prospective applicants. If you are interested in attending the virtual information session, please email rfp@partnertulsa.org by August 6th to request registration information. For further reference, please see attached at the end of this application additional application criteria, program requirements and a sample scoring matrix.

AGENCY INFORMATION

Applicant Name: _____ Tax ID #: _____

Contact Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Does your agency currently engage in homelessness prevention? ☐ Yes ☐ No

Please describe any current homelessness prevention initiatives that your agency participates in:

Does your agency serve a specific geographic region? If so, please describe:

Does your agency serve a special population (e.g. elderly, disabled)? If so, please describe:

Does your agency partner with the continuum of care, A Way Home for Tulsa? ☐ Yes ☐ No

TENANT ENGAGEMENT

Does your agency currently engage with tenants? ☐ Yes ☐ No

Please describe any current tenant engagement initiatives:

Please describe how you will engage in tenant outreach to promote participation in the landlord incentive and rental assistance programs:

All participating agencies will be required to track household demographics for tenants, including household composition, age, gender, race, disability and military service.

Please describe how you will track household demographics:

All participating agencies will be required to track housing stability, including the length of time tenants have experienced homelessness, and barriers to housing, such as prior evictions or criminal convictions.

Please describe how you will track housing stability and barriers to housing:

LANDLORD ENGAGEMENT

Does your agency currently engage with landlords? ☐ Yes ☐ No

Please describe any current landlord engagement initiatives:

Please describe how you will engage in landlord outreach to promote participation in the landlord incentive and rental assistance programs:

Please describe the staff and administrative resources the agency has in place to provide direct assistance to landlords:

To be eligible, rental units must meet HUD's Housing Quality Standards (HQS) and the rent reasonableness standard.

Please describe how you will ensure these standards are met (e.g. self-certification, virtual inspection, physical inspection):

The landlord incentive and rental assistance programs require landlords to participate in the Tulsa Health Department Safe and Healthy Homes Program, the affordable housing waitlist, and the Early Settlement Mediation Program. Landlords are also encouraged to participate in other housing programs, such as the Section 8 housing choice voucher program.

Please explain how you will monitor and document landlord compliance with requirements:

PROJECT PROPOSAL

Describe how your agency will administer the landlord incentive and rental assistance program. Include staff and resources available to meet the program administrative and reporting requirements as well as any additional administrative resources needed; communication strategy for engaging with landlords, tenants, and other parties to ensure effective administration of the program and monitoring of compliance with requirements; plan to refer tenants and landlords to housing-supportive resources as needed; and plan to create quarterly reports on progress, data, and compliance with requirements.

Name and Title (Type or Print)

Date

Signature

Rental Assistance

STATEMENT OF PURPOSE

The Affordable Housing Trust Fund will be used to fund rental assistance programs by qualified service providers, which can be used to provide targeted assistance those who do not meet eligibility restrictions for federally funded housing programs and supplement federal funds for extremely low-income renters. Rental assistance will further the City of Tulsa's mission to create quality housing opportunities for all Tulsans and honor its core value of housing as a human right.

CRITERIA FOR AWARD AND USE OF FUNDS

Rental assistance funds will be awarded via grants to agencies who have the capacity and procedures in place to give direct assistance. The criteria/objectives to be under consideration for the Rental Assistance program will include but are not limited to:

- A. Experience engaging with landlords and tenants, especially direct rental assistance
- B. Communication strategy to ensure effective administration of the program and monitoring of compliance with requirements
- C. Plan for data collection on demographics and compliance with requirements
- D. Plan to create quarterly reports on progress, data, and compliance with requirements.

USE OF FUNDS

Rental assistance will be capped at \$3,000 per tenant or 3 months of rent, whichever is exhausted first. Tenants can apply on an annual basis.

The agency will not be required to match the Affordable Housing Trust Fund award.

AGENCY REQUIREMENTS

Agencies applying to receive funding from the Affordable Housing Trust Fund must:

- A. Have adequate staff and administrative resources to meet project requirements.
- B. Have a communication strategy for timely engagement with landlords, tenants, and others to ensure effective administration of the program and monitoring of compliance with requirements.
- C. Have a plan for investigating compliance with program requirements, HUD's Housing Quality Standards (HQS), the rent reasonableness standard, and landlord participation in required programs.
- D. Have a plan for data collection.
- E. Submit quarterly reports (first Fridays) of July, October, January, and April. These reports must demonstrate the progress the project has made toward the performance goals outlined in the development agreement and will be used to conduct an annual compliance evaluation.

LANDLORD REQUIREMENTS

To be eligible to receive rental assistance funded by the Affordable Housing Trust Fund, the rental units must meet HUD's Housing Quality Standards (HQS) and the rent reasonableness standard.

TENANT REQUIREMENTS

Rental assistance will be prioritized for those individuals below 60% of area median income, but exceptions can be made up to 80% of area median income based on demand.

Tenants must provide documentation necessary to ensure compliance with project requirements.

DATA AND REPORTING REQUIREMENTS

Agencies will be required to track the following data:

- A. Household Demographics: Household composition, income, age, gender, race, disability, and military service.
- B. Housing Stability and Barriers to Housing: Barriers to housing, such as criminal history or a prior eviction, and the length of time tenants experienced homelessness if they were experiencing homelessness prior to the tenancy enabled by the fund.
- C. Landlord Data: Number of landlords participating, units made available through the program, geographic location of units, and landlord participation in other housing programs, including Section 8 housing choice vouchers.
- D. Application Data: Number of applications received, the number of applications approved, the amount of rental assistance paid to each household

Agencies must submit quarterly reports (first Fridays) of July, October, January, and April. Whenever a quarterly report is due on a holiday recognized by the City of Tulsa or a weekend day, the report shall be due on the next business day.

AFFORDABLE HOUSING TRUST FUND – RENTAL ASSISTANCE SCORING MATRIX

CATEGORY	POINTS	POINTS AWARDED
ORGANIZATION INFORMATION	16 MAX	
Currently engaged in homelessness prevention	2	
Currently engaged in direct assistance to tenants or landlords, such as rental assistance	2	
Partners with A Way Home for Tulsa	4	
Has sufficient administrative resources to meet project requirements	4	
Has sufficient staff to meet project requirements	4	
TENANT ENGAGEMENT	11 MAX	
Currently engages with tenants	2	
Has strategy, staff, and administrative resources for timely communication with tenants	3	
Has an outreach plan for tenants	2	
Has a plan for referring tenants to other housing-supportive resources as needed	2	
Has a plan for documenting tenant eligibility	2	
LANDLORD ENGAGEMENT	11 MAX	
Currently engages with landlords	2	
Has strategy, staff, and administrative resources for timely communication with landlords	3	
Has an outreach plan for landlords	2	
Has a plan to ensure HQS and rent reasonableness standards are met	2	
Has a plan for tracking landlord compliance with requirements	2	
DATA	13 MAX	

Has experience with data collection	3	
Has a plan to track tenant household demographics	2	
Has plan to track tenant housing stability and barriers to housing	2	
Has a plan to track landlord and rental unit data	2	
Has a plan to track claims data	2	
Has a plan to create quarterly reports on progress, data, and compliance with requirements	2	
BONUS POINTS	VARIES	
Serves a special population directly impacted by housing policies and initiatives	1 point for each population	
Serves a geographic region directly impacted by housing policies and initiatives	2	
Has staff and/or resources for engaging with non-English-speaking tenants and landlords	2	
Has no restrictions that would limit or prevent the agency from serving non-citizens	2	
Total Points		
Total Bonus Points		