

TENANT BASED RENTAL ASSISTANCE
Evaluation Criteria

Section	Scoring Items	Maximum Points
1	Program Description	30
2	Experience and Capacity	25
3	Policies and Procedures	25
4	Administrative Expense	20
	Total	100

1. Program Description

Proposed budget is reasonable.

Yes (10 points)

NO (0 points)

Supportive Service/Self Sufficiency Program will meet client needs.

Yes (10 points)

NO (0 points)

Proposed TBRA Program will impact community.

Yes (10 points)

NO (0 points)

2. Experience and Capacity

Does the respondent have experience (in years) operating a Tenant Based Rental Assistance Program?

6+ (25 points)

3-5 (15 points)

2 (10 points)

0-1 (0 points)

If **no**, does the respondent have experience (in years) with the following:

Contract Administration (executing and monitoring)

6+ (5 points)

2-5 (3 points)

0-1 (0 points)

Inspecting Units (Housing Quality Standards or local code)

6+ (6 points)

2-5 (3 points)

0-1 (0 points)

Case Management (comprehensive)

6+ (6 points)

2-5 (3 points)

0-1 (0 points)

Subsidized Housing (ownership or management)

6+ (8 points)

2-5 (5 points)

0-1 (0 points)

3. Policies and Procedures

Does the respondent have Tenant Selection Policies?

Yes (12.5 points)

No (0 points)

Does the respondent have a Landlord Outreach Plan?

Yes (12.5 points)

No (0 points)

4. Administrative Expense

What percent of the total budget is provided as in-kind contribution for administrative expenses?

10% or more (20 points)

9% (15 points)

8% (10 points)

7% (5 points)

6% (2 points)