

TBRA High Impact Landlord Initiative

Step #1

Marketing: fliers will be posted at MLK Center, West Dallas Center, south Dallas Area churches, Catholic Charities and DISD media staff. TBRA Program Manager and caseworker will also look at advertisement opportunities through City of Dallas advertisement, DISD media, Community newspapers and local schools. We could start with agencies that have referrals (Catholic Charities) from clients they are helping (evicted/homeless) client currently.

Step #2:

Communications: A phone line has been set up (214-671-9950) and will be forwarded to the case manager overseeing the program when we launch TBRA. An email box has also been set up (HILI-TBRA@dallascityhall.com) for the caseworker to manage, Candy Coblyn will monitor the communication exchanges.

Step #3

Completing Applications: TBRA application forms were created in MS Word and are being converted to writeable pdfs that will be posted online. Applicants can complete online and submit to the email box prior to meeting with the caseworker or with caseworker assistance at the community centers.

Step #4

Finding a Home: Approved Applicants have 60 days to find a home with landlords that are City Vendors. Applicants will also be given instructions on how apartment /owners who are not City of Dallas vendors can become approved vendors. Case manager will assist with housing search.

Step #5:

Vendor Verification: When client has found eligible housing under TBRA rules, case manager will contact owner/apartment to verify vendor name and vendor number. Landlords of approved units will receive a Unit Approval Form.

Step #6

Home Inspection: Unit Approval form authorizes the City's Housing Department Inspectors to evaluate the home for occupancy prior to move-in.

Step 7:

Lease Signing: Once the unit passes HQS standards, case manager will schedule an appointment with tenant and landlord to sign the lease and Rental Assistance Payment Agreement. Tenants shall not sign a lease without the case manager being present.

Step #8

Home Visits: Post move in, the caseworker will visit home periodically to verify residency compliance.

Step #9

Follow up Home Inspections: Annual inspection will be done to ensure continued compliance with program rules.

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Step #4

Finding a Home: Approved Applicants have 60 days to find a home with caseworker assistance. Client will also be given instructions on how apartment /owner who are not City of Dallas vendors can become approved vendors.

Step #5:

Client will search for housing with assistance from case manager.

Step #6

When client has found affordable housing under TBRA rules, case manager will contact owner/apartment to verify vendor name and vendor number.

Step #7

After verification of being a City of Dallas vendor, case manager will submit a Request for Unit Approval form to apartment/landlord. The completed/ signed Request for Unit Approval Form will be sent to City of Dallas Inspector.

Step #8

Home Inspections/Visits: Selected homes must be inspected by Housing Department prior to move in. Post move in, the caseworker will visit home periodically to verify residency compliance.

Step #9

Once the unit passes HQS standards, case manager will schedule an appointment with tenant and landlord to sign the lease and Rental Assistance Payment Agreement. Tenants shall not sign a lease without the case manager being present.

Dallas High Impact Landlord Initiative, Tenant Based Rental Assistance Program

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