



The following should assist you to develop your budget for your TBRA application. In July 2013, HUD adopted a new HOME rule that included the ability of a TBRA recipient to utilize program funds to perform unit inspections and determine income eligibility. These soft costs are referred to as “technical services costs”. These technical services costs will be included in the project budget as housing inspections and income eligibility costs. These costs are capped at 8% of the project budget (rental subsidies, security deposits and utility deposits). These costs will need to be tied to tenants that have been assisted with TBRA program funds; otherwise, the costs are required to be charged to general administration costs (see General Administration Appendix F).

Technical Services Costs (Project Specific)

Technical services costs are part of the project budget. The following items are considered technical services costs and the activity must be an allowable cost per federal requirements:

- Cost of conducting unit inspections whether performed by the subrecipient or contracted to a third party. (Prior to initial occupancy and then once per year, if applicable.)
- Income eligibility determination and verification of applicants.