



# Tenant Education and Outreach Program: A Webinar

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# Tenant Education and Outreach Program

- HUD has awarded a \$10 million Tenant Education and Outreach (TEO) grant to the AIDS Healthcare Foundation (AHF) and its partner, the Mass Alliance of HUD Tenants (MAHT), to sub-award up to \$300,000 over 3 years to local groups to organize Project Based Section 8 tenants in their communities
- ▶ HUD award is from Section 514 of the Multifamily Affordable Housing Reform and Affordability Act (MAHRAA) of 1997. HUD advertised TEO grant in 2023
- ▶ AHF role: HUD's Intermediary to sub-award TEO funding
- ▶ MAHT role: Co-applicant to market program; screen and recommend sub-award applicants to AHF; provide training and support to sub-awardees
- ▶ MAHT and AHF are responsible for negotiating and approving sub-award proposals



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# Goals of TEO Program

- TEO Goal: Build capacity of Project-Based Section 8 tenants
  - ▶ Work productively with property management and owners
  - ▶ Hold management accountable for property conditions
  - ▶ Improve management and oversight of Section 8 properties
  - ▶ Advocate for preservation of at-risk housing



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# Who Can Apply for TEO Funds

- ▶ Eligible organizations that propose to serve at least 25 units of one or more HUD Multifamily housing developments where at least 75% of apartments receive Project Based Section 8 funding
- ▶ Eligible organizations that can apply for TEO include:
  1. Tenant-affiliated nonprofit Community Based Organizations at the community, city, metropolitan, neighboring rural community, or state levels
  2. Established or newly-formed “legitimate tenant organizations” at the building level: a group that meets regularly, operates democratically, represents all tenants in the development, and is completely independent of owners/managers (24 CFR Part 245.110)



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# Who Can Apply for TEO Funds (continued)

- ▶ To receive TEO funds, a subawardee must have an organizational bank account at a licensed financial institution
- ▶ Applicants may submit an application before they have a bank account, but cannot receive funds until account is set up
- ▶ Newly-formed tenant organizations may apply on their own or submit a joint application with another more experienced organization or CBO in their area
- ▶ Current or prospective owners or property managers are **NOT** eligible to apply, including resident-owned cooperatives, resident-controlled nonprofit owners, and housing authorities



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# What buildings are eligible for TEO assistance?

- ▶ Privately-owned, HUD Multifamily housing developments of at least 25 units with Project Based Section 8 contracts that serve at least 75% of the residents
- ▶ Buildings receiving Project-Based Section 8 (PBRA) from one or more of these HUD programs:
  - New Construction; Substantial Rehabilitation; Loan Management Set-aside (LMSA); Property Disposition Set-Aside (PDSA); Section 202/811 Elderly/Handicapped Housing; Section 202/8
- ▶ Former Public Housing developments converted to private ownership through the Rental Assistance Demonstration (RAD) program that receive Section 8 through PBRA (but *not* Project-Based Vouchers (PBVs)) are eligible for TEO assistance



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# Federally-assisted buildings NOT eligible for TEO

- ▶ Public Housing Developments owned by Local Housing Authorities
- ▶ Properties receiving only mobile Section 8 Tenant Protection or Enhanced Vouchers (TPV or EHV)
- ▶ Properties receiving only Project-Based Vouchers (PBVs), including properties converted to private ownership through HUD's Rental Assistance Demonstration (RAD)
- ▶ Properties whose federal assistance is *only* through the Low-Income Housing Tax Credit (LIHTC) program administered by the Internal Revenue Service



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# What are eligible uses for TEO funds?

- ▶ Tenant and organizer training costs including travel to training events
- ▶ Staff Resident Outreach Coordinators (salary plus fringe)
- ▶ Resident service stipends for tenant group members who work on TEO activities
- ▶ Limited direct overhead costs such as office or meeting space rental, flyers, printing, translation and interpretation
- ▶ Reasonable food and daycare costs for tenant meetings
- ▶ Cellphone, camera, laptop or tablet, internet service for tenant organization activities



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# Eligible activities for TEO subawards

- ▶ Publicizing and conducting tenant meetings
- ▶ Documenting persistent unresolved physical condition concerns and owner responses
- ▶ Addressing basic questions about tenant rights and responsibilities
- ▶ Developing effective working relationships with owner/managers
- ▶ Developing effective working relationships with HUD, Real Estate Assessment Center (REAC), Performance Based Contract Administrators (PBCAs), and state and local oversight agencies



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# Activities that are NOT eligible uses for TEO funding

- ▶ Lobbying activities are strictly prohibited!
- ▶ TEO funds *must not* be used for *direct or indirect* lobbying activities, *including 'grassroots' lobbying*, for or against legislation or referenda *at the local, state or federal levels*
- ▶ TEO funds *must not* be used to contribute to a political party, campaign, political action committees, or similar organization
- ▶ *Administrative* advocacy on policy or enforcement matters is *not* prohibited legislative lobbying, and is allowable
- ▶ TEO funds *must not* be used for recreational activities, landlord/tenant legal services for individual households, activities funded from other sources such as resident participation funds in RAD converted properties, or pre-award activities prior to receiving a sub-award (such as collecting grant approval signatures from tenants)



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# How to Apply for TEO Funds

- ▶ MAHT and AHF will open the application portal for TEO sub-applicants to apply for funds this fall, after HUD provides an approved application form
- ▶ The online application portal will be fully compatible with Section 508 accessibility requirements
- ▶ Required application components will include:
  - ▶ List of proposed PBRA Section 8 properties to be served
  - ▶ Documentation that the applicant has received the endorsement of 50% of the households in each property they propose to serve
  - ▶ Description of organization structure and operating procedures
  - ▶ Goals and Draft Plan of proposed activities, budget and timeline



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# 50% endorsement signature requirement

- ▶ Sub-applicants must provide documentation that they have received the endorsement of 50% of the households in each property they propose to serve at the time of application
- ▶ Sign in signatures for previous tenant meetings may count toward the 50% endorsement requirement
- ▶ No more than one person per household may endorse an application
- ▶ Each household can endorse the application of only one organization or CBO at a time
- ▶ If a household endorses an application that is subsequently denied, that household may endorse another application



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# Joint applicants

- ▶ Joint applicants must submit a Memorandum of Understanding (MOU) or Letter of Agreement that:
  - ▶ Demonstrates a commitment to work collaboratively during the three year period of performance
  - ▶ Identifies which party is the Lead Applicant
  - ▶ Describes the respective roles of each co-applicant.
- ▶ If a co-applicant is providing an MOU or Letter for more than one application, they must indicate this in each application and provide a list of all TEO applications on which they are co-applicants



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# Applicant review process

- ▶ AHF and MAHT are responsible for negotiating and approving sub-awardee proposals
- ▶ AHF/MAHT will review applications and make subaward decisions on a first come, first serve basis for eligible applicants
- ▶ AHF/MAHT will communicate with sub-applicants to refine their goals, draft plans, and proposed budgets, as well as notify sub-applicants of any technical deficiencies with deadlines for correction within 30 days



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# Reasons for denying an application

- ▶ AHF/MAHT may deny applications if:
  - ▶ Applicant is ineligible
  - ▶ The application is incomplete or does not propose eligible activities
  - ▶ The proposed activities do not fall within the period of performance of AHF/MAHT's agreement with HUD
  - ▶ Proposed budget includes ineligible or unreasonable costs or activities, if not promptly revised when notified by AHF/MAHT
  - ▶ Sub-applicant and AHF/MAHT are unable to agree on a final budget, plan, and timeline after reasonable efforts to assist with revisions
  - ▶ The sub-applicant's proposed budget exceeds the amount of remaining available funds



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# Appeal process to HUD

- ▶ Notification that the application has been denied will be accompanied by a denial of award letter explaining in writing AHF/MAHT's reasons for denial.
- ▶ The Sub-applicant has the right to appeal that denial to HUD if:
  - ▶ The sub-applicant has been rejected based on a requirement that they believe they meet; or
  - ▶ The sub-applicant was not provided an opportunity to correct technical deficiencies in their application, other than failure to get written endorsement of a majority of households in properties served
  - ▶ Appeal must be made within 45 days of rejection
  - ▶ HUD will make binding determination within 45 days after the date of the appeal



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# Successful Sub-Applicants

- ▶ Selected organizations will execute a Cooperative Agreement with AHF/MAHT for execution of proposed activities
- ▶ Sub-awardees must notify the residents of properties they propose to serve of the sub-award within 30 days of acceptance
- ▶ AHF/MAHT will work with sub-awardees to refine their plans, budget and timeline, and amend these documents during the sub-award period of performance
- ▶ Sub-awardees will submit ***monthly invoices to AHF including advanced payment requests, if applicable, and meet at least once quarterly with MAHT*** regarding performance progress on issues raised and resolved



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# Training and Support for TEO Subawardees

- ▶ With 40 years HUD tenant organizing experience, MAHT will spearhead training and support for sub-awardees, including:
  - ▶ Interactive Conference Calls and Webinars for issues and skills
  - ▶ At least one on-site field training in your city each year
  - ▶ Three national in-person training conferences with 12+ peer-led workshops and meetings with HUD
  - ▶ Applicants have the option to include travel and registration for conferences in their budget requests
  - ▶ MAHT/AHF anticipates offering annual conferences estimated at up to \$1,500 per person
  - ▶ On-call technical assistance by phone and email

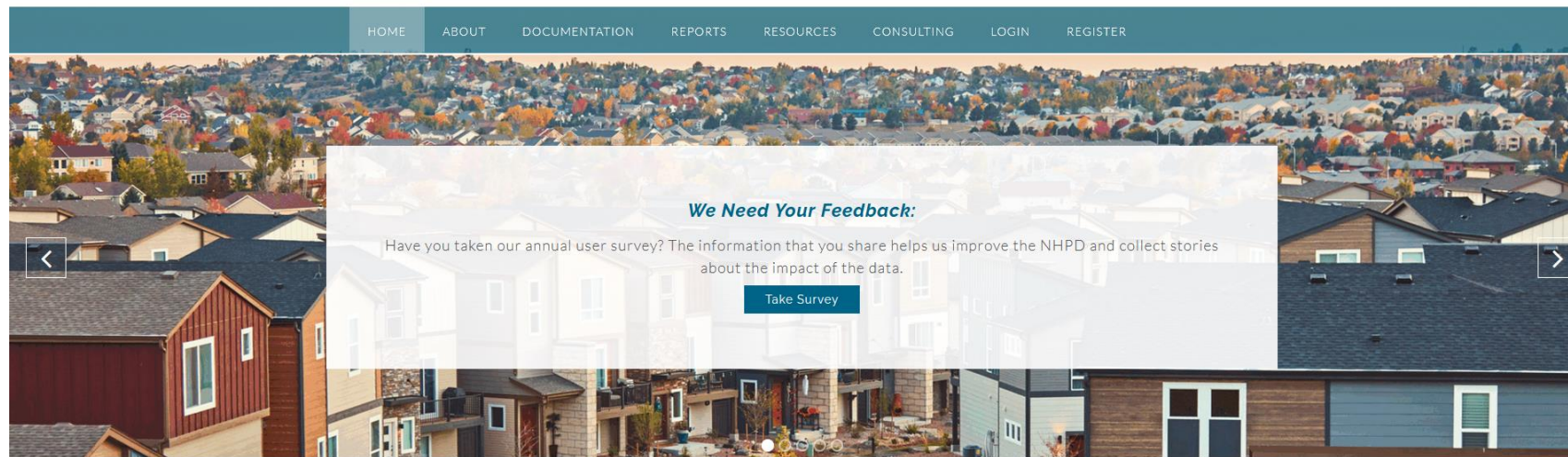


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# How to use the Preservation Database to look up eligible Section 8 properties

## National Housing Preservation Database (NHPD)



Reports



Database



Mapping Tool

[www.preservationdatabase.org](http://www.preservationdatabase.org)



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# Q&A



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