



HUD 811 PRA Program

Applicant and Tenant Information Packet

WHAT IS THE HUD SECTION 811 PROGRAM?

The HUD 811 Program (HUD 811) provides affordable and accessible housing for adults between the age of 18 and 62 with disabilities and their family. Rental units will be available in properties in the following Regions and surrounding counties. The program is operated by the Georgia Department of Community Affairs (DCA) in partnership with the Georgia Department of Behavioral Health and Disabilities (DBHDD) and the Georgia Department of Community Health (DCH).

Areas Participating in HUD 811 Program

Region 1	Rome
Region 2	Macon/Augusta
Region 3	Atlanta
Region 4	Albany
Region 5	Savannah/Brunswick
Region 6	Columbus

People who use this program generally pay no more than 30% of their income for rent and utilities while continuing to have access to support services. The 811 Program is not a tenant-based program where the tenant retains the housing assistance when they move. Instead, the housing subsidy is connected to the apartment.

WHO IS ELIGIBLE FOR THE HUD 811 PROGRAM?

In order to be eligible for the HUD 811 Program, you must:

- Be between the ages of 18 and 62;
- Be extremely low-income (30% Area Median Income);
- Be eligible for community-based, long-term care services as provided through Medicaid waiver, Medicaid state plan options, comparable state funded services, or other appropriate services.
- Be able to provide proof of citizenship or eligible immigration status;

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- Be able to provide proof that applicant or any household member has not been convicted of manufacturing or selling methamphetamine on the premises of federally assisted housing;
- Be able to provide proof that applicant or any household member is not subject to the lifetime registration requirement under a State sex offender registration program.
- Be in one of the following target group categories:
- Person with Serious and Persistent Mental Illness targeted in the Settlement Agreement; or Person with disabilities currently living in a nursing facility or institutional setting and is a participant in the Georgia Money Follows the Person (MFP) program;

HOW DO I GET CONNECTED TO A SUPPORT SERVICE PROVIDER?

All applicants wanting to be considered for the HUD 811 program must be connected to support services either through the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) or be enrolled in the Georgia Money Follows the Person Program (MFP) and working with a Transition Coordinator.

Applicants with Mental Health Disorders:

If you're already a client of DBHDD and receiving services from a local Community Service Board or affiliate, you should talk to your case manager, therapist, or service coordinator to discuss completing the HUD 811 Wait List Referral Form.

If you're **not** currently receiving services from a community mental health center that is affiliated with DBHDD, then you should go to the **DBHDD Field Offices** website (<http://dbhdd.georgia.gov/field-offices>) and locate the mental health provider that is located in the area where you would like to live. Getting connected with support services is the first step in the process to be referred to a HUD 811 rental unit.

Applicants with Physical Disabilities and/or Mental Health Disorders:

Applicants with physical or mental health issues that are living in a nursing home or other institutional setting that are already clients of the Money Follows the Person Program (MFP) or the Department of Behavioral Health and Developmental Disabilities (DBHDD), should talk to their Transition Coordinator, therapist, or case manager about completing the HUD 811 Wait List Referral Form.

If you're **not** currently receiving services from MFP, DBHDD, or one of their affiliates you should contract the social worker at your facility to obtain the contact information for the MFP staff person that is assigned to your facility. The Georgia Department of Human Services coordinates the MFP program through the local Area Agency on Aging (AAA). AAA provides programming and service in 12 regions in the state of Georgia. If you are seeking services from DBHDD please go to the **DBHDD Field Offices** website and locate the mental health provider that is located in the area where you would like to live. <http://dbhdd.georgia.gov/field-offices>

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To find the local Area Agency on Aging office in your area, please go to the **Georgia Aging & Disability Resource Connection website at**

(https://www.georgiaadrc.com/site/363/contact_us.aspx). Locate the region and county on the interactive map and the contact information for the local Area Agency on Aging will come up. Getting connected with support services is the first step in the process of being referred to a HUD 811 rental unit.

To find additional information on the Georgia Money Follows the Person (MFP) program go to the MFP webpage: <http://dch.georgia.gov/georgia-money-follows-person-ga-mfp>.

Go to the MFP Brochure at the following webpage:

http://dch.georgia.gov/sites/dch.georgia.gov/files/related_files/document/MFPBrochure_July2012_FINAL.pdf

WHAT IS A REFERRAL AGENT?

A Referral Agent is a person who will assist applicants through the referral and application process, from pre-screening through move-in. The Referral Agent is often your case manager, service coordinator, or transition coordinator. Referral Agent will mean all three positions when referred to on the website.

HOW DO I APPLY FOR THE HUD 811 PROGRAM?

There are five steps in the HUD 811 application process:

- ✓ **Step One: Pre-screening:** Your Referral Agent will make sure you meet the program eligibility requirements of age, income and target population before referring you to the program. Your Referral Agent will also develop a Support Service or Transition Plan that will outline your support service and housing needs and how the resources that will be secured to address each need is identified in the plan. The plan will show that the referral to the 811 program is appropriate.
- ✓ **Step Two: HUD 811 Referral:** After your Referral Agent pre-screens you and decides you are eligible to apply, this person will complete the **HUD 811 Wait List Referral Form** and email or fax it to DCA. You will be able to review information on properties in your area and will be placed on a wait list for those locations. Your Referral Agent will continue to work with you to collect documentation you will need once an apartment becomes available. You will be asked to sign a Release of Information that allows your Referral Agent to talk with the program staff at DCA about your application. DCA will make sure your referral form is complete and that we have the correct contact information on file so DCA will be able to contact you and your Referral Agent when a unit becomes available.
- ✓ **Step Three: Prepare Documents:** Once your name comes to the top of the wait list, DCA will obtain a criminal background report and credit report on you and any other adults that plan to

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be part of your household. The information from these reports will be shared with you and your Referral Agent to help you prepare for the tenant screening process that the landlord will do at the property. If you have any negative information on the reports you will have time to prepare an explanation of the situation and focus on your strengths as a new future tenant. Before referring you to the property, DCA will ask if you have all the required documentation needed to complete the application process. You will not be referred until you have gathered **all** the required documentation. Once you have the documentation ready, DCA will refer you to the property to look at the unit and to complete the rental application if the unit and property meet your needs.

- ✓ **Step Four: Tour Unit/Complete Application:** You and your Referral Agent will be given the contact information for the property that has a vacant unit or a units that will soon be vacant. You will take the necessary steps to set an appointment to tour the unit and check out the location of the unit to see if it meets your needs. If you find the unit and property suitable, you will proceed with filling out the property’s rental application and all other necessary forms to complete the application process. Your Referral Agent will help you with this step.
- ✓ The property will order a “background” check on you and the other adult members of your household which can include criminal background, credit, and prior landlord references. It is important for you to discuss your background issues with your Referral Agent and be prepared to answer any questions the property manager might have related to your background issues.
- ✓ **Step Five: Lease and Preparing to Move:** When the property accepts your application, the property manager will set an appointment for you to sign the lease and house rules, and sign any other paperwork that the landlord requires prior to move-in. The Referral Agent will make sure you have access to the resources you need for move-in, such as, funds for a security deposit, furniture, and food. The final step is setting a date to pick up the keys, doing the pre-move inspection and setting the date for move-in. Just prior to move-in you will make arrangements to have the utilities (that you are responsible for paying) put in your name and paying any utility deposit. Your Referral Agent may have resources to help with paying for utility deposits, security deposit, furniture, household items, and moving expenses.

WHERE CAN I LIVE?

DCA is planning to have HUD 811 units in and around the larger metropolitan areas of the state. A list of all the properties that have a set aside of 811 units can be accessed on the DCA website under the HUD 811 webpage. Look for the **HUD 811Property Inventory** link. The majority of units will be one and two bedroom units. Larger units may be available at some properties.

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WHAT IF I CHANGE MY MIND AFTER I APPLY?

No problem, just have your Referral Agent contact DCA so your name can be removed from the waiting list. You can also request that your application be placed on HOLD if you need more time to prepare to move. That way you don't lose your place on the Wait List.

The HUD 811 program is a permanent housing program so if you change your mind in the future and want to put your name back on the Wait List you can do so.

WHAT SHOULD I KNOW ABOUT MY FAIR HOUSING RIGHTS?

Federal and state laws protect people with disabilities from housing discrimination. This means housing providers and landlords:

- Cannot exclude you from housing because of your disability;
- Must ask you the same questions as all other applicants to the property;
- Cannot ask you questions about your disability – such as your diagnosis or medication you take – unless necessary to determine the need for an accommodation; and
- Must provide reasonable accommodations.

A reasonable accommodation is a change to a policy, program or service to allow a person with a disability to participate fully. For example, if a property had a “no-pets” policy, it must make an accommodation for someone with a disability who has a service animal, without which they could not live in the community. Talk with your Referral Agent about any problems with your rental history, credit report, and criminal background that relate to your disability should a reasonable accommodation be necessary.

WILL I HAVE ACCESS TO SERVICES ONCE I AM A TENANT?

In most cases you will continue to have access to services at the agency that referred you to the program. Examples of services that may be available to you, depending on your particular needs, include: assistance with independent living skills such as budgeting and maintaining your apartment, mental health services, home health aide or nursing assistance and supported employment. The HUD 811 program is a rental assistance program and does not provide any funding for support services.

WHAT IF I DON'T WANT TO USE THE SERVICES?

In the HUD 811 Program, services are voluntary. You can decide which services you want to use and when. If you decide you don't want or need services, you will be able to keep your apartment as long as you comply with the terms of your lease. You may find, however, that services can help you comply with your lease. The support service providers will be ready to work with you whenever you decide to re-engage in services if you stopped services for any reason.

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WHAT ARE MY RESPONSIBILITIES AS A TENANT?

It is equally important to remember that as a tenant you must meet the terms of your lease in order to stay in the unit. This means you must:

- Pay your portion of the rent on time every month;
- Be responsible for your guests and visitors while they are at your apartment or on the property;
- Maintain the unit in clean, sanitary and safe condition;
- Get along with your neighbors and other tenants on the property;
- Avoid illegal activity;
- Don't allow anyone to live in the rental unit that is not on the lease.

WHAT IF I HAVE A PROBLEM WITH MY LANDLORD OR OTHER TENANTS?

The 811 Program has a Tenant Due Process Program: Eviction Prevention System to assist landlords and tenants with resolving problems that may lead the landlord to take legal action against a tenant. Each owner involved in the HUD 811 program has agreed to participate in the Due Process Program by entering into a Memorandum of Understanding (MOU) with DCA. The MOU spells out the steps that will be taken if the landlord or property manager has issues with a tenant, household member or guest that cannot be resolved through normal processes. The goal of the Due Process Program is to address issues early on and to avoid or prevent eviction action. You can find a sample Due Process Program MOU on the DCA HUD 811 webpage.

DOES THE WAIT LIST EVER CLOSE?

Yes, the Wait List will close once it reaches 100 applicants. DCA will post a notice on the DCA HUD 811 webpage with the status of the wait list: OPEN or CLOSED. When the wait list drops below 100 the Wait List will reopen. DCA will purge the Wait List annually to remove applications where the applicant and Referral Agent can't be reached.

Please keep your contact information up-to-date while your name is on the HUD 811 Wait List.

HOW DO I APPLY?

All applicants must be referred by the Department of Behavioral Health and Developmental Disabilities (DBHDD) or by the Department of Community Health's Money Follows the Person (MFP) Transition Coordinator. This process confirms that the applicant is connected with support services and meets the basic eligibility criteria for the program. Applicants can not submit the HUD 811 Wait List Referral Form directly to DCA. You can download the **HUD 811 Wait List Referral Form** from the DCA HUD 811 webpage.

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HOW MUCH RENT WILL I HAVE TO PAY?

The HUD 811 program calculates rent much like any other federally funded rental assistance program; where the tenant pays no more than 30% of their adjusted gross income for rent and utilities. If there is more than one person in the household, all of the household income will be taken into consideration in the rent calculation. If the tenant portion is less than \$25, HUD requires the tenant to pay the minimum tenant rent of \$25.

HOW MUCH IS THE SECURITY DEPOSIT?

The HUD 811 program sets the security deposit paid by the tenant to be equal to the Total Tenant Payment (TTP) or \$50 whichever is greater. Owners may collect the security deposit in installment payments. HUD does allow an owner to collect an additional security deposit up to a full month's contract rent. The HUD 811 funds cannot be used to pay the additional deposit but other outside funds may be used. Other outside funds can be from DBHDD, MFP, or other sources.

HOW ARE UTILITIES HANDLED?

The rent calculation takes into consideration a utility allowance based on the local housing authority's standard Utility Allowance chart published for the area where the rental unit is located. The property manager will prepare the annual rent calculation using this chart. If the rent calculation generates a Utility Assistance Payment to the tenant, then the owner will invoice DCA for this amount each month in addition to the monthly 811 rental assistance payment. DCA will disburse the Utility Assistance Payment to the owner each month and the owner will draft a check to the tenant for the amount of the Utility Assistance Payment. The tenant is then responsible for paying the unit utilities with these funds. The Utility Assistance Payment is just an allowance and may not cover the entire cost of the utilities each month. The tenant is responsible for paying any amount that exceeds the amount of the monthly utility assistance payment.

CAN I HAVE A PET?

If the property allows pets and you and your pet meet the requirement of the property's pet policy, you will be allowed to have pet. You will also be responsible for paying a pet deposit if one is required by the landlord. Assistance animals are not considered pets and fall under a different policy. Please see Assistance Animals for more information.

CAN I HAVE AN ASSISTANCE ANIMAL?

Yes, pet policies do not apply to assistance animals (*see reasonable accommodations under the Fair Housing Act and Section 504 of the Rehabilitation Act for a tenant or visitor with a disability*). An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. For more information, see HUD Handbook 4350.3 REV- 1, Chapter 2, Paragraph 2-44.

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For purposes of reasonable accommodation requests, neither the Fair Housing Act nor Section 504 requires an assistance animal to be individually trained or certified. While dogs are the most common type of assistance animal, other animals can also be assistance animals. Housing providers are to evaluate a request for a reasonable accommodation to possess an assistance animal in a dwelling using the general principles applicable to all reasonable accommodation requests.

For more information, see the Joint Statement of the Department of Housing and Urban Development and the Department of Justice, Reasonable Accommodations under the Fair Housing Act, <http://www.hud.gov/offices/fheo/library/huddojstatement.pdf>, and FHEO Notice 2013-01, http://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf.

CAN THE LANDLORD CHANGE A PET DEPOSIT?

The property's pet policy may require the tenant to pay a pet deposit for cats or dogs in their unit. This deposit is, in addition to any additional financial obligation, generally imposed on tenants of the property. HUD regulations state the pet deposit must not exceed \$300 and the initial deposit cannot exceed \$50 at the time the pet is brought onto the premises. The pet rules must allow for gradual accumulation of the remaining required deposit, not to exceed \$10 per month until the deposit is reached, but not prevent a tenant from paying more than \$10 per month if he or she chooses to do so. Because pet rules do not apply to assistance animals, needed as a reasonable accommodation for an individual with a disability, pet deposits cannot be required for assistance animals. See HUD Handbook 4350.3 REV-1, Chapter 2, Paragraph 2-44, Section E, for additional information.

ARE LIVE-IN AIDES PERMITTED?

Yes, the HUD 811 program allows Live-In Aides to be part of the household. The live-in aid must be approved by DCA and the landlord and go through background screening as part of the application and approval process along with the other household members. The income of an approved live-in aid will not be counted in the household's rent calculation. If a live-in aid will be part of your household, please put the live-in aid as part of your household when completing the HUD 811 Wait List Referral Form. For additional information concerning the requirements for a live-in aid, please refer to DCA's HUD 811 webpage.

CAN MY CHILDREN LIVE WITH ME?

Yes, the HUD 811 program is designed to accommodate a family that is currently living together or to allow for the reunification of a family. An example would be an eligible head-of-household that has been living in a nursing home for the past two years and has children living in foster care or with relatives. This household would be eligible for 811 housing. Your Referral Agent will need to approve of the household composition at the time they refer the applicant and household to the HUD 811 Wait List.

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CAN I HAVE A ROOMMATE?

Yes, two unrelated adults may live together as long as one of the adults meets the HUD 811 eligibility criteria. Your Referral Agent must approve of the household composition prior to making the referral to DCA. The rental assistance will be attached to the eligible applicant, so if this person moves out, the 811 subsidy will end at that address. The roommate will be responsible for the entire rent when the 811 tenant moves out. The roommate's income will be included in the total household income.

WILL MY CRIMINAL BACKGROUND AFFECT MY ABILITY TO GET APPROVED FOR AN 811 RENTAL UNIT?

The HUD 811 program only has two criminal background restrictions that would prevent you from gaining access to the 811 program. Those restrictions are (1) convicted of manufacturing or selling methamphetamine on the premises of federally assisted housing; (2) applicant or any household member is subject to the lifetime registration requirement under a State sex offender registration program.

Landlords will be screening 811 applicants using the properties Tenant Selection Plan that may have additional restrictions related to criminal background. All properties will have their own screening criteria regarding criminal background. DCA will be ordering national criminal background reports and credit reports on all adults that are planning to live in the 811 household. DCA will share this information with the applicant and your Referral Agent to assist the applicant in preparing for the tenant screening once you are referred to an apartment complex. This information will give the applicant and Referral Agent time to correct or dispute erroneous information and prepare to explain other negative information in the reports. DCA will also provide the Tenant Selection Plan to the apartment complex where the applicant is being referred so the applicant will be able to see how their background and credit report matches with the property's screening criteria. It should also allow time to prepare a request for a reasonable accommodation if one is warranted based on the applicant's disability and background issues.

WHAT ARE THE INCOME GUIDELINES FOR THE PROGRAM?

All applicants must have incomes at or below 30% of the Area Median Income for the location of the property. Refer to the following website for the Georgia 2015-2016 30% AMI Income Charts https://www.huduser.gov/portal/datasets/il/il15/IncomeLimits_30_Rev.pdf

CAN I BE ON THE PROGRAM IF I HAVE NO INCOME?

Yes, the HUD 811 program does allow an applicant with no income to receive rental assistance. All applicants are encouraged to work with their Referral Agent as well as other agencies that are skilled at assisting individuals apply for SSI, SSDI, SS, and all other benefits and entitlements. Applicants with no income will have the challenge of finding a landlord that is willing to provide the utilities as part of the rent. Zero income tenants also have a difficult time getting utilities connected in their names and paying utilities with the fixed monthly utility allowance provided by the program.

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WHERE ARE THE RENTAL UNITS LOCATED?

The HUD 811 program targets Low Income Housing Tax Credit (LIHTC) properties to project-base the 811 rental assistance. DCA contracts with tax credit owners to make their units available to 811 applicants for 30 years. The tax credit properties are located all around the State of Georgia. DCA is concentrating the 811 contracts at properties that have been recently constructed or renovated so all the properties have new design features, modern amenities, and are energy efficient.

NEED ADDITIONAL INFORMATION?

Visit the HUD 811 webpage at

<http://www.dca.ga.gov/housing/specialneeds/programs/section811pra.asp>

or

Contact Patrick Brown at Patrick.Brown@dca.ga.gov

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