

HUD 811 PRA Program Owner and Property Manager Quick Reference Guide

Note: Please refer to the HUD 811 Owner and Property Manager Operations Manual for additional information.

1.0 GENERAL OVERVIEW: HUD 811 PROGRAM

- Program targets extremely low-income adults between the age of 18 and 62 with disabilities and their families.
- Provides Project-Based Rental Assistance (PRA) attached to select Low Income Housing Tax Credit properties (LIHTC)
- Revamps the old HUD 811 program by providing community based integrated housing

2.0 ROLE OF DCA AND OTHER STATE PARTNERS

The program is operated by the Department of Community Affairs (DCA) in partnership with the Department of Behavioral Health and Developmental Disabilities (DBHDD) and the Department of Community Health (DCH).

3.0 GEORGIA'S HUD 811 GRANT AWARDS

- FY 2012 Grant: \$ 4,279,650 to fund 134 units for the first 5 years
- FY 2013 Grant: \$10,174,407 to fund 350 units for the first 5 years
- Grants will be renewed annually after the first 5 yrs.

4.0 QUALIFIED ALLOCATION PLAN

DCA has provided bonus points in scoring since 2011 to developers that were willing to accept project-based rental assistance targeted to special needs populations if rental assistance were provided by DCA in the future.

5.0 AGREEMENT TO ENTER INTO A RENTAL ASSISTANCE CONTRACT (ARAC)

The ARAC is a document that is executed by the owner and DCA where the owner agrees to commit units to the HUD 811 program when units become available at a designated property.

6.0 RENTAL ASSISTANCE CONTRACT (RAC)

The Rental Assistance Contract (RAC) is executed between the owner and DCA. The RAC sets up a 20 year contract between the owner and DCA with the owner agreeing to provide a set aside of rental units and DCA agreeing to provide long-term rental assistance.

7.0 USE AGREEMENT

The Use Agreement is a recorded Land Use Restriction Agreement where the owner agrees to set aside the units described in the RAC to 811 tenants for not less than 30 years.

8.0 PROGRAM MANAGEMENT

DCA's Office of Housing Finance and Development will coordinate all ARAC and RAC development with owners. Ongoing management of the RAC will take place in DCA's Housing Assistance Division - Office of Homeless and Special Needs Housing.

9.0 MARKETING AND OUTREACH

All marketing and outreach to identify applicants will be done by the Department of Behavioral Health and Developmental Disabilities (DBHDD) and the Department of Community Health's (DCH) Money Follows the Person Program (MFP).

10.0 WAIT LIST MANAGEMENT AND REFERRALS

DBHDD and DCH will do all marketing, outreach, and preliminary eligibility determinations on applicants before they are placed on the 811 Wait List. DCA will manage the 811 Wait List and make all 811 applicant referrals to properties.

11.0 AFFIRMATIVE FAIR HOUSING MARKETING PLAN (AFHMP)

HUD has approved an AFHMP for the Georgia 811 program. Each property should have a copy of the plan for public review.

12.0 UPCS INSPECTIONS

Initial and annual UPCS inspection will be conducted by DCA on all 811 units.

13.0 TENANT SELECTION PLAN (TSP)

DCA's Program Selection Plan (PSP) details how DCA manages the 811 Wait List and referrals to approved properties. Each property maintains its own Tenant Selection Plan outlining the property's tenant screening and selection criteria.

14.0 RENT CALCULATION

Calculating Tenant Rent shall be in accordance with the requirements found in HUD Handbook: (a) 30% of monthly adjusted income; (b) 10% of monthly gross income; (c) Welfare rent (welfare recipients in as-paid localities only); or (d) \$25 minimum rent.

15.0 UTILITY ALLOWANCES

DCA LIHTC Compliance Manual requires owners to use the HUD utility allowance charts from the local public housing authority for the jurisdiction where the property is located.

16.0 UTILITY REIMBURSEMENTS

Utility Reimbursements Funds, which are determined from the Tenant Rent Calculation, will be billed by the owner to DCA along with the tenant's monthly Housing Assistance Payment request.

17.0 VACANCY PAYMENTS

The Owner can be entitled to vacancy payments that do not exceed 80 percent of the Contract Rent for up to 60 days for each vacancy.

18.0 ANNUAL RE-CERTIFICATIONS

Owners must conduct a re-certification of household income and composition at least annually. Owners must then re-compute the tenants' rents and assistance payments.

19.0 SECURITY DEPOSITS AND DAMAGES

Owners may collect a security deposit from the tenant in an amount equal to one month's Total Tenant Payment or \$50, whichever is greater. HUD permits owners to collect additional funds of up to one month's total contract rent so long as it is collected from sources other than the tenant. Damages which are over and above the amount of the security deposit, may not be billed to DCA or to HUD.

20.0 LEASE

Owners must use HUD's Model Lease as prescribed for this program. The term of the initial lease will be for not less than one year.

21.0 LEASE AMENDMENTS / MODIFICATIONS

HUD allows 6 standard amendments to the Model Lease. DCA must review and approve all amendments to the Lease. Items not covered by the Lease can only be incorporated into the House Rules amendment.

22.0 PET DEPOSITS AND OTHER CHARGES

Pet Deposits: It is at the discretion of the owner if the property will allow pets. If pets are allowed the property must have a written pet policy that describes the pet deposit and the procedure for tenants to pay the deposit.

Late Payment of Rent:

Owners cannot charge late fees to the 811 tenant for late payments on 811 units.

23.0 HUD SECURE SYSTEMS

The HUD 811 program requires owners to connect with HUD Secure Systems in order to be able to access TRACS, EIV, and other HUD systems used in the 811 program. DCA has hired a consultant (Navigate) to assist owners.

24.0 TERMINATIONS

Only the owner may terminate tenancy. Owners are expected to enforce program requirements under the terms of the lease and tenants are similarly expected to comply with the program requirements established in the lease.

25.0 MONTHLY HAP BILLING AND ELOCCS

Owners are required to enter tenant data in TRACS on a monthly basis. Monthly Housing Assistance Payment (HAP) requests will be sent by owners to Navigate according to their monthly billing schedule. Navigate will collect all individual property billing invoices (Child Invoices) and combine them into one invoice (Parent Invoice) that will be sent to DCA for review and approval. DCA will submit the invoice to HUD through the eLOCCS system. Owners will not bill HUD directly. DCA will direct deposit HAP payments into the owners' designated bank account.

