

# Section 811 Project Rental Assistance Program

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From Outreach to Move-in



# Today's Agenda

- New Staff Training Series
- Interagency Partnership Agreement
- Outreach and Referral
- Outreach/AFHMP
- Tenant Eligibility
- Waiting list management
- Referral to owner
- Move-In



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# New Staff Training Series



# Training Series

- Webinar 1: 811 PRA Overview
- Webinar 2: Unit Identification
- Webinar 3: From Outreach to Move-in
- Webinar 4: Ongoing Grantee Responsibilities
- Webinar 5: HUD Systems- Grantee Responsibilities
- Webinar 6: Helping Owners Meet their Responsibilities
- Webinar 7: Supporting Successful Tenancies
- Webinar 8: Discussion



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# Interagency Partnership Agreement



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# Interagency Partnership Agreement

- State specific agreement outlining collaborative partnership between grantee & state agency administering Health & Human Service programs, & State Medicaid programs
- Outlines roles and responsibilities
- Includes information regarding:
  - target population to be served
  - outreach and referral methods for reaching the target population
  - supportive service commitment for tenants



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# Outreach and Application



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# Outreach and Application – Making your program work

- Knowing roles and responsibilities is critical!
- Lessons learned from Grantees to speed up and increase referrals
  - Regular meetings and communication between state agencies
  - One-time training is not enough – must provide on-going technical assistance to referral agents
  - Don't blame each other and be willing to try new things



# Outreach and Referral - Documentation

- Interagency Partnership Agreement
- Affirmative Fair Housing Marketing Plan
- PRA Tenant Selection Plan



# Affirmative Fair Housing Marketing Plan

- HUD Form 92243-PRA
- Describe how program will be nondiscriminatory in outreach and other activities
- Describe how program will reach least likely to apply.
- Must be completed and kept on file prior to start of outreach
- Grantee retains responsibility even if outreach is delegated



# Tenant Selection Plan

- Grantees must create a PRA Tenant Selection Plan (TSP)
- Must be kept on file and made available to the public
- Property also has a PRA Tenant Selection Plan - screens does not select applicants
- Elements of TSP:
  - Nondiscrimination Policy
  - Outreach Procedures
  - Eligibility requirements
  - Application process
  - Waiting List procedures
  - Occupancy standards
  - Referral to Owner

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# Tenant Eligibility



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# Tenant Eligibility

## Target Member Eligibility at move-in:

- At least 18 years of age and under the age of 62;
- Have a disability;
- Eligible for community-based, long-term care services as provided through Medicaid waivers, Medicaid state plan options, comparable state funded services or other appropriate services; and
- Member of the Target Population, if any.

## The entire household (including the member of the target population) must meet the following requirements at move-in:

- Extremely Low-Income (at or below 30% area median family income.

# Ongoing PRA Tenant Eligibility

- The household income can increase above 30% AMI after occupancy. A family's eligibility for Housing Assistance Payments continues until the Total Tenant Payment equals the contract rent plus any utility allowance.
- The household member who qualified as a member of target population can refuse or no longer qualify for eligible long-term services and supports.
- The household member who qualifies for the target population can become age 62 years or older.
- If the household member who originally met the qualifications of the target population moves out of the unit, the remaining members of the household can stay and pay market rent. If the remaining household includes a member who meets the HUD PRA definition for a “persons with disabilities”, the household can continue to receive PRA subsidy.



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# Waiting List Management



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# Waiting List Management

## Decisions

- Who manages the list?
  - Housing agency
  - Service/Disability agency
  - State or Local agency
- How is the list organized?
  - By property
  - By City/County/region
- Preference or priorities for different target populations?

## Considerations

- How many referrals should be made to a property per vacancy?
- Are the applicants at the top of the waiting list referral ready?



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# Referral to Owner



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# Referral to Owner

- Clear process and roles/responsibilities needed for referrals to property
- Process Decisions:
  - Number of applicants to refer for each vacancy (1 or multiple)
  - Communication needed regarding vacancy (applicant, case manager, etc.)
  - Time frame for applicant to apply at the property
  - Support needed for applicants to apply at property
- Ongoing communication regarding referrals
  - State level regular check-in regarding vacancy referrals

# Tenant Screening

- Property is allowed to screen PRA tenants in same manner as other tenants
  - Property Tenant Selection Plan – preapproved by Grantee
- Reasonable Accommodation Requests
  - If denial at property is related to disability, consider making reasonable accommodation request
  - Train service providers, owners and other program staff on reasonable accommodation

# Move-In

- Owner required to conduct a move-in inspection
  - Grantee approves move-in inspection form
  - 811 PRA tenant must be offered opportunity to attend inspection
- Lease execution
- Determining Total Tenant Payment
  - Rent - Owner will use HUD Handbook 4350.3 to determine monthly total tenant payment (TTP)
  - Security Deposit = 1 month's TTP or \$50 (whichever is greater)
  - Grantees may pay security deposit above this amount with non-PRA funds
- Service Provider
  - Coordinates services for tenant to receive in housing
  - Provides necessary tenancy supports



# Peer to Peer Time



# Questions?

