

Section 811 Project Rental Assistance Program

Ongoing Grantee Responsibilities



Today's Agenda

- Training Series
- Fiscal management
- Monitoring
- Recordkeeping
- Reporting
- Day to day management
- Collaboration: Resident Dispute process



SECTION 811 PRA PROGRAM

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~~ [POSTPONED- Date TBA]
 - **New Webinar!- Reasonable Accommodation**
- Webinar 6: Helping Owners Meet their Responsibilities
- Webinar 7: Supporting Successful Tenancies
- Webinar 8: Discussion



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Fiscal Management



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Fiscal Management

- Rental Assistance Funds
 - Five years of funding per RAC
 - Grantees must track grant expenditures
 - Track over-time and make adjustments in RAC units as needed
(See Webinar 2 for more info on Tracking Tools)
 - Ensure Cooperative Agreement deadlines are met



Fiscal Management

- Administrative Funds – through eLOCCS
 - Draw down as needed on quarterly or monthly basis
- Uniform Administrative Guidance
 - Grantees must follow guidance, such as financial management and payment standards
 - HUD Multifamily will be issuing Financial Management Tool Kit soon



Monthly Vouchering

- Definitions
 - Child Voucher = Owner voucher
 - Parent Voucher = Multiple Owner vouchers combined into single voucher submitted to HUD
 - HUD Form HUD-52670
- Review each Child Voucher
 - Return incorrect vouchers to owners for correction
 - Vouchers can be included in the subsequent Parent Voucher if necessary
- Roll up all reviewed/correct Child Vouchers into single Parent Voucher
 - Can submit Parent Voucher to HUD once monthly
 - Voucher must be submitted by 20th of the month in order to have funds available by 1st of next month
 - Grantee must submit first three Parent Vouchers to Blueprint Solutions for approval prior to submission to HUD



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Monitoring Properties



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Monitoring Participating Properties

- Grantees responsible for ensuring that properties/owner comply with PRA requirements
 - (More details in Webinar 6: Helping Owners Meet their Responsibilities)
- Typically done in a combination of on-site reviews, tenant file reviews, and unit inspections
- PRA requirements – Property Level
 - UPCS inspections of all PRA units at least every 3 years
 - Fair Housing and Civil Rights
 - Section 504
 - Effective Communication and Limited English Proficiency

Monitoring Participating Properties

- PRA requirements – Tenant Level
 - Tenant/Occupancy Requirements – HUD Handbook
 - PRA Cooperative Agreement Requirements
- File Review Examples (On Share Site)
 - Household Info (ex: Occupancy Standards, Income)
 - Eligibility (ex: EIV)
 - 811 Lease
 - Certifications/Re-certifications



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Recordkeeping



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Recordkeeping

- Grantees are responsible for maintaining complete and accurate records regarding the PRA program
- Records must be available if requested by HUD during a monitoring visit

Recordkeeping Decisions:

- Who maintains PRA eligibility files? (including target population eligibility)
 - Property
 - Grantee
 - State Health and Human Service Agency
 - Combination of Above?

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Reporting



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Reporting

HUD requires collection of quarterly reports from all Grantees to demonstrate the effectiveness of the program to Congress and other stakeholders

- Programmatic Report – This report tells the story of the PRA program, including the number of people served, what target populations are being served, and an explanation of progress on the program.
- Budget Report – This report give HUD the detailed expenditure updates on the PRA program, including the number of RACs executed, and the projection of future expenditures.

Reporting Considerations:

- How to track data on program, including applications – build a system to feed into reports
- While program ramping up, program reporting is important to report on progress



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Day to Day Management



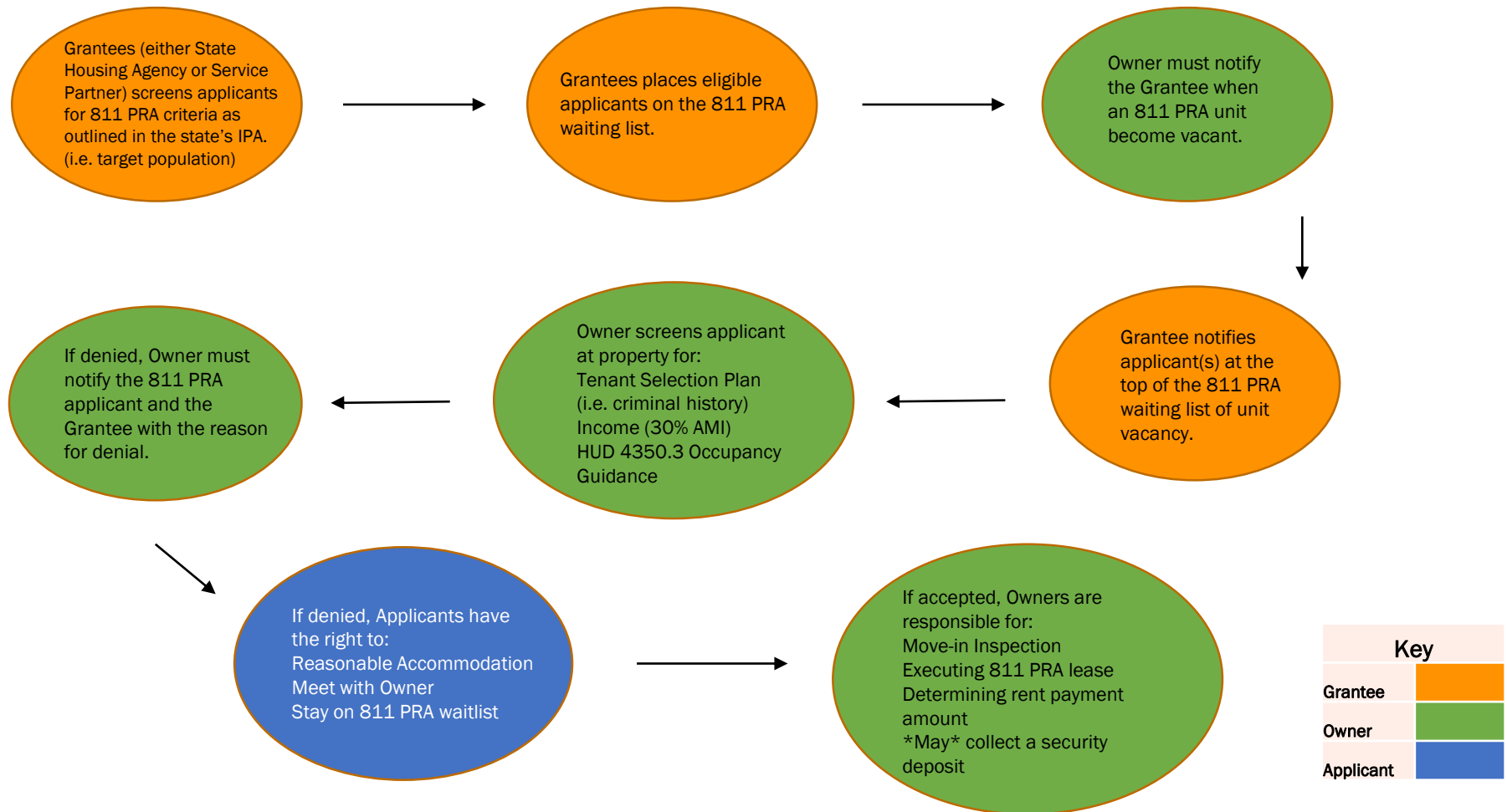
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Day to Day Management

- Waiting list management (See Webinar 3 for more info)
- Unit Vacancies and Turnover
- Voucher Approvals
 - Parent – Child vouchers ROLL
- Vacancy Payment Tracking

Day to Day Management- Vacancy Process



Day to Day Management

- Fair Housing
 - Annually assess Affirmative Fair Housing Marketing Plan
- Leverage Commitment
 - Track and manage housing choice vouchers offered towards leverage
- RAC Amendments
 - Continuously assess RAC commitments to determine if expenditures match with projections and make adjustments as needed
 - Move units from RACs with high vacancy to more desirable properties



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Dispute Resolution



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Dispute Resolution

- Tenants
 - Grantees must offer a dispute resolution process for tenants who have a dispute with owners
- Owners
 - How to support owners regarding 811 tenancy issues, such as lease violations or other concerns.
- Process for Resolution
 - Who will the tenant contact in the event of a dispute? How will they be notified of this right?
 - Who will the owner contact in the event of a dispute? How will they know who this contact person is?
 - How will your state collaborate to solve tenancy issues?



Peer to Peer Time



Questions?

