

RECOMMENDED SUBMISSION CHECKLIST FOR 811 PRA GRANTEES

811 PRA Rental Assistance Contract

Below are the recommended contents of a complete 811 PRA Contract:

I. Business Partner Registration

Please check the owner and/or management agent tax identification number (TIN#). Ensure that the owner and/or management agent has registered with the Business Partners Registration website prior to submission of your executed RAC. If not, please have owner and/or management agent complete this immediately.

This is Step 5 in the Step-By-Step Instructions: https://hudapps2.hud.gov/apps/part_reg/apps040.cfm. Please do not submit any RACs until this step is completed.

II. Rental Assistance Contract (RAC), Part I

The RAC, Part I should be submitted with the following components answered:

- Page 1. "PRA Project Number" is the RAC/child contract #. "811 PRA Contract Number" is the Cooperative Agreement/parent contract #.
- Page 1, Paragraph 1. Fill out Grantee, Owner and Project Name
- 1.1.a Effective Date of Contract
- 1.1.b Fiscal Year
- 1.1.d Project Address/Description
- 1.1.e Statement of Services, Maintenance and Utilities Provided by the Owner must be filled out accordingly:
 - 1.1.e(1) Services and Maintenance: This section must match "Services/Facilities" in Part B of the Rent Schedule.
 - 1.1.e(2) Equipment: This section must match "Equipment/ Furnishings in Unit" in Part B of Rent Schedule
 - 1.1.e(3) Utilities: This section must match "Utilities" in Part B of the Rent Schedule.
 - 1.1.e(4) Other: Answer if applicable
- 1.2.a Minimum contract term is 20 years
- Signature Page must be signed/dated by Owner and Grantee
- Exhibit 1 Schedule of Contract Units and Contract Rents
- Exhibit 2 iREMS Record Sheet: All Grantees must submit the Exhibit 2 in the FY 13 Cooperative Agreement
- Exhibit 4 Use Agreement: Complete and sign/date

III. Rental Assistance Contract (RAC), Part II

The RAC, Part II should be submitted with the following components answered:

- Page 1. "PRA Project Number" is the RAC/child contract #. "811 PRA Contract Number" is the Cooperative Agreement/parent contract #.
- Section 2.7 b(1) Annual Adjustments – must check a box. If OCAF is checked, no explanation is needed in Exhibit 2. If OCAF is not checked, HUD approval is needed and the methodology must be described in Exhibit 2.
- 2.7 f(1) Utility Allowance – must check a box. Utility policy must be included in Exhibit 2.
- Exhibit 1 Initial Rent Setting Methodology Leave blank or answer N/A if initial rent level does not exceed FMRs.
- Exhibit 2 Explanation of Rent Adjustments and/or attachment of Utility Allowance Policy Under Section 2.7.b(1) and 2.7.f(1)
- Exhibit 3 Addendum to RAC. The Grantee may include an addendum to the RAC provided that the provisions of the addendum do not conflict with the Cooperative Agreement.

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IV. Rent Schedule, form HUD-92458

The Rent Schedule should be submitted with the following components answered:

- Part A Apartment Rents - Should match Exhibit 1 of the RAC, Part I
- Part B Items Included in Rent - This section should match Section 1.1.e of the RAC, Part I
- Part C, D, and E - Answer if applicable
- Part F Maximum Allowable Rent Potential - Should match Part A of the Rent Schedule
- Part G Information on Mortgagor Entity - Fill out Name of Owner Entity, Type of Entity, and List all Principals of the Owner Entity
- Part H Owner Certification - The owner must sign and date
- Part I HUD/Lender Approval - Include the child RAC contract number in "HAP Contract Number" and the Grantee must sign and date

V. Other

The following question must be included in the email submission to HUD:

- What is the breakdown by unit type of the non-assisted units? *For example, if the Exhibit 1 of the RAC, Part I indicates that the Total Number of Assisted Units is 10 and the Total Number of Units at the Property is 40, then the breakdown should equal 30 non-assisted units: 10-1BR, 10-2BR, 10-3BR.*

Please complete the following information, if applicable:

The following information is required if the property under RAC is currently an existing or previously FHA-insured or a multifamily assisted property.

- iREMS Property ID if exists: _____
- TRACS Project Name/State if exists: _____
- Related Subsidy Contract Number if exists: _____