HUD 811 Project Rent Assistance (PRA) Informational Guide

The Department of Human Services (DHS), Oregon Health Authority (OHA) and the Oregon Housing and Community Services (OHCS) were awarded $2,335,000 in rent assistance funds from HUD to provide to targeted populations in Oregon. This program is being called HUD 811 PRA. At this time the program is only guaranteed for the first 5 years.

**Eligibility / Target Population’s for ODDS:**

**An individual who…**

* Has an Intellectual/Developmental Disability
* A household income equal to or less than 30% AMI
  + 2019 – 30% of Median Family Income Limits
    - 1 person = $18,480
    - 2 people = $21,120
    - 3 people = $23,760
    - 4 people = $26,370
    - 5 people = $28,500
    - 6 people = $30,600
* Between the ages of 18 and 61 at the time of admission to the property (lease signed) **AND**
* Medicaid eligible.

**The individual must be:**

* eligible for community-based, long-term services, state-funded services or other appropriate services with ODDS;
* residing in an institution, hospital, licensed or group home setting and are ready to transition to a supported housing setting; **OR**
* homeless, at risk of becoming homeless or at risk of reentering an institution, hospital, licensed or facility setting.

**Units:**

* Studio’s, 1 bedroom or 2 bedroom apartments will be contracted with for this program in specific properties that are awarded units.
* As of 2/23/18, 10 units out of the 75 unit goal have been approved and contracted with.
  + As of 4/2/18 there are currently no properties in the Portland Metro area. They are actively seeking participation in other areas of Oregon.
  + Currently contracted properties are located in Corvallis/Lebanon/Springfield area.
  + As of 4/2/18 the program has received around 10-12 applications and some have been placed on the waiting list for the properties approved for 811 PRA. No one has yet to move into a property.

**How is the rent determined?**

* Tenant’s rent is based off of 30% of their adjusted gross annual income.
  + So, if the tenant is disabled and receives an annual income of $8,000 (SSI), their adjusted gross is $7,600 (HUD gives a $400 allowance for elderly/disabled tenants). Their Total Tenant Payment or TTP would be $190; if there is a utility allowance at the property (tenant paid utilities), that amount would be deducted from $190 and that is what the tenant pays per month for rent. If there is no utility allowance (owner paid utilities), then the tenant pays $190 per month for rent.

**Service Coordinator/Personal Agent (SC/PA) will need to:**

1. Help individuals complete a pre-screening eligibility checklist to see if the individual meets the minimum criteria for the 811 PRA program prior to applying for 811 PRA.
2. If the individual meets the minimum criteria on the pre-screening checklist, the SC/PA will assist the individual with choosing which available properties to apply for. These can be viewed online at the OHCS website. The individual is encouraged to go out to the property(ies) that they choose and make sure it meets their needs.
   1. The property list can be found at: <https://www.oregon.gov/ohcs/APMD/hud-811/811-Property-List.pdf>
3. SC/PA will assist the individual in completing the Section 811 Project Rental Assistance (PRA) Tenant Application and Property Checklist (will be provided as properties come online).
   1. Each individual can apply for as many available properties that meet their needs that have a Rent Assistance Contract for 811 PRA.
4. A completed Section 811 Project Rental Assistance (PRA) Tenant Application and Property Checklist is then securely emailed by the SC/PA to OHCS at [811PRA.submissions@Oregon.gov](mailto:811PRA.submissions@Oregon.gov)
   1. If SC/PA has not completed the HUD 811 Project Rental Assistance Training for Service Coordinators/Personal Agents, applications will need to be submitted by Natasha MacDonald, Housing Specialist for Mult. Co. IDD.
   2. Send completed applications to [Natasha.r.macdonald@multco.us](mailto:Natasha.r.macdonald@multco.us) and they will be submitted to the state.
5. SC/PA works with individual to resolve credit/criminal or rental issues that would come up during background checks while on waitlist.
   1. Each property has their own criteria, once an applicant has decided on a property(ies) they wish to apply for, the applicant can ask the property for their screening criteria.
6. While awaiting word for a vacancy at a property the individual has chosen, the SC/PA will work with the individual to obtain any documents that are required at each of the properties they have chosen while they are on the waitlist.
   1. Examples of documentation required by HUD (For a complete list, go to the OHCS website for 811 PRA):
      * To verify age: Oregon State ID, Birth certificate, valid passport, naturalization certificate, SSA benefits print out
      * Child care expenses: Copies of receipts, cancelled checks, school attendance/records
      * Employment: W-2 forms, 4-6 consecutive paycheck stubs
      * Income: Current SS benefits letter, check stubs
      * Need for an assistive animal Letter from third party

**What happens next with the 811 PRA tenant application?**

* OHCS receives the email containing a completed Section 811 Project Rental Assistance (PRA) Tenant Application and property checklist.
  + As of 4/2/18 there is not a property checklist. When the application is received, OHCS staff will notify tenants of approved properties and ask if they’d like to apply at those properties. This program and processes are still being developed.
* Each application is date/time stamped.
  + This will determine the individual’s place on each waitlist applied for, if approved.
* If the tenant application or property checklist is incomplete, OHCS will email SC/PA to obtain completed forms.
* When OHCS is notified of an upcoming vacant unit they will let the applicant know what supporting documentation they will need to have ready for the property. OHCS does not need the documentation.

**OHCS reviews submitted application to determine eligibility for 811 PRA.**

* If individual is found eligible for the program by OHCS, OHCS will send an approval letter to all contacts noted on the Section 811 Project Rental Assistance (PRA) Tenant Application.
* Once the individual is found eligible, their name will be added to each property waitlist that they chose, based on the date and time the application was received by OHCS.

**If Denied**…

1. OHCS will send a denial letter and information on the appeals process to all contacts noted on the Section 811 Project Rental Assistance (PRA) Tenant Application.
2. SC/PA will work with the individual to help them decide if they’d like to appeal the denial for this program or accept the denial.
3. If individual chooses to appeal the denial for 811 PRA, then the SC/PA will help complete the form for the appeal and email them to OHCS.
4. An OHCS representative, not involved with the initial review of the Section 811 Project Rental Assistance (PRA) Tenant Application, will review the received request for appeal.
5. If the appeal is successful, OHCS will issue a letter of approval and add the individual to chosen property or properties waiting list(s).
   * The individual will be placed on the wait list based on the original time and date the tenant application was received.
6. If the request for appeal is denied by OHCS, a letter of denial will be sent by OHCS to the people on the contact list on the Section 811 Project Rental Assistance (PRA) Tenant Application.
7. If the individual becomes eligible at a later date, they can reapply for 811 PRA.

**When a vacancy comes available:**

1. Property management will notify OHCS within 3 business days from when they receive a notice of vacate by a previous tenant.
2. Within 2 business days from receiving notice from the property, OHCS will refer 4 individuals on the property’s waitlist to the property management.
   * Top 2 DHS individuals and top 2 OHA individuals
3. OHCS will notify SC/PA that the individual has been referred to a property. The link to the website of the property and a list of required documents for the site will be included.
4. SC/PA will contact the individual immediately to see if they are still interested in the 811 PRA program and are interested in the property that they have been referred to.
5. If yes, the SC/PA helps the individual complete the property application, gather required documentation and submit everything to the property.
6. If no to the property but yes to 811 PRA program, SC/PA notifies OHCS immediately.
   * OHCS will then remove the individual from the property’s waitlist.
7. If no to the property and 811 PRA program, SC/PA notifies OHCS immediately.
   * OHCS removes the individual from all property waitlists.

**The individual said yes to the property!!!**

* The SC/PA will help the individual complete the property application, gather all required documentation and submit everything to the property.
* Property management receives and reviews the application and required documentation for property and HUD eligibility to the property.

**The property will screen the tenant:**

1. Property management approves or denies the #1 individual on the waitlist.
   1. If approved , they offer the unit to the individual and the lease process is completed.
      1. An individual must agree to a one year lease.
2. If the #1 individual on the waitlist is denied, they move on to the next individual that is approved on the waitlist and offers unit to them.
3. This process continues until an individual accepts the vacant unit and signs the property lease.
4. Property management notifies OHCS which individual successfully leased the unit.
5. OHCS confirms the individual leased the unit with the SC/PA.
6. OHCS removes individual from all other property waitlists they were on.
7. All other individuals are returned to their original positions on the property waitlist until the next vacancy is available.
8. If individual is denied by the property and wants to appeal, the SC/PA would assist them with submitting required documentation to the property management for review of appeal. **OHCS, DHS and OHA are not involved in this denial process.**

**Frequently Asked Questions:**

**Where can I find information regarding this program?**

* OHCS Website: <http://www.oregon.gov/ohcs/Pages/hud-811-project-rental-assistance.aspx>
* HUD Exchange: <https://www.hudexchange.info/programs/811-pra/pra-program-statute-cooperative-agreement-and-notices/>

**Where can I find the Tenant Application or any other program related documents?**

* All forms will be available on the OHCS website above as units come online. Please make sure to go to the website any time you need to complete a document for the most current version.

**HUD 811 PROJECT RENTAL ASSISTANCE CONTACT LIST**

**OHCS Website:** <http://www.oregon.gov/ohcs/Pages/hud-811-project-rental-assistance.aspx>

**OHCS Contact:** [Angela.Yardley@Oregon.gov](mailto:Angela.Yardley@Oregon.gov)

**DHS ODDS Contact:** [Kristina.M.DiMatteo@state.or.us](mailto:Kristina.M.DiMatteo@state.or.us)

**HUD Exchange:** <https://www.hudexchange.info/programs/811-pra/>