



OHIO 811

PROJECT RENTAL ASSISTANCE

Tenant Selection Plan Addendum

About the Ohio 811 Program

The Ohio 811 Project Rental Assistance (PRA) Program (hereinafter 811 PRA Program) is a project-based rental subsidy demonstration designed to expand the supply of housing for extremely low-income, non-elderly individuals with disabilities. This program is administered by the Ohio Housing Finance Agency (OHFA) in coordination with its state agency partners including the Ohio Department of Medicaid, the Ohio Department of Developmental Disabilities, and the Ohio Department of Mental Health and Addiction Services. OHFA secures program units through new and existing multifamily housing properties that receive any form of OHFA funding while state agency partners work to ensure a healthy pipeline of eligible tenants.

Purpose

§ PRA.403(a) of the HUD Program Guidelines requires owners to determine tenant eligibility using a tenant selection plan (hereinafter TSP) approved by OHFA.

“The Owner must accept referrals of Eligible Applicants from the Grantee [OHFA] or their designee for determining eligibility with the Owner’s Grantee-approved tenant selection plan.”

OHFA must review and approve all TSP documents before commencing the referral process. As an addendum to the TSP, this document serves to provide additional guidance specifically for 811 tenants. This document does not apply to non-811 tenants.

Tenant Referrals

All prospective tenants for the 811 PRA Program will be referred to the property by OHFA in accordance with § PRA.402(a). The owner/property manager accepts referrals in accordance with § PRA.403. Most importantly, the owner/property manager must process applications submitted by individuals referred by the OHFA 811 PRA Waitlist Manager (hereinafter Waitlist Manager) for designated 811 PRA units. Owners/property managers may not process prospective 811 PRA tenants referred through any referral source other than the Waitlist Manager. The owner/property manager must fill available, eligible units with prospective 811 PRA tenants until the number of units designated under the Rental Assistance Contract (RAC) is met.

OHFA provides Referral Agent Trainings to eligible Referral Agents—local Developmental Disability boards, ADAMH board contacts and their approved service providers, and Medicaid Waiver Case Managers—to market the program and boost referrals. Referral Agents receive access to the 811 PRA Program pre-screening and waitlist management system, SocialServe, which organizes, prioritizes, and maintains a waitlist of prospective tenants. The Waitlist Manager uses SocialServe to match eligible, prospective tenants to available 811 PRA units in designated affordable housing properties and connects them with the owner/property manager.

Tenant Eligibility

In order to occupy an 811 unit, the owner/property manager must verify that the household meets all of the following criteria:



- Complies with HUD's definition of an "extremely low-income family" as defined in [24 C.F.R. § 5.603](#)
- Income qualifies in accordance with [24 C.F.R. §§ 5.609-5.617](#) using Enterprise Income Verification (EIV) as detailed in [24 C.F.R. § 5.233](#) and [HUD Handbook 4350.3 REV-1, chapter 3-30](#).
- Discloses and submits documentation to verify the Social Security Numbers of all household members in accordance with [24 C.F.R. §§ 5.210-5.218](#) and [HUD Handbook 4350.3 REV-1, chapters 3-3 B and C, 3-9, 3-11, and 3-31](#)

OHFA, its state agency partners, and Referral Agents will verify that at least one member of the household will meet the following criteria:

- At least 18 years of age, but no older than 61 at admission into the property and;
- Meets the definition of a "person with disabilities" as outlined in [42 U.S.C. § 8013\(k\)\(2\)](#) and [24 C.F.R. § 891.305](#) and;
- Is eligible for 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 related to the disability type(s) targeted under the Memorandum of Understanding.

Disqualifying Criteria

As federally-assisted housing, owners/property managers of projects that secure 811 PRA Program funds must establish standards that prohibit admission to households with any characteristics outlined in [24 C.F.R. § 5.854-5.857](#) including the following:

- Any household member engaged in drug related activity was evicted from federally-assisted property within the past three years unless the following conditions apply:
 - The evicted household member who engaged in drug-related criminal activity has successfully completed an approved, supervised drug rehabilitation plan; or
 - The circumstances leading to the eviction no longer exists
- Any household member is currently engaging in the illegal use of drugs
- The owner/property manager has reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program
- You have reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Ineligible Applicant Notification

If the Owner determines that an applicant is not eligible for tenancy, the Owner must promptly notify the applicant in writing and e-mail a copy of the notice to OHFA at 811PRA@ohiohome.org. The notice must include the following information:

- The reason for denying tenancy

- The applicant's right to respond to the owner in writing or request a meeting within 14 days to dispute the rejection
- The applicant's right to request a reasonable accommodation

Violence Against Women Act

The 811 PRA Program is covered by the Violence Against Women Act (VAWA) as amended in [42 U.S.C. § 13925](#) and [42 U.S.C. § 14043e](#) with implementing regulations found in [24 C.F.R. § 5.2001-5.2011](#). As such, the following requirements apply:

- Admission shall not be denied on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualified for assistance or admission
- At the time the applicant is admitted, the owner/property manager must provide notice of the rights afforded to tenants under VAWA through [HUD Form 5380](#).

Notification of 811 TSP Addendum Changes

Revisions to the 811 TSP Addendum will be posted to the 811 PRA Web site, which can be found at ohiohome.org/ppd/811pra

Compliance with Federal Laws

Owners/Property Managers must comply with all applicable federal laws, including, but not limited to, the following:

- Title VII of the Civil Rights Act of 1968 (Fair Housing Act) as amended in [42 U.S.C. §§ 3601-3631](#) with implementing regulations found in [24 C.F.R. §§ 100.1-100.600](#)
- Frank Mellville Supportive Housing Investment Act of 2008 as amended in [42 U.S.C. § 8013](#) with implementing regulations found in [24 C.F.R. §§ 891.300-891.325](#)
- Americans with Disabilities Act of 1990 as amended in [42 U.S.C. §§ 12101-12213](#) with implementing regulations found in [28 C.F.R. §§ 36.301-36.311](#)
- Section 504 of the Rehabilitation Act of 1973 as amended in [42 U.S.C. § 794](#) with implementing regulations found in [24 C.F.R. §§ 8.20-8.33](#)

Contact Us

For more information, please visit the [Ohio 811 PRA Web site](#) or e-mail the 811 Mailbox at 811PRA@ohiohome.org