



OHIO 811

PROJECT RENTAL ASSISTANCE

The Property Manager Training will begin shortly!



**OHIO HOUSING
FINANCE AGENCY**

Ohio

Department of Medicaid

Ohio

Department of
Developmental Disabilities



Ohio MHAS

Promoting wellness and recovery



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Property Manager Training



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 **OHio MHAS**
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Welcome and thank you for attending today.

Kevin Clark
Project Portfolio Manager
Ohio Housing Finance Agency

Staci Riley
Ohio 811 Program Coordinator
Ohio Housing Finance Agency

Debbie Leasure
Planner III
Ohio Housing Finance Agency

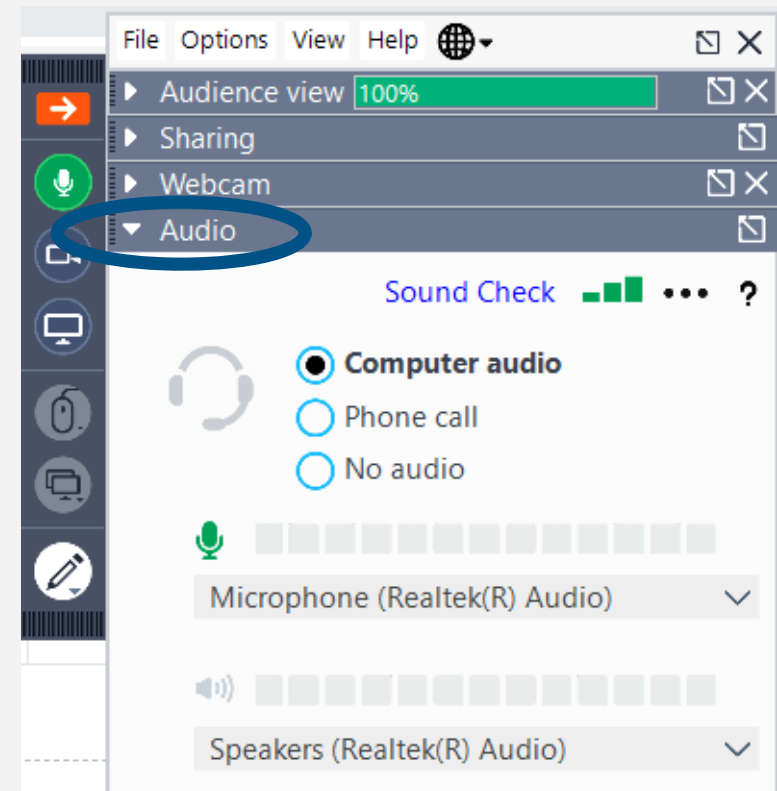
Megan Boncela
Administrator of Community Transitions Programs
Ohio Department of Mental Health & Addiction Services

Maura Klein
Housing Manager, HOME Choice Program
Ohio Department of Medicaid

Jeannette Welsh
Housing Manager
Ohio Department of Developmental Disabilities

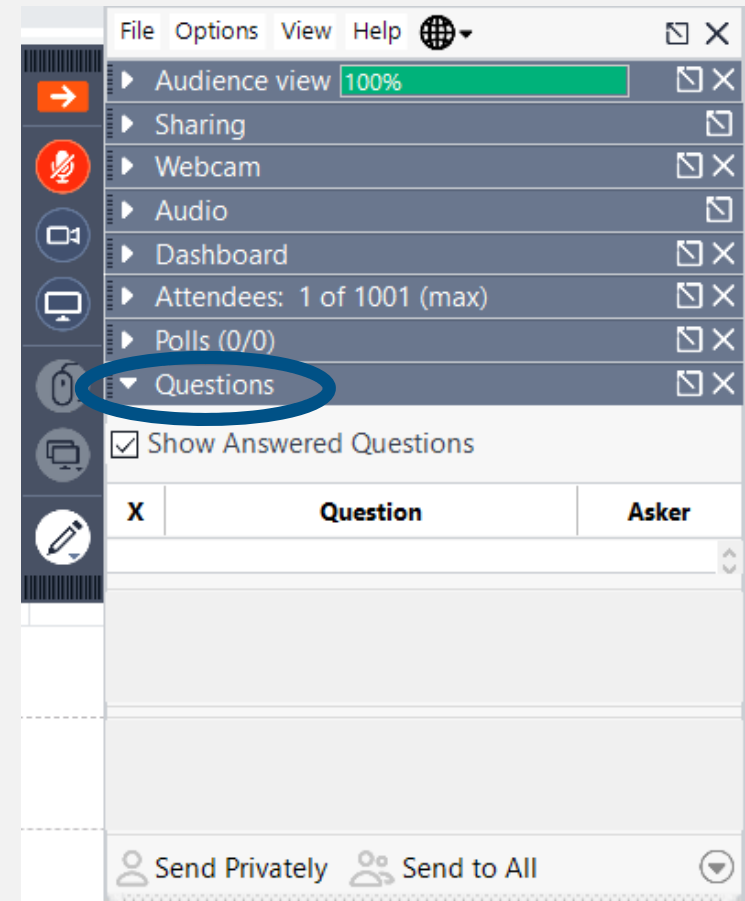
Housekeeping

- You may use your computer audio or the telephone number provided on the control panel.
- All attendees are on mute, but we will unmute periodically for questions.
- Questions are encouraged and expected.



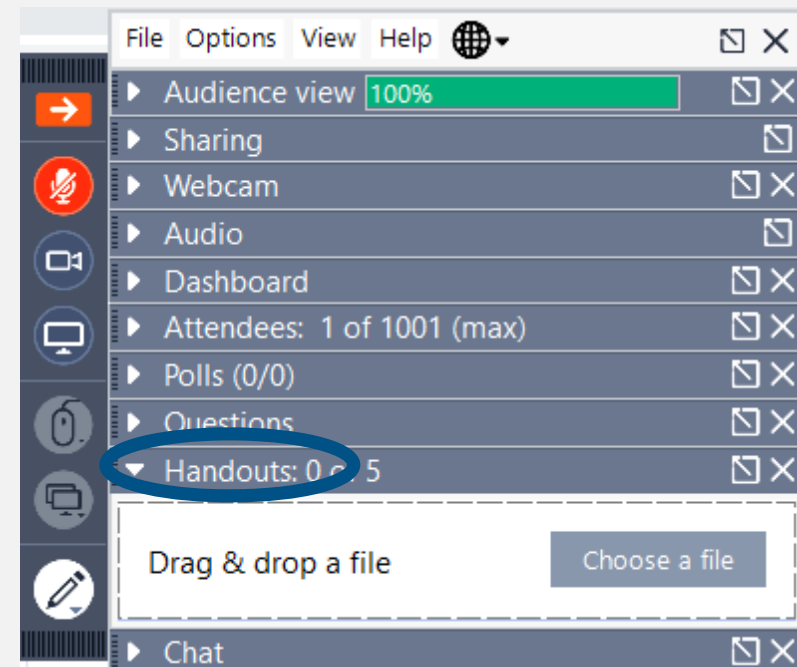
Housekeeping

- Time for questions after each section and at the end of the training.
- We will follow up on questions that need further research or that we do not have time to answer.
- You may use the control panel to ask a question.



Housekeeping

- Polling questions throughout the training.
- You will not be scored or graded on your answers.
- Handouts available on the control panel.
- Slides and handouts also available after the training.



Agenda

- Section 1: Program Description
- Section 2: Referral Process
- Section 3: Tenant Selection Plan Addendum
- Section 4: Reasonable Accommodations and Modifications
- Section 5: Notification of Acceptance or Denial
- Section 6: Leasing and Residency
- Section 7: Compliance





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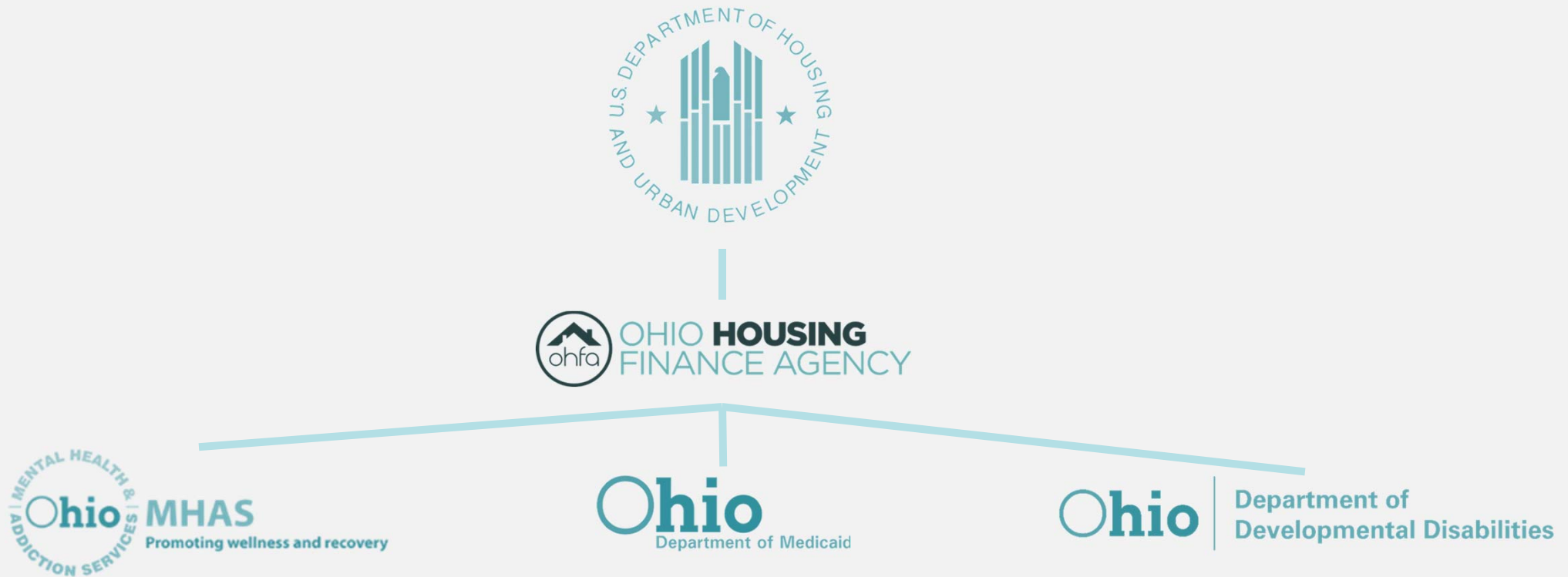
Section 1: Program Description

What is the Ohio 811 Program?

- Project-based rental subsidy
- Funded by U.S. Department of Housing and Urban Development (HUD)
- Expand the supply of affordable housing for low-income individuals with a disability
- Pairs rental subsidy with Low-Income Housing Tax Credit properties



State Agency Partners





Target Population

- Extremely low-income individuals with a disability.
- At least 18 but less than 62 years of age at admission.
 - An individual who turns 62 may continue to participate in the program.
- Disability neutral: May include one or a combination of disabilities.
- Household income may not exceed 30% of area median income.



Additional Restrictions

- Households pay 30% of their income toward rent.
 - Rental subsidy covers the remainder.
- Maximum 25% of total units set-aside for persons with disabilities.
- Program units should be dispersed throughout each property.
- Properties are not required to provide resident services.



Senior Properties

- Properties marketed to individuals age 55 and over must accept referrals of any qualifying age for Ohio 811 Program units.
 - Housing for Older Persons Act of 1995.
 - At least 80 percent of total units must be occupied by at least one person age 55 or over.
 - Demonstrate intent to provide housing for persons 55 or over.



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Section 2: Referral Process



Rental Assistance Contract (RAC)

- Executed by OHFA and property owner before 811 units may be leased.
- Includes number of Assisted Units, bedrooms and the total rent received.
- Rules and regulations of the 811 program.

OMB Approval No. 2502-0608
(exp. 02/28/2017)

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

Exhibit 8 of the Cooperative Agreement
Part I of the
Rental Assistance Contract

Section 811 Project Rental Assistance (PRA Demo)
Demonstration

PRA Demo Project Number:	811 PRA Demo Contract Number:	FHA Project Number (if applicable):
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This Rental Assistance Contract (RAC) is entered into by and between _____
(Grantee), and _____ (Owner Legal Name) for rental assisted units at

(Project Name).

Statutory and Administrative Authority. Section 811 of the Cranston-Gonzalez National Affordable Housing Act of 1990, 42 U.S.C. 8013, as amended by the Frank Melville Supportive Housing Investment Act of 2010, Pub. L. No. 111-374; the Department of Housing and Urban Development Act, 42 U.S.C. 3531, et seq. and pursuant to the applicable HUD administrative and regulatory requirements.

Purpose. The purpose of this Contract is to provide Rental Assistance Payments on behalf of Eligible Families leasing Decent, Safe and Sanitary Assisted Units from the Owner.

1.1 Significant Dates and Other Items, Contents and Scope of Contract:

(a) **Effective Date of Contract:** _____

(b) **Fiscal Year.** The ending date of each Fiscal Year shall be _____
(Insert March 31, June 30, September 30, or December 31, as approved by HUD.) The Fiscal Year for the project shall be the 12-month period ending on this date. However, the first Fiscal Year for the project is the period beginning with the effective date of the Contract and ending on the last day of the Fiscal Year which is not less than 12 months after the effective date. If the first Fiscal Year exceeds 12 months, the maximum total annual rental assistance payment in section 1.1(c) will be adjusted by the addition of the pro rata amount applicable to the period of operation in excess of 12 months.

(c) **Maximum Annual Contract Commitment.** The maximum annual amount of the commitment for Rental Assistance Payments under this Contract, as identified in Exhibit 1.5 0.00

(d) **Project Address/Description:** Include the projects street address, city, county, state and zip code, block and lot number (if known), and any other information necessary to clearly designate the covered project:

(e) **Statement of Services, Maintenance and Utilities Provided by the Owner:**

(1) Services and Maintenance:

(2) Equipment:

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form HUD-92236-PRA (03/2014)

Notice of Unit Availability

- Newly constructed or rehabilitated properties: Send notification to the Ohio 811 Program mailbox indicating the estimated PIS date at least 90 days in advance.
- Existing properties: Send notification to the 811 Mailbox immediately upon an anticipated or current vacancy of a program-eligible unit.
- Mailbox: 811Program@ohiohome.org



Who are Referral Agents?

- Case manager who works with disabled individuals
- Identify individuals who qualify for the program
- Assist with submitting an application and gathering necessary documentation
- Accompany the individual to the property
- Assist with reasonable accommodation or modification requests



What is Socialserve?

- Online service for Referral Agents to pre-screen applicants and enter applications for the Ohio 811 Program
- Automated, online waiting list for OHFA to make referrals to properties
- Call center polls properties monthly for vacancies
- Do not wait to be polled – report available units to OHFA and Socialserve immediately!

Referrals

- All referrals must come from the Ohio 811 Program Coordinator.
- The applicant, Referral Agent and property are notified when a unit is available.
- Notification includes the name and address of the property, and contact information for the property manager.
- Make sure OHFA has up-to-date contact information!



Referral Process

- One applicant is referred for each available unit at one time.
 - Keeps order of the waiting list clear.
 - Avoid duplication of reasonable accommodation and modification requests.
- Provide ample time to fill units and meet commitments to the program.



Referral Process (continued)

- Individuals referred to an 811 unit have up to 10 days to begin the application process.
- The referral agent or individual must contact you if interested to tour the property and view the actual or a similar unit.
- If the applicant is not interested, a new referral will be made.
- Referral agents are encouraged to respond as quickly as possible.



Application Process

- Application process is similar to other residents.
 - Key differences will be covered in this section.
- General document checklist available to applicants and referral agents.
 - Forward checklist for your property to OHFA so we can provide to referral agents.
- No fees for individuals referred to Ohio 811 Program units.
 - Includes application fees, late fees, background check fees or any similar fees.



Income Qualification

- Household income may be no more than 30% of Area Median Income (AMI) as calculated under the HUD handbook.
 - Use HUD Handbook 4350.3 to calculate income (Chapter 5 Determining Income and Calculating Rent).
- Resident continues to qualify if their income increases above 30% of AMI at recertification.



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A blurred background image of a brick building with greenery in front of it.

Section 3: Tenant Selection Plan Addendum



Tenant Selection Plan (TSP) Addendum

- Applicant screening must comply with the TSP Addendum for the Ohio 811 Program.
- Tenant selection plan for the property must not conflict with the TSP Addendum or the HUD 811 Program Guidelines.
- Details covered in this section may be found in the TSP Addendum.



HUD Disqualifying Criteria

- Evicted in the last three years from federally-assisted housing for drug-related activity.
- Convicted of manufacturing methamphetamine on federally-assisted property.
- Convicted sex offenders subject to a lifetime registration requirement.
- Currently engaged in the illegal use of drugs.



Mitigating Circumstances: Criminal History

- Guidance from HUD Office of General Counsel
 - A policy that rejects applicants because of arrests without conviction is not acceptable.
 - Encouraged to distinguish convictions for criminal conduct that indicates a demonstrable risk to resident safety or property.
 - Screening policy should consider the nature and severity of a conviction, and the amount of time that has passed since the criminal conduct occurred.



Mitigating Circumstances: Consumer Reports

- Guidance from the Federal Trade Commission.
- Notice if applicant rejected based on information in a consumer report:
 - Name, address and telephone number of the Credit Reporting Agency (CRA).
 - Statement that the CRA did not make decision and cannot give specific reasons.
 - Applicant's right to dispute the accuracy or completeness of any information.
 - Applicant's right to a free report from the CRA upon request within 60 days.



Mitigating Circumstances: HUD Guidance

- HUD recommends adopting the following factors in their evaluation of a housing application:
 - Consider mitigating information as opposed to a policy with strict time limits.
 - Facts or circumstances surrounding criminal conduct.
 - Age of the individual at the time of criminal conduct.
 - Evidence that the individual has maintained a good tenant history.
 - Facts or circumstances related to rental or credit history.



HUD Guidance Statements

- The TSP Addendum also requires property managers to consider any relevant HUD Guidance Statements.
 - Application of Fair Housing Act Standards to the Use of Criminal Records
 - Clarification to Guidelines on Addressing Infestations in HUD-Assisted Housing
 - Fair Housing Guidance on Service and Support Animals
 - Treatment of ABLE Accounts in HUD-Assisted Programs



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Section 4: Reasonable Accommodations and Modifications

Reasonable Accommodation

- An exception or waiver to a policy necessary for a disabled person to have equal opportunity to use and enjoy a dwelling.
- Related to the applicant's disability.
- Includes timelines to contact the property or provide documentation.
- Can be submitted any time during leasing and tenancy.



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Reasonable Modification and Reasonable Accommodation Request

Note to property management: Please respond to this request in writing within 10 business days

Individual or Tenant Information

Date: _____
Name: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Email Address: _____

Referral Agent Information (if applicable)

Name: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Email Address: _____

Reasonable Modification

- A structural change made to existing premises to be occupied by a person with a disability.
- Can include units and common areas.
- Entitled to submit a request if a unit does not meet the accessibility needs of the applicant.
- Can submit a reasonable accommodation request for a different unit as an alternative.



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Reasonable Modification and Reasonable Accommodation Request

Note to property management: Please respond to this request in writing within 10 business days

Individual or Tenant Information

Date: _____
Name: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Email Address: _____

Referral Agent Information (if applicable)

Name: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Email Address: _____



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Section 5: Notification of Acceptance or Denial



Notification of Acceptance or Denial

- The Property Manager must send written notification to the applicant, their referral agent and OHFA in writing.
- A denial letter must include:
 - Specific reason for denying tenancy and reference to leasing criteria.
 - Contact information for any third parties that provided information
 - Applicant's rights to request an appeal meeting within 14 days and to request a reasonable accommodation.



Appeal Process

- Denied individuals may invoke their right to appeal.
 - Opportunity to meet and present information that challenges the denial.
 - Appeal must be determined by independent review or informal hearing.
 - Applicant may present documents or testimony.
 - Decision must be made in writing within seven (7) days.
- A unit must be held until referral and appeal processes are complete.



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Section 6: Leasing and Residency

Leasing

- Inform OHFA when the applicant is offered a lease to sign.
 - Model Lease must be used for Ohio 811 Program participants.
- Total Tenant Payment (TTP)
 - Defined by HUD as the amount a tenant is expected to contribute for rent and utilities.
 - Calculated according to the HUD Handbook, and recorded on Form HUD-50059.

Leasing (continued)

- Tenants who pay utilities are entitled to a utility allowance.
- Monthly Tenant Rent = Total Tenant Payment minus utility allowance.
- 811 rental subsidy covers the difference between the monthly tenant rent and the 50% tax credit rent.
- Security deposits limited to greater of \$50 or one month's tenant rent payment.



Leasing (continued)

- HUD Fair Housing Poster required to be displayed in all offices.
- OHFA does not permit an 811 Program unit to also be an assisted unit under the Housing Development Assistance Program (HDAP).



Residency

- Annual recertification initiated by the Property Manager.
 - The rent may change accordingly at this time.
- Contact OHFA if any issues that might affect tenancy.
 - Includes issues such as lease violations and late rent payments.
- Resident can request a meeting within 10 days of a notice for violations.
 - The Referral Agent may attend this meeting.



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Section 7: Compliance

Compliance

- Compliance information for the 811 file should be kept separate from the LIHTC application and file.
- EIV information should be sealed and only reviewed by approved individuals.
- Physical inspections performed as part of tax credit compliance process.
- Other monitoring procedures will be conducted remotely.



Compliance Procedures

- Developing procedures to collect information electronically,
- Examine tenant files to ensure the following:
 - All documentation to determine tenant portion of rent is in the file.
 - Portion of income that goes toward rent is calculated properly.
 - Verify all required HUD forms are present and properly executed.
- Monitor EIV Policies to insure that they conform to the requirements.



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Section 8: Questions and Additional Information



Questions and Additional Information

- Additional information is available on the OHFA website.
- Please read all program materials and guidelines.
- Any questions may be sent to 811Program@ohiohome.org.



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