

New Jersey Housing and Mortgage Finance Agency

Section 811 Project Rental Assistance Program Overview

What is the Section 811 Project Based Rental Assistance (Section 811 PRA) program?

In April 2015, the US Department of Housing and Urban Development (HUD) awarded the New Jersey Housing and Mortgage Finance Agency (NJHMFA) 206 Section 811 Project Rental Assistance (Section 811 PRA) subsidies to provide rental assistance for extremely low-income persons with disabilities and extremely low-income households with at least one person with a disability. The initial term of the Section 811 PRA is five years and with yearly subsequent renewals subject to appropriations.

The Section 811 PRA program was authorized under the Frank Melville Supportive Housing Investment Act of 2010.

The NJHMFA has designed the Sect. 811 PRA program to assist the State of New Jersey in fulfilling its Olmstead settlement obligations. NJHMFA, in partnership with the New Jersey Department of Human Services (DHS) and the New Jersey Department of Health (DOH), will select individuals leaving developmental centers and state psychiatric hospitals as well as those who are at risk of institutionalization as the targeted populations. NJHMFA has also partnered with the New Jersey Division of Aging Services (DoAS) to serve individuals 18-61 who are leaving nursing home facilities.

What is the role of NJHMFA?

NJHMFA is the administrator of the Section 811 PRA program.

NJHMFA was created in 1967 for the purpose of increasing the supply of safe, decent and affordable multifamily rental as well as owner-occupied housing for New Jersey's low- and moderate-income residents.

NJHMFA's housing programs are designed to increase the opportunities for affordable housing available to families and the elderly, as well as individuals and families with special needs and to work with the for-profit and nonprofit sectors in meeting these needs, to assist in urban revitalization, and to develop innovative and flexible financing vehicles, which will be responsive to the changing needs of these populations.

What is the Role of DHS?

DHS will provide voluntary services and support to tenants in the Section 811 PRA units. The DHS Office of Housing will work closely with NJHMFA to coordinate the timely referral of individuals and/or households to housing under the program.

How are the Section 811 PRA Program Subsidies Used?

The Section 811 PRA subsidies are project-based and remain with the housing unit.

Eligible Project Types

Low Income Housing Tax Credit (LIHTC) and Fund for Restoration of Multifamily Housing (FRM) projects that opted in to Section 811 PRA: Projects that were awarded 4% Low Income Housing Tax Credit (LIHTC) and Fund for the Restoration of Multifamily Housing (FRM) financing and opted to participate in the Section 811 PRA program. These projects will be determined eligible based on the LIHTC and FRM applications submitted to HMFA. If further information is required to complete this review, NJHMFA will contact the project sponsor.

Existing and New LIHTC Agency-Financed Multifamily Projects: Projects that have not already opted in to the Section 811 PRA program as part of their LIHTC or FRM applications must complete the Section 811 PRA application and submit it to NJHMFA.

Subsidies may be placed with:

- 4% LIHTC and FRM projects;
- Existing LIHTC projects; LIHTC projects in future allocation cycles; and
- Bond-financed Agency multifamily projects.

Ineligible Project Types

Projects that are designated for individuals 62 years and older and units that currently have project-based vouchers are excluded. Additionally, no more than 25percent of the total units of a project can be set aside for Section 811 PRA payments. The units must also be dispersed throughout the property and not segregated to one area in the

New Jersey Housing and Mortgage Finance Agency

Section 811 Project Rental Assistance Program Overview

(Continued)

project. Additionally, projects must have more than five units.

Owner/Project Selection

NJHMFA, DHS and DOH will review all applications for participation in the Section 811 PRA program. Units will be selected in accordance with the criteria listed below:

One-Bedroom Section 811 PRA Units	Points
Geographic locations reflecting preferences of target population	4
Accessibility of the units	3
Unit mix reflecting need of target population	3
Suitability of project site	2
Access to transportation, employment opportunities and other community integration opportunities	2
Amenities offered in the project	1

Two-Bedroom Section 811 PRA Units	Points
Geographic locations reflecting preferences of target population	4
Accessibility of the units	3
Unit mix reflecting need of target population	3
Suitability of project site	2
Access to transportation, employment opportunities and other community integration opportunities	2
Amenities offered in the project	1

Note: Projects must have a minimum of 12 points in order to be considered eligible for Section 811 PRA subsidies.

Developers selected to participate in Section 811 PRA will be required to complete the following documents:

1. NJHMFA and Owner Agreement to enter into Section 811 PRA Contract (HUD-92240-PRA)
2. Section 811 PRA Rental Assistance Contract (HUD-92235-PRA) and,
3. Use Agreement (HUD-92238-PRA)

Application Terms

Applicants will be expected to meet requirements of the Section 811 PRA program and the HUD Cooperative Agreement. Applications will be processed on a rolling basis until all Section 811 PRA subsidies are committed.

Tenant Referral

The target population for Section 811 PRA subsidies are people with mental illness and/or intellectual and developmental disabilities who are living in state institutions or people with those diagnoses who are at risk of institutionalization. In order to ensure the referrals of appropriate individuals to Section 811 PRA participating projects, the DHS Office of Housing (OH) will conduct outreach to individuals in state psychiatric hospitals and development centers, as well as to individuals identified as at risk of institutionalization by DHS and community-based service providers.

The OH will also provide information and education on the Section 811 PRA program and its eligibility requirements to staff at the New Jersey Division of Mental Health and Addiction Services (DMHAS) and the New Jersey Division of Developmental Disabilities (DDD), and at state psychiatric hospitals and developmental centers as well as community-based providers participating in the program. Tenants will be required by regulation to pay no more than 30% of their income toward rent.

NJHMFA and OH will also meet regularly to coordinate the timely referral of tenants to the program and to housing opportunities in projects participating the Section 811 PRA program. NJHMFA and OH will review the current status of referrals, move-ins, and the development and maintenance of a waiting list of potential tenants should vacancies occur. NJHMFA will also problem-solve should a referral or move-in not occur within 45 days.

Selection and Admission of Eligible Tenants

Referrals: Owners will notify NJHMFA of available units, and NJHMFA will notify the DHS Office of Housing (OH), which will refer tenant. If tenant selects unit, OH will refer tenant to NJHMFA and

New Jersey Housing and Mortgage Finance Agency

Section 811 Project Rental Assistance Program Overview

(Continued)

forward completed tenant application package to NJHMFA. NJHMFA reviews and determines applicant's eligibility and forwards approved application to the owner who will determine eligibility with the owner's tenant selection plan. The owner will complete the tenant certification and recertification data (Form-HUD 50009) and transmit same electronically to NJHMFA. NJHMFA will enter the income data into HUD's Tenant Rental Assistance Certification System (TRACS). This data must be maintained and retained by the owner for three years. The owner is responsible for:

1. Verifying tenant's income and employment through the use of Enterprise Income Verifier (EIV), and annually recertify the income;
2. Verifying information related to Social Security numbers of perspective tenants;
3. Computation of the amount the Section 811 PRA payment for each eligible tenant;
4. Conducting criminal and background checks, if required by the owner;
5. Conduct an annual recertification of tenant's income; and
6. Submission of all tenant information electronically in compliance with TRACS standards.

All referrals as well as owner screening of tenants must comply with the grantee's Affirmative Fair Housing Marketing Plan (HUD-92243-PRA) and all HUD Fair Housing and Equal Opportunity requirements.

Tenant Selection: Owners will make good faith efforts to lease units to eligible tenants. Owners can only reject applicants for reasons permitted under the Rental Assistance Contract (RAC). If the owner determines that an applicant tenant is ineligible on the basis of income, failure to meet the disclosure and verification requirements, the owner must notify the tenant in writing with a copy to NJHMFA providing justification for the denial.

Form of Lease: Owners will use the HUD Model 811 PRA Lease form HUD-92236-PRA and required Addenda Lease Agreement for qualified tenants. The term of the initial lease will not be less than one year. If the lease is for a term of more than one

year, the lease must contain a provision permitting termination of the lease 30 days in advance upon a written notice. Any modification to the lease must be approved by NJHMFA and implemented in accordance with HUD requirements.

Waiting Lists: Existing projects with applicant waiting lists must update their tenant selection plans to include the Section 811 PRA target populations.

Unit Inspection: NJHMFA will conduct inspections of Section 811 PRA units to ensure that their physical integrity and compliance are consistent with HUD's Uniform Physical Conditions Standard (UPCS). The UPCS applies to all Section 811 PRA units. The project must comply with all applicable state, local laws, codes, ordinances and regulations.

After the initial unit inspection by NJHMFA, UPCS inspections must occur at a minimum every three years. The first UPCS inspection will be within three years of the signing of the Rental Assistance Contract (RAC) and can be aligned with the inspection schedule of other funding sources (LIHTC).

Following NJHMFA's unit inspection, the tenant will be provided with the opportunity to inspect the unit prior to move-in. The owner will keep a copy of NJHMFA's inspection report, and the report must be attached to the lease.

In addition to UPCS inspection, owners will conduct an annual inspection to determine if appliances and equipment in the unit are functioning properly or are in need of repair or replacement. In addition to the annual owner's inspection, the UPCS must be conducted by NJHMFA staff at least every three years, and at other such times as may be necessary. *See attached UPCS form.*

Foreclosures and Transfers of Property: In the event of foreclosure or property transfers, the Section 811 PRA Rental Assistance Contract (RAC) will transfer to the new owner and rental assistance payments will continue.

The Term of the Section 811 PRA

NJHMFA and the successful applicant owner will enter into a 30-year Use Agreement and a 20-year Rental Assistance Contract (RAC) for the funding awarded to the project. The term of the RAC shall

New Jersey Housing and Mortgage Finance Agency

Section 811 Project Rental Assistance Program Overview

(Continued)

be no less than 20 years subject to HUD appropriations. The term of the initial Section 811 PRA allocation is for a term of five years, with subsequent renewals subject to HUD appropriations. If Congress fails to appropriate funds adequate to meet the future financial needs of the Cooperative Agreement and the Cooperative Agreement is terminated, HUD will not require NJHMFA to enforce any Use Agreement on eligible multifamily properties covered under a RAC.

811 PRA Payments to Owner under the RAC Contract: Payments are made monthly by the grantee upon proper requisition by owner.

- Payment amount is the contract rent minus the tenant's portion.
- NJHMFA transmits Form HUD 52670 to HUD through TRACS. TRACS is a voucher/payment system that will be used to process rental payments to owners, and NJHMFA receives a return message transmitted from TRACS.
- Based on the TRACS submission, HUD calculates the project's monthly rental subsidy and wires payments to NJHMFA through the HUD Electronic Line of Credit Control System (eLOCCS) for the benefit of the project.

Vacancies: Vacancy payments may be paid to owner in an amount not to exceed 80% of the contract rent for a period of up to 60 days. If a unit is vacant more than 60 consecutive days either during rent-up or after rent-up, the owner is not entitled to any payments.

Rent Increases: Upon request from the owner, NJHMFA will consider adjusting contract rents on the lease anniversary date. Contract rents may be adjusted upward or downward, as appropriate.

Rent adjustments by NJHMFA must be determined by methods outlined in the RAC Part 2 and need to choose one of the methods outlined in the RAC Part 2 for adjusting rent.

Support Services: Eligible tenant's participation in supportive services is voluntary and cannot be required as a condition of admission or occupancy. Tenants in the Section 811PRA units will receive

voluntary services and supports from the provider of their choice in accordance with DHS regulations and policies.

Section 811 PRA Owner Compliance

The owner is responsible for all management functions including screening of eligible applicants referred by DHS. All referrals as well as owner screening must comply with the grantee's Affirmative Fair Housing Marketing Plan (HUD-92243-PRA) and all HUD Fair Housing and Equal Opportunity requirements. The purpose of the plan and requirements is to assure that eligible families in the same housing market areas have an equal opportunity to apply and be selected for an assisted unit regardless of their race, color, national origin, religion, sex, disability, or familial status. All projects must comply with New Jersey's anti-discrimination laws, along with the following items:

1. **Fair Housing and Civil Rights Laws:** Owners must comply with all applicable fair housing and civil rights requirements in 24 C.F.R 5.105 (a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights; including Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Titles II and III of the American Disabilities Act, as applicable and Section 109 of the Housing and Community Development Act of 1974.
2. **Barrier Free/Accessibility Requirements:** Properties participating in Section 811 PRA must meet accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Section 811 PRA-assisted units can consist of a mix of accessible units for those persons with physical disabilities and non-accessible units for those persons without physical disabilities.
3. **Davis-Bacon Labor Standards:** All laborers and mechanics employed by contractors and sub-contractors in the construction (including rehabilitation) of housing with 12 or more units assisted with Section 811 PRA shall be paid at rates not less than those prevailing wages in

New Jersey Housing and Mortgage Finance Agency

Section 811 Project Rental Assistance Program Overview

(Continued)

the locality in accordance with the Davis-Bacon Act (40 U.S.C. 3141et seq.).

4. **Phase I Environmental Report:** All projects that participate in Section 811 PRA program must have had a Phase I Environmental report complying with ASTM E 1527-05 and ASTM E 2600-10 requirements, prepared within a year and updated within six months, if required, of the date the property was acquired or the date of the last real estate transaction (construction, rehabilitation or refinancing).
5. **Lead Based Paint:** The Lead Safe Housing Rule (24cFR 35, subparts B, H, & R) applies to project based rental assistance of pre-1978 housing for persons with disabilities when a child of less than 6 years of age resides or is expected to reside in such housing.

gible, DCA will forward the application package to the appropriate field office.

- The DCA field office will conduct a briefing with the applicant and determine the subsidy voucher amount to be issued.
- The applicant will then start their housing search. The applicant must identify a suitable unit within 60 days. In certain cases the applicant may be provided with a 60-day extension.
- After a unit is selected, the DCA field office will conduct HQS Inspection (If unit fails the inspection, the landlord has 15 days to abate).
- The HAP Contract is executed between DCA and owner, and the lease is executed between landlord and tenant and the monthly payment will be made to landlord via check run.

Leveraged Tenant-Based Rental Vouchers

In addition to 206 Section 811 PRA subsidies, the New Jersey Department of Community Affairs has committed 40 tenant-based State Rental Assistance (SRAP) vouchers, and the New Jersey Department of Human Services (DHS) has committed 63 tenant-based vouchers to this program. These subsidies are not attached to specific units and travel with the tenant from unit to unit within New Jersey.

DHS Tenant-Based Rental Subsidy Process: Individuals eligible for DHS tenant-based rental subsidies must submit applications to the DHS Office of Housing. The Office of Housing will review the rental subsidy application and refer approved applications to the Supportive Housing Connection (SHC) at NJHMFA. The SHC is responsible for certifying tenant income, determining tenant rental portion and subsidy amount, approving landlords, inspecting units, and processing monthly subsidy payments.

DCA Leverage Voucher Payment Process:

- DHS identifies tenant and submits the SRAP 811 application to DCA. DCA reviews application for income eligibility, and orders a criminal background check.
- If the applicant is deemed preliminarily eli-

Please Note: The Section 811 PRA Guidelines and application forms may be amended from time to time as per HUD requirements.

HUD Uniform Physical Conditions Standard (UPCS) Form

Uniform Physical Condition Standards - Comprehensive Listing
 Inspectable Area: Site

Page: _____ of _____

Property ID / Name: _____

Inspection Date: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Fencing and Gates	Damaged/Falling/Leaning						NLT
	Holes						NLT
	Missing Sections						NLT
Grounds	Erosion/Rutting Areas						NLT
	Overgrown/Penetrating Vegetation						
	Ponding/Site Drainage						
Health & Safety	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
Mailboxes/Project Signs	Mailbox Missing/Damaged						
	Signs Damaged						
Market Appeal	Graffiti						
	Litter						
Parking Lots/Driveways/Roads	Cracks						
	Ponding						
	Potholes/Loose Material						
	Settlement/Heaving						
Play Areas and Equipment	Damaged/Broken Equipment						NLT
	Deteriorated Play Area Surface						
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space						
Retaining Walls	Damaged/Falling/Leaning						NLT
Storm Drainage	Damaged/Obstructed						
Walkways/Steps	Broken/Missing Hand Railing						NLT
	Cracks/Settlement/Heaving						
	Spalling						

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at "http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf" (325 Pages, 343 KB)

- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)

- Only level 3 is applied to independent Health & Safety deficiencies.

- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing

Inspectable Area: Building Exterior

Property ID / Name: _____

Inspection Date: _____

Building Number: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged Surface (Holes/Paint/Rusting/Glass)						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Deteriorated/Missing Caulking/Seals						
	Missing Door						
Fire Escapes	Blocked Egress/Ladders						LT
	Visibly Missing Components						LT
Foundations	Cracks/Gaps						
	Spalling/Exposed Rebar						
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
Infestation - Insects							NLT
	Infestation - Rats/Mice/Vermin						NLT
Lighting	Broken Fixtures/Bulbs						
Roofs	Damaged Soffits/Fascia						
	Damaged Vents						
	Damaged/Clogged Drains						
	Damaged/Torn Membrane/Missing Ballast						
	Missing/Damaged Components from Downspout/Gutter						
	Missing/Damaged Shingles						
	Ponding						
Walls	Cracks/Gaps						
	Damaged Chimneys						NLT
	Missing/Damaged Caulking/Mortar						
	Missing Pieces/Holes/Spalling						
	Stained/Peeling/Needs Paint						
Windows	Broken/Missing/Cracked Panes						NLT
	Damaged Sills/Frames/Lintels/Trim						
	Damaged/Missing Screens						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Peeling/Needs Paint						
	Security Bars Prevent Egress						LT

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Uniform Physical Condition Standards - Comprehensive Listing
Inspectable Area: Building Systems

Page: _____ of _____

Property ID / Name: _____

Inspection Date: _____

Building Number: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Domestic Water	Leaking Central Water Supply						
	Misaligned Chimney/Ventilation System						LT
	Missing Pressure Relief Valve						NLT
	Rust/Corrosion on Heater Chimney						NLT
	Water Supply Inoperable						NLT
Electrical System	Blocked Access/Improper Storage						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Elevators	Not Operable						NLT
Emergency Power	Auxiliary Lighting Inoperable						
	Run-Up Records/Documentation Not Available						
Fire Protection	Missing Sprinkler Head						NLT
	Missing/Damaged/Expired Extinguishers						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Elevator - Tripping						NLT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
Hazards - Tripping						NLT	
Infestation - Insects						NLT	
Infestation - Rats/Mice/Vermin						NLT	
HVAC	Boiler/Pump Leaks						
	Fuel Supply Leaks						NLT
	General Rust/Corrosion						NLT
	Misaligned Chimney/Ventilation System						LT
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable						
Sanitary System	Broken/Leaking/Clogged Pipes or Drains						NLT
	Missing Drain/Cleanout/Manhole Covers						

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Uniform Physical Condition Standards - Comprehensive Listing
Inspectable Area: Common Areas

Property ID / Name: _____

Inspection Date: _____

Building Number: _____

X	Inspectable Item Location	Observable Deficiency	NOD	Level			NA	H&S
				1	2	3		
	Basement/Garage/Carport	Baluster/Side Railings - Damaged						
	Closet/Utility/Mechanical	Cabinets - Missing/Damaged						
	Community Room	Call for Aid - Inoperable						NLT
	Day Care	Ceiling - Bulging/Buckling						
	Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks						
	Kitchen	Ceiling - Peeling/Needs Paint						
	Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew						
	Lobby	Countertops - Missing/Damaged						
	Office	Dishwasher/Garbage Disposal - Inoperable						
	Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim						NLT
	Patio/Porch/Balcony	Doors - Damaged Hardware/Locks						
	Restrooms/Pool Structures	Doors - Damaged Surface (Holes/Paint/Rust/Glass)						
	Storage	Doors - Damaged/Missing Screen/Storm/Security Door						NLT
		Doors - Deteriorated/Missing Seals (Entry Only)						
		Doors - Missing Door						
		Dryer Vent -Missing/Damaged/Inoperable						
		Electrical - Blocked Access to Electrical Panel						NLT
		Electrical - Burnt Breakers						NLT
		Electrical - Evidence of Leaks/Corrosion						NLT
		Electrical - Frayed Wiring						
		Electrical - Missing Breakers						LT
		Electrical - Missing Covers						LT
		Floors - Bulging/Buckling						
		Floors - Floor Covering Damaged						
		Floors - Missing Floor/Tiles						
		Floors - Peeling/Needs Paint						
		Floors - Rot/Deteriorated Subfloor						
		Floors - Water Stains/Water Damage/Mold/Mildew						
		GFI - Inoperable						NLT
		Graffiti						
		HVAC - Convection/Radiant Heat System Covers Missing/Damaged						
		HVAC - General Rust/Corrosion						
		HVAC - Inoperable						
		HVAC - Misaligned Chimney/Ventilation System						LT
		HVAC - Noisy/Vibrating/Leaking						
		Lavatory Sink - Damaged/Missing						NLT
		Lighting - Missing/Damaged/Inoperable Fixture						
		Mailbox - Missing/Damaged						
		Outlets/Switches/Cover Plates - Missing/Broken						LT
		Pedestrian/Wheelchair Ramp						
		Plumbing - Clogged Drains						NLT
		Plumbing - Leaking Faucet/Pipes						NLT
		Range Hood /Exhaust Fans - Excessive Grease/Inoperable						
		Range/Stove - Missing/Damaged/Inoperable						
		Refrigerator - Damaged/Inoperable						
		Restroom Cabinet - Damaged/Missing						
		Shower/Tub - Damaged/Missing						
		Sink - Missing/Damaged						NLT
		Smoke Detector - Missing/Inoperable						LT
		Stairs - Broken/Damaged/Missing Steps						NLT
		Stairs - Broken/Missing Hand Railing						NLT
		Ventilation/Exhaust System - Inoperable						
		Walls - Bulging/Buckling						
		Walls - Damaged						
		Walls - Damaged/Deteriorated Trim						
		Walls - Peeling/Needs Paint						
		Walls - Water Stains/Water Damage/Mold/Mildew						
		Water Closet/Toilet - Damaged/Clogged/Missing						
		Windows - Cracked/Broken/Missing Panes						NLT
		Windows - Damaged Window Sill						
		Windows - Inoperable/Not Lockable						NLT

	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Windows - Peeling/Needs Paint						
	Windows - Security Bars Prevent Egress						LT
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Air Quality - Sewer Odor Detected						NLT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable/Combustible Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
	Infestation - Rats/Mice/Vermin						NLT
Pools and Related Structures	Fencing - Damaged/Not Intact						
	Pool - Not Operational						
Trash Collection Areas	Chutes - Damaged/Missing Components						

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- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/react/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)
- Only level 3 is applied to independent Health & Safety deficiencies.
- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing
Inspectable Area: Unit

Property ID / Name: _____

Inspection Date: _____

Building/Unit Nmbr: _____

Inspectable Item	Observable Deficiency	NOD	Level			NA	H&S
			1	2	3		
Bathroom	Bathroom Cabinets - Damaged/Missing						
	Lavatory Sink - Damaged/Missing						NLT
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Shower/Tub - Damaged/Missing						NLT
	Ventilation/Exhaust System - Inoperable						
	Water Closet/Toilet - Damaged/Clogged/Missing						NLT
Call-for-Aid	Inoperable						NLT
Ceiling	Bulging/Buckling						
	Holes/Missing Tiles/Panels/Cracks						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Doors	Damaged Frames/Threshold/Lintels/Trim						NLT
	Damaged Hardware/Locks						
	Damaged/Missing Screen/Storm/Security Door						NLT
	Damaged Surface - Holes/Paint/Rusting/Glass						
	Deteriorated/Missing Seals (Entry Only)						
	Missing Door						NLT
Electrical System	Blocked Access to Electrical Panel						NLT
	Burnt Breakers						NLT
	Evidence of Leaks/Corrosion						NLT
	Frayed Wiring						
	GFI - Inoperable						NLT
	Missing Breakers/Fuses						LT
	Missing Covers						LT
Floors	Bulging/Buckling						
	Floor Covering Damage						
	Missing Flooring Tiles						
	Peeling/Needs Paint						
	Rot/Deteriorated Subfloor						
	Water Stains/Water Damage/Mold/Mildew						
Health & Safety	Air Quality - Mold and/or Mildew Observed						NLT
	Air Quality - Sewer Odor Detected						NLT
	Air Quality - Propane/Natural Gas/Methane Gas Detected						LT
	Electrical Hazards - Exposed Wires/Open Panels						LT
	Electrical Hazards - Water Leaks on/near Electrical Equipment						LT
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable						LT
	Emergency Fire Exits - Missing Exit Signs						NLT
	Flammable Materials - Improperly Stored						NLT
	Garbage and Debris - Indoors						NLT
	Garbage and Debris - Outdoors						NLT
	Hazards - Other						NLT
	Hazards - Sharp Edges						NLT
	Hazards - Tripping						NLT
	Infestation - Insects						NLT
Infestation - Rats/Mice/Vermin						NLT	
Hot Water Heater	Misaligned Chimney/Ventilation System						LT
	Inoperable Unit/Components						NLT
	Leaking Valves/Tanks/Pipes						
	Pressure Relief Valve Missing						NLT
	Rust/Corrosion						NLT
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged						
	Inoperable						
	Misaligned Chimney/Ventilation System						LT

	Noisy/Vibrating/Leaking						
	Rust/Corrosion						
Kitchen	Cabinets - Missing/Damaged						NLT
	Countertops - Missing/Damaged						NLT
	Dishwasher/Garbage Disposal - Inoperable						
	Plumbing - Clogged Drains						NLT
	Plumbing - Leaking Faucet/Pipes						NLT
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable						
	Range/Stove - Missing/Damaged/Inoperable						
	Refrigerator-Missing/Damaged/Inoperable						NLT
	Sink - Damaged/Missing						NLT
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable						
Lighting	Missing/Inoperable Fixture						NLT
Outlets/Switches	Missing						LT
	Missing/Broken Cover Plates						LT
Patio/Porch/Balcony	Baluster/Side Railings Damaged						
Smoke Detector	Missing/Inoperable						LT
Stairs	Broken/Damaged/Missing Steps						NLT
	Broken/Missing Hand Railing						NLT
Walls	Bulging/Buckling						
	Damaged						
	Damaged/Deteriorated Trim						
	Peeling/Needs Paint						
	Water Stains/Water Damage/Mold/Mildew						
Windows	Cracked/Broken/Missing Panes						NLT
	Damaged Window Sill						
	Missing/Deteriorated Caulking/Seals/Glazing Compound						
	Inoperable/Not Lockable						NLT
	Peeling/Needs Paint						
	Security Bars Prevent Egress						LT

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New Jersey Housing and Mortgage Finance Agency

**Section 811 Project Rental
Assistance Program**

APPLICATION

New Jersey Housing and Mortgage Finance Agency
Section 811 Project Rental Assistance Program
Application - Exhibit D

Applications will be accepted on a rolling basis until all Section 811 PRA are committed.

PART 1: APPLICANT INFORMATION

Applicant Name: _____

Contact Name: _____ Position/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

Owner/Sponsor Name (If different from above): _____

Contact Name: _____ Position/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

Mgmt. Company*: _____

Mgmt. Company: _____

**Fill the above even if it is self-managed*

Contact Name: _____ Position/Title: _____

Mgmt. Company Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

Application - Exhibit D (Continued)
PART 2A: PROJECT INFORMATION

Project Name: _____ NJHMFA#: _____

Address: _____

City: _____ State: _____ Zip Code: _____ County _____

No. of Buildings: _____ Total No. of Units: _____ Number of Stories: _____

Total Sq. Footage: _____ Year Project was Built: _____

Type of Construction: _____ New: _____ Rehab: _____

Number of Existing Set-Aside Special Needs Units (if applicable): _____

Financing Information

Existing Mortgage(s): _____

Lender: _____

Lien Position: _____

Lender: _____

Lien Position: _____

Social Service Provider (if applicable):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Position/Title: _____

Phone: _____ Email: _____

Application - Exhibit D (Continued)

PART 2B: PROJECT DESCRIPTION

Please provide a description of the property **on a separate page** that includes information such as floor plan, proximity to various amenities and tenant services. Please include the number of units of each type that are currently occupied and are currently vacant. Please also describe the property's policies regarding background checks and tenant selection plan.

Nearest public transportation option (in miles): _____

Type of Public Transportation:

Bus: _____ Light Rail: _____ Other: _____

Property Amenities:

- Fitness Center Washer/dryer on-site Other: _____
 Washer/dryer in-unit Community Room Other: _____

Please Mark Which Utilities are Paid by the Tenant:

- Household Electric Air Conditioning
 Cooking (choose GAS or ELECTRIC) Heat (choose GAS or ELECTRIC)
 Hot Water (choose GAS or ELECTRIC) Other: _____ (describe)

Current Occupancy and Vacancy:

Please complete the chart below indicating the number of vacant and occupied units by bedroom size.

	Unit Size				
	0	1	2	3	4
Occupied					
Vacant					
Total					

Application - Exhibit D (Continued)
PART 3: NUMBER OF SECTION 811 PRA
UNITS REQUESTED

Total Number of Units at the Property: _____

Total Number of Requested Units: _____

Projects Under Construction:

One bedroom accessible units (34% AMI): _____

One bedroom non-accessible units (34% AMI): _____

Two bedroom accessible units (34% AMI): _____

Two bedroom non-accessible units (34% AMI): _____

Two bedroom accessible units (50% AMI): _____

Two bedroom non-accessible units (50% AMI): _____

Existing Projects:

One bedroom accessible units (34% AMI): _____

One bedroom non-accessible units (34% AMI): _____

Two bedroom accessible units (34% AMI): _____

Two bedroom non-accessible units (34% AMI): _____

Two bedroom accessible units (50% AMI): _____

Two bedroom non-accessible units (50% AMI): _____

Total Number of Units Currently Set Aside for Persons with a Disability: _____

Total Number of Units Presently Receiving Project Based Rental Assistance Payments: _____

Application - Exhibit D (Continued)
PART 4: APPLICANT SIGNATURE

The undersigned applicant hereby makes application to NJHMFA for the Section 811 PRA Demo Program.

_____ Number of Requested Section 811 PRA Demo Program Units

Signature: _____

Printed Name: _____

Title: _____

Please return two copies of completed application and supporting documentation attention to:

Property Management Division
New Jersey Housing and Mortgage Finance Agency
637 S. Clinton Avenue
P.O.Box 18550
Trenton, NJ 08650-2085
609-278-7400