**Section 811 – Project Rental Assistance**

**Overall Process**

1. **HMFA recruits interested Multifamily and Tax Credit owners**
   - Owner reviews following HUD forms:
     - PRA agreement
     - Rental Assistance Contract
     - Use agreement

2. **Interested owners submit completed application package to HMFA along with required documents**
   - HMFA informs owners on:
     - Program background
     - Selection criteria

3. **HMFA and DHS review application**
   - Owner returns executed documents within 10 business days of meeting with HMFA along with tenant application package

   - Owner’s participation intent:
     - Out of the program **
     - Owner accepts HUD original forms

   - Owner determines the tenant’s share of rent and subsidy; notify HMFA

4. **HMFA determines tenant’s Section 811 eligibility**
   - Lease renewal decision **
   - 90 days prior to lease expiration owner and tenant notify HMFA and DHS lease renewal intent

5. **HMFA inspects unit ****
   - Corrects deficiency if possible

6. **HMFA notifies DHS of available units**
   - Owner determines the tenant’s share of rent and subsidy; notify HMFA

7. **Tenant refers back to DHS**
   - Tenant moves into the unit

8. **Owner reviews application *****
   - HMFA reviews application

9. **HMFA and DHS meet with the selected owner to review the program requirements and # of units requested**
   - HMFA and DHS reviews application

10. **HMFA and DHS refer tenant to (another) vacant unit and provides Sect. 811 package**
    - Tenant reviews following HUD forms:
      - PRA agreement
      - Rental Assistance Contract
      - Use agreement

11. **HMFA sends documents to owner**
    - Owner reviews application *****

12. **HMFA notifies owner and tenant of eligibility**
    - Tenant and owner execute HUD form of lease. Owner sends a copy to HMFA

13. **90 days before lease up owner notifies HMFA of # available units by bedrooms and sends additional docs ****
    - Owner accepts HUD original forms

14. **Owner reviews following HUD forms**
    - HMFA and DHS helps tenant find a unit

15. **HMFA notifies owner of # available units by bedrooms and sends additional docs**
    - Owner accepts HUD original forms

16. **HMFA determines tenant’s Section 811 eligibility**
    - Owner reviews application *****

17. **HMFA sends documents to owner**
    - Owner receives signed copy of lease

18. **HMFA and DHS review application**
    - Owner returns executed documents within 10 business days of meeting with HMFA along with tenant application package

**Definitions:**

- OWNER = Tax Credit / Multifamily developers
- HMFA = Housing and Mortgage Finance Agency
- HUD = Department of Housing and Urban Development
- DHS = Department of Human Services

* May be considered at future date
** Doesn’t apply for 16 opted to participate in PRA
*** W-9 form, authorized Clearing House, Joint Form and voided check
**** According to HUD Uniform Physical Condition Standards
***** According to HUD program requirements
****** According to HUD regulations

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