## AGENDA OF EVENTS

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 9:30am</td>
<td>Continental Breakfast and Registration</td>
</tr>
<tr>
<td>9:30am - 9:45am</td>
<td>Introduction and Opening Remarks</td>
</tr>
<tr>
<td>9:45am - 10:30am</td>
<td>Money Follows the Person Housing Partnership Program</td>
</tr>
<tr>
<td>10:30am - 10:45am</td>
<td>Q&amp;A</td>
</tr>
<tr>
<td>10:45am - 11:00am</td>
<td>Break</td>
</tr>
<tr>
<td>11:00am - 11:45am</td>
<td>Sect. 811 PRA Program and Tenant Based Rental Assistance Vouchers</td>
</tr>
<tr>
<td>11:45am - 12:00pm</td>
<td>Q&amp;A</td>
</tr>
</tbody>
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The Money Follows the Person Housing Partnership Program ("MFPHPP") is a partnership between the New Jersey Housing and Mortgage Finance Agency ("NJHMFA") and the New Jersey Department of Human Services, Division of Aging Services ("DoAS"). The program provides capital subsidy to eligible non-profit and for-profit developers to set aside housing units for qualified individuals transitioning from nursing facilities to community settings.

Funding for the MFPHPP comes from the Money Follow the Person (MFP) program, which is a demonstration program created by the Federal Government to assist individuals transitioning from institutions into a community setting. MFP provides states with an enhanced federal reimbursement for the cost of services provided to individuals who enroll on a Medicaid Waiver program when they move to the community. The enhanced federal reimbursement, known as "rebalancing funds", are being utilized to fund the MFPHPP. The Centers for Medicare and Medicaid (CMS) state that rebalancing funds must be reinvested into the community-based long-term care support system in order to increase the availability of Home and Community Based Services (HCBS). Rebalancing funds are only available for expenditures that enhance or expand access to HCBS and build community infrastructure and capacity. DoAS has committed its rebalancing funds for capital subsidies for housing units for eligible MFP individuals. There are no rental subsidies available through this program.

The target population to be served is physically disabled individuals aged 18 and over, who are living in nursing homes and have been assessed as being capable of living in the community with supportive services. The funding for the supportive services is paid for through New Jersey’s Managed Long-Term Services and Supports (MLTSS) program. DoAS staff oversees and monitors the initial transition plan, developed and provided by the managed care organization (MCO). The MCO assigns each participant a care manager.

Housing developers may apply for MFPHPP financing for up to 5 one (1) bedroom units in any one project. Financing for more than 5 one (1) bedroom units per project will be considered on a case by case basis. The maximum capital subsidy per set aside unit is $75,000. Projects that are applying for 4% and 9% low-income tax credits, the Fund for the Restoration of Multifamily Housing ("FRM") and Multifamily Bond financing are eligible to apply for this funding. Developers must indicate their interest to participate by the submission of a MFPHPP application to NJHMFA. Applications will be expected to meet MFPHPP guidelines.

In coordination with NJHMFA, DoAS will review all MFPHPP applications and units will be selected based on MFPHPP selection criteria and eligible project location among other factors. Once a unit has been selected, the developer will receive a letter of support from DoAS for the allocation of funds for the set-aside units.

Applications will be processed on a rolling basis until all MFPHPP monies are exhausted.

For more information, contact Yirgu Wolde, Director, Division of Supported Housing and Special Needs at 609-278-7521 or via e-mail at ywolde@njhmfa.gov.
These guidelines may be amended from time to time due to changes in New Jersey Department of Human Services, Division of Aging Services’ Money Follows the Person program. Such amendments by the Division of Aging Services to the Money Follows the Person program may occur without notice and are applicable to all pending and future applications. Applicants are, therefore, responsible for contacting the New Jersey Housing and Mortgage Finance Agency (“NJHMFA”) to ascertain whether or not there have been any changes to the Division of Aging Services’ Money Follows the Person program since the date of the initial adoption or subsequent amendment or revisions to the Money Follows the Person Partnership Program Guidelines (the “Guidelines”) and for complying with such changes to the Division of Aging Services’ Money Follows the Person program. These Guidelines address only the financing of MFPHPP units and not the substantive requirements of the Division of Aging Services’ Money Follows the Person program.

EXCEPT AS SET FORTH BELOW, NJHMFA’S SPECIAL NEEDS HOUSING TRUST FUND GUIDELINES ARE APPLICABLE TO THIS PROGRAM AND ARE INCORPORATED AS IF FULLY SET FORTH. IN THE EVENT OF A CONFLICT BETWEEN THE MONEY FOLLOWS THE PERSON HOUSING PARTNERSHIP GUIDELINES AND THE SPECIAL NEEDS HOUSING TRUST FUND GUIDELINES, THE LATTER SHALL APPLY.

PROGRAM GOAL: The Money Follows the Person Partnership Housing Partnership Program (“MFPHPP”) involves the collaboration of the New Jersey Department of Human Services, Division of Aging Services (“DoAS”) and the New Jersey Housing and Mortgage Finance Agency (“NJHMFA”) to provide eligible non-profit and for-profit developers with capital subsidies to develop housing units for qualified individuals transitioning from nursing facilities to community settings. DoAS and NJHMFA will work in partnership to implement and administer MFPHPP in a cost-effective manner in order to increase the availability of high-quality housing for people with disabilities.

ELIGIBLE APPLICANTS: Private for-profit and nonprofit housing developers capable of developing and managing permanent supportive housing.

ELIGIBLE PROJECT LOCATION: DoAS, in conjunction with the New Jersey Department of Human Services, Office of Housing will prioritize projects based on their need. The current eligible counties are Bergen, Passaic, Essex, Morris, Hudson, Monmouth, and Ocean. The list of eligible counties may be subject to change.

ELIGIBLE TYPES OF PROJECTS: Newly constructed or rehabilitated multifamily projects. Developers have to comply with all local municipal laws and ordinances.

ELIGIBLE TENANTS: Individuals aged 18 and over who are physically disabled and are currently living in nursing homes and have been assessed as being capable of living in a community setting with support services.

PROJECT SELECTION CRITERIA:
1. Project location is in one of the eligible counties.
2. Project includes amenities necessary to enable the tenant to transition into the community.
3. Housing developer is experienced developer of special needs housing.
4. Letter of Support from DoAS.

ELIGIBLE NUMBER OF UNITS: Housing developers may apply for MFPHPP financing for up to 5 units in any one project. Financing for more than 5 units per project will be considered on a case by case basis.

SUBSIDY LOAN AMOUNTS: The maximum capital subsidy loan is $75,000 per unit.

TYPES OF AVAILABLE FUNDING:
1. Construction and permanent financing
2. Permanent financing

MORTGAGE LIEN STATUS: All MFPHPP loans will be secured by a first mortgage lien on the land or improvements. In the event a first lien position is determined not to be available, the NJHMFA will consider a subordinate position.

FINANCING TERM: The term of the MFPHPP subsidy loan will be 30 years. In the event a 30 year term is not feasible due to other financing sources, NJHMFA will consider terms as low as 20 years or as great as 40 years.

SECURITY AND COLLATERAL: The MFPHPP subsidy loan will be secured by a note and mortgage.

MORTGAGE INTEREST RATE: The subsidy loan will be structured as a 0% interest rate, cash flow loan.

LOAN REPAYMENT TERMS: Payments will be equal to 25% of avail-
able cash flow remaining after the payment of operating expenses, required reserves and amortized mortgage loan debt. Any remaining unpaid principal and all accrued interest will be due and payable on the maturity date of the MFPHPP loan.

**AFFORDABILITY CONTROLS:** All MHPHPP loan agreements must incorporate contractual guarantees and procedures to ensure that any MHPHPP housing unit must continue to be occupied by MHPHPP-eligible tenants. The MFPHPP set-aside units will be underwritten at 20% of AMI.

Please note that monies for rental assistance will not be provided by DoAS.

**DEED RESTRICTIONS:** Units funded with MFPHPP must be deed restricted. The deed restriction will remain in effect for the term of the original mortgage or tax credit period, whichever is applicable.

**INCOME AND POPULATION CERTIFICATIONS:** Income and population certifications must be submitted to the NJHMFA during rent up and for every new move-in thereafter.

MHPHPP subsidy loan is defined as an NJHMFA Loan.
What is Money Follows the Person Housing Partnership Program (“MFPHPP”)

- The program is a partnership between the NJ Housing & Mortgage Finance Agency (“HMFA”) and the NJ Department of Human Services, Division of Aging Services (“DoAS”)
- Funding for the MFPHPP comes from the Money Follows the Person (“MFP”) Rebalancing Fund

What is Money Follows the Person (“MFP”):

- MFP is a demonstration program created by the Federal Government to assist individuals transitioning from institutions into a community setting
- MFP provides states with an enhanced federal reimbursement for the cost of services provided to individuals who enroll on a Medicaid Waiver when they move to the community
- The enhanced federal reimbursement, known as “rebalancing funds”, are being utilized to fund the MFPHPP

Eligible Types of Projects:

- New construction and/or rehabilitated projects financed with:
  - 4% and 9% Low Income Tax Credits
  - Fund for Restoration of Multifamily Housing (“FRM”)
  - Bond Financed Multifamily Projects

Eligible Project Locations:

- Bergen, Essex, Hudson, Monmouth, Morris, Ocean and Passaic counties
- As needs of the target tenant population change, the list of eligible counties may be subject to change
Selection of MFPHPP 1-Bedroom Units

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Accessibility of units</td>
</tr>
<tr>
<td>3</td>
<td>Community integration, including access to transportation, employment</td>
</tr>
<tr>
<td></td>
<td>opportunities, and other community resources</td>
</tr>
<tr>
<td>3</td>
<td>Geographic location reflecting preferences of target population</td>
</tr>
<tr>
<td>2</td>
<td>Presence of on-site social service coordinator with ability to support</td>
</tr>
<tr>
<td></td>
<td>MFPHPP participants</td>
</tr>
<tr>
<td>1</td>
<td>Developer’s experience with supportive housing</td>
</tr>
<tr>
<td>1</td>
<td>Other amenities on site (community meeting space, fitness center,</td>
</tr>
<tr>
<td></td>
<td>recreational areas, etc.)</td>
</tr>
</tbody>
</table>

*Based upon MFPHPP participant housing data, projects will be awarded the point value if the project is located in the town(s) in which MFPHPP participants expressed an interest in residing.

Note: A minimum score of 12 points is required to be considered for the receipt of a Letter of Support from DoAS/MFP.

Helpful Accessibility Features

- Roll in shower/accessible shower units
- Sufficient room next to commode for wheelchair
- So individual can slide from wheelchair onto commode
- Automated door openers
- Hardwood and ceramic tile
- Linen closets with slide out shelving
- Accessible controls for heating
- Grab bars
- Front control range/oven
- Side by side refrigerator
- Accessible kitchen cabinets with roll under access

Eligible Tenants:

- Individuals age 18 and over who are physically disabled
- Currently living in a nursing home
- Assessed as capable of living in a community setting with support services

Eligible Units:

- Capital subsidy is only for one-bedroom units
- Developers may apply for financing for up to 5 units in any one project
- Financing for more than 5 units will be considered on a case by case basis
- Preference may be given to projects that are not age restricted

Subsidy Loan amounts:

- Maximum capital subsidies per set aside one-bedroom unit is $75,000
- Set-aside units are underwritten at 20% AMI
- Note: This is not a rental subsidy program

Money Follows the Person Housing Partnership Program
### Money Follows the Person Housing Partnership Program

#### Financing Term:
- Permanent loan for 30 years
- HMFA will consider terms as low as 20 years or as long as 40 years

#### Types of Available Loans:
- Construction and Permanent
- Permanent Financing Only

#### Lien Status:
- First mortgage lien on the land and improvement, if available
- Subordinate mortgage lien position, if first lien is not available
- Permanent loan for 30 years
- HMFA will also consider terms as low as 20 years or as long as 40 years

### Money Follows the Person Housing Partnership Program

#### Mortgage Collateral:
- MFPHPP will be secured by a Note and Mortgage

#### Mortgage Interest Rate:
- MFPHPP loan will be structured as zero percent (“0%”) interest rate cash flow loan

#### MFPHPP Loan Repayment:
- Repayment will be equal to 25% of available cash flow
- Unpaid balance will be due and payable on the maturity date of the MFPHPP loan

### Money Follows the Person Housing Partnership Program

#### Affordability Controls:
- MFPHPP set-aside units must continue to be occupied by MFPHPP-eligible tenants for the life of the mortgage
- MFPHPP set-aside units will be underwritten at 20% AMI
- MFPHPP will be deed restricted for the term of the mortgage
Money Follows the Person Housing Partnership Program

Tenant Referral Process:
- HMFA notifies DoAS of available units
- DoAS identifies tenant for the available vacant unit and refers to Developer
- Tenant inspects the available unit
- If unit selected, tenant sends completed rental package to Developer
- Developer determines applicant’s eligibility based on Developer’s tenant selection plan
- Developer furnishes copies of rental package/application to HMFA for review and approval
- Developer completes population and income certification
- Developer and Tenant execute lease
- Tenant moves into unit
- Developer must provide justification in writing to HMFA/DoAS if tenant is found ineligible

Money Follows the Person Housing Partnership Program

Developer’s Responsibilities
- Verifies information related to SSI or any other income source
- Computes rental payments
- Conducts background checks if applicable
- Conducts annual income re-certification
- Submits tenant’s information to HMFA for review and approval
- Notifies HMFA and DoAS if tenant chooses not to renew lease

Money Follows the Person Housing Partnership Program

Role of HMFA
- HMFA administers MFPHP
- Supported Housing and Special Needs Division staff in cooperation with Tax Credit and Multifamily staff, will develop list of available projects
- HMFA in cooperation with DoAS review MFPHP application to select eligible projects
- HMFA staff communicates with Developers to ensure availability of units at end of the construction period
Role of DoAS

- DoAS in partnership with HMFA will review MFPHPP applications to determine eligibility of projects
- DoAS will refer prospective tenants
- Support services are provided to tenants and paid through NJ’s Managed Long-Term Services & Supports (“MLTSS”)
- Managed Care Organization (MCO) assigns each participant a care manager
- DoAS staff will oversee and monitor the initial transition plan developed and provided by the MCO

Contact

- Yirgu Wolde
  Director
  Supported Housing & Special Needs
  609-278-7521
  YWolde@njhmfa.gov

- Maria DiMagio
  Social Services Administrator
  Supported Housing & Special Needs
  609-278-7512
  MDiMagio@njhmfa.gov
Money Follows The Person Housing Partnership Program (MFPHPP)

**Definitions**

NJHMFA: New Jersey Housing and Mortgage Finance Agency

DoAS: Division of Aging Services

MFP: Money Follows the Person

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**HMFA recruits interested Multifamily and Tax Credit Developers**

**HMFA and DoAS/MFP informs Developers:**
- Program background and requirements
- Selection criteria

**Interested Developers submit completed application package to HMFA**

**HMFA and DoAS/MFP reviews and discusses selected projects with the Developers**

**DoAS/MFP issues letter of support to Developer**

**Selected**

**Out of the program**

**HMFA Agenda Review**

**Approved**

**Not Approved**

**Developer reviews and resubmits docs**

**HMFA Board approval of project**

**Project closed and under construction**

**DoAS/MFP identifies and refers tenant to vacant unit**

**HMFA notifies DoAS/MFP of available units**

**90 days before construction completion, Developer notifies HMFA on availability of set aside 1-bedroom units**

**Developer determines the tenant’s rent and sends docs to HMFA for review and approval**

**Tenant sends completed rental application to Developer**

**Developer reviews application**

**Yes**

**Developer provides HMFA and DoAS/MFP reason for denial in writing**

**Tenant and Developer execute lease**

**Tenant moves into the unit**

**Lease renewal decision**

**Yes**

**Tenant moves into the unit**

**No**

**Tenant continues housing search**

**Tenant renews lease**

**HMFA informs DoAS/MFP of available unit for new tenant**

**No**

**Tenant continues housing search**

**Yes**

**Tenant sends completed rental application to Developer**

**Developer reviews application**

**Yes**

**Developer provides HMFA and DoAS/MFP reason for denial in writing**

**Tenant and Developer execute lease**

**Tenant moves into the unit**

**Lease renewal decision**

**90 days before lease expiration Developer notifies tenant, HMFA and DoAS/MFP of their renewal intent**

**Tenant moves into the unit**

---

* Vacating tenant is responsible for their own housing search

---

**HMFA Prepares RFA and Form 10**

**Tenant tours the unit**

**Yes**

**Tenant continues housing search**

**No**

**Tenant sends completed rental application to Developer**

**Developer reviews application**

**Yes**

**Developer provides HMFA and DoAS/MFP reason for denial in writing**

**Tenant and Developer execute lease**

**Tenant moves into the unit**

**Lease renewal decision**

**90 days before lease expiration Developer notifies tenant, HMFA and DoAS/MFP of their renewal intent**

**Tenant moves into the unit**

---

**HMFA Board approval of project**

**Project closed and under construction**

**Developers prepare RFA and Form 10**

**HMFA Agenda Review**

**Approved**

**Not Approved**

**Developer reviews and resubmits docs**

---

**Tenant renews lease**

**Yes**

**Tenant moves into the unit**

**No**

**Tenant continues housing search**

---

**HMFA Prepares RFA and Form 10**

**Tenant tours the unit**

**Yes**

**Tenant continues housing search**

**No**

**Tenant sends completed rental application to Developer**

**Developer reviews application**

**Yes**

**Developer provides HMFA and DoAS/MFP reason for denial in writing**

**Tenant and Developer execute lease**

**Tenant moves into the unit**

**Lease renewal decision**

**90 days before lease expiration Developer notifies tenant, HMFA and DoAS/MFP of their renewal intent**

**Tenant moves into the unit**

---

**HMFA Board approval of project**

**Project closed and under construction**

**Developers prepare RFA and Form 10**

**HMFA Agenda Review**

**Approved**

**Not Approved**

**Developer reviews and resubmits docs**

---

**Tenant renews lease**

**Yes**

**Tenant moves into the unit**

**No**

**Tenant continues housing search**

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**HMFA Prepares RFA and Form 10**

**Tenant tours the unit**

**Yes**

**Tenant continues housing search**

**No**

**Tenant sends completed rental application to Developer**

**Developer reviews application**

**Yes**

**Developer provides HMFA and DoAS/MFP reason for denial in writing**

**Tenant and Developer execute lease**

**Tenant moves into the unit**

**Lease renewal decision**

**90 days before lease expiration Developer notifies tenant, HMFA and DoAS/MFP of their renewal intent**

**Tenant moves into the unit**

---

**HMFA Board approval of project**

**Project closed and under construction**

**Developers prepare RFA and Form 10**

**HMFA Agenda Review**

**Approved**

**Not Approved**

**Developer reviews and resubmits docs**

---

**Tenant renews lease**

**Yes**

**Tenant moves into the unit**

**No**

**Tenant continues housing search**
New Jersey Housing and Mortgage Finance Agency

Money Follows the Person Housing Partnership Program

APPLICATION

New Jersey Housing and Mortgage Finance Agency
Supported Housing and Special Needs Division
637 South Clinton Ave.
Trenton, NJ 08650-2085

Contact Person:
Yirgu Wolde
Director, SHSN Division
609-278-7521
ywolde@njhmfa.gov
New Jersey Housing and Mortgage Finance Agency
Money Follows the Person Housing Partnership Program (MFPHP)
Application
Applications will be accepted on a rolling basis until all MFPHP funds are committed.

PART 1: APPLICANT INFORMATION

Applicant Name: ________________________________________________

Contact Name: ____________________________ Position/Title: ____________

Mailing Address: ________________________________________________

City: _______________ State: ______ Zip Code: ______ County: ____________

Phone: _______________ Email: ______________________________________

Developer/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 self-managed

Contact Name: ____________________________ Position/Title: ____________

Mgmt. Company Address: _________________________________________

City: _______________ State: ______ Zip Code: ______ County: ____________

Phone: _______________ Email: ______________________________________
PART 2: PROJECT INFORMATION AND DESCRIPTION

Project Name:__________________________________________________________NJHMFA#: __________

Address:______________________________________________________________

City:_________________________ State:______ Zip Code:__________ County __________

On a separate page, please provide a description of the property that includes information such as the floor plan, more information about accessibility features, proximity to community resources such as employment opportunities, grocery stores, banks etc., transportation networks and tenant services. Please also briefly describe your experience with supportive housing and the property’s policies regarding background checks and the Tenant Selection Plan.

On-site Social Service Coordinator:

Are there plans to hire an on-site Service Coordinator for the building? Yes or No (circle one)

If yes, what type of services will be provided by this individual:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Public Transportation:

Nearest public transportation option (in miles):______________________________

Type: 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)
PART 3: NUMBER OF UNITS REQUESTED

Total number of units at the property: ________________________________

Total number of MFPHPP 1 bedroom units requested: _________________

Projects Under Construction:
Number of one bedroom accessible units:
_____________

Number of one bedroom units at 20% AMI: __________

Total number of units currently planned to be set aside for persons with special needs. Do not include requested MFPHPP units in this number: _____

The undersigned applicant hereby makes application to NJHMFA for the Money Follows the Person Housing Partnership Program (MFPHPP).

_________ Number of Requested MFPHPP One Bedroom Units

Signature: _______________________________________________________

Printed Name: ___________________________________________________

Title: ___________________________________________________________

Date: ___________________________________________________________

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

Attn: Yirgu Wolde, Director
Division of Supported Housing & Special Needs
New Jersey Housing and Mortgage Finance Agency
637 S. Clinton Avenue P.O. Box 18550
Trenton, NJ 08650-2085 609-278-7521
What is the Section 811 Project Based Rental Assistance (Sect. 811 PRA) Program?

In April 2015, the US Department of Urban Development (HUD) awarded the New Jersey Housing and Mortgage Finance Agency (HMFA) two-hundred and six (206) Sect. 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 PRA is five (5) years and with yearly subsequent renewals subject to appropriations.

The Section 811 Project Rental Assistance Program was authorized under the Frank Melville Supportive Housing Investment Act of 2010.

The HMFA has designed the Sect. 811 PRA program to assist the state of New Jersey in fulfilling their Olmstead settlement obligations. HMFA, in partnership with the New Jersey Department of Human Services (DHS) will select individuals leaving developmental centers and state psychiatric hospitals, as well as those who are at risk of institutionalization as the targeted populations.

What is the Role of HMFA?

HMFA is the administrator of the Sect. 811 PRA.

The HMFA 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 the low- and moderate-income citizens of the State of New Jersey.

The HMFA’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 non-profit 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. DHS will work closely with HMFA 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 Sect. 811 PRA subsidies are project-based and remain with the housing unit. The Sect. 811 PRA subsidies housing assistance can be used on specific housing units at rents as defined in the following chart.

<table>
<thead>
<tr>
<th>Specific Unit Types and Sect. 811 PRA Rents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Type</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>1 bedroom</td>
</tr>
<tr>
<td>2 bedroom</td>
</tr>
<tr>
<td>2 bedroom</td>
</tr>
</tbody>
</table>

Eligible Project Types

LIHTC and 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 Sect. 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, HMFA will contact the project sponsor.

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

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 twenty five percent (25%) of the total units of a project can be set-aside for PRA payments. The units must also be dispersed throughout the property and not segregated to one area in the project. Additionally, projects must have more than 5 units.

Owner/Project Selection

HMFA and DHS 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

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Geographic locations reflecting preferences of target population</td>
</tr>
<tr>
<td>3</td>
<td>Accessibility of the units</td>
</tr>
<tr>
<td>3</td>
<td>Unit mix reflecting need of target population</td>
</tr>
<tr>
<td>2</td>
<td>Suitability of project site</td>
</tr>
<tr>
<td>2</td>
<td>Access to transportation, employment opportunities and other community integration opportunities</td>
</tr>
<tr>
<td>1</td>
<td>Amenities offered in the project</td>
</tr>
</tbody>
</table>

### Two-Bedroom Section 811 PRA Units

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
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</tr>
<tr>
<td>1</td>
<td>Amenities offered in the project</td>
</tr>
</tbody>
</table>

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. HMFA and Owner Agreement to enter into PRA Contract (HUD-92240-PRA)
2. 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 are omitted.

Tenant Referral

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

HMFA and DHS 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. HMFA and DHS will review the current status of referrals, move-ins, and the development and maintenance of a waiting list of potential tenants should vacancies occur. HMFA will also problem solve
Selection and Admission of Eligible Tenants

**Referrals:** Owners will notify HMFA of available unit and HMFA will notify DHS who will refer tenant. If tenant selects unit, DHS will refer tenant to HMFA and forward completed tenant application package to HMFA. HMFA reviews and determines applicant’s eligibility and forwards approved application to Owner who will determine eligibility with Owner’s tenant selection plan. The Owner will complete the tenant certification and recertification data (Form HUD 50009) and transmit same electronically to HMFA. HMFA will electronically transmit the income data into HUD’s Tenant Rental Assistance Certification System (TRACS). This data must be maintained and retained by the Owner for three (3) years. The Owner is responsible for:

1. Verifying tenant’s income, employment through the use of Enterprise Income Verifier (EIV) and at least annually thereafter;
2. Verifying information related to social security numbers of perspective tenants;
3. Computation of the amount the PRA payment for each eligible tenant;
4. Conducting criminal and background checks, if required by 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 HMFA providing justification for the denial.

**Form of Lease:** Owners will use the HUD Model 811 PRA Lease form HUD-92236-PRA and required Ad-denda 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 HMFA 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:** HMFA will conduct inspections of Section 811 PRA units to ensure that their physical integrity and compliance are consistent with US Department of Housing and Urban Development’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 HMFA, UPCS inspections must occur at a minimum every three (3) years. The first UPCS inspection will be within three (3) years of the signing of the Rental Assistance Contract (RAC) and can be aligned with the inspection schedule of other funding sources (LIHTC). Following HMFA’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 HMFA’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 HMFA 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

HMFA 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 be no less than twenty (20) years subject to HUD appropriations. The term of the initial 811 PRA allocation is for a term of five (5) 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 HMFA 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.
- HMFA transmits Form HUD 52670 to HUD through Tenant Rental Assistance Certification System (TRACS). TRACS is a voucher/payment system that will be used to process rental payments to Owners and HMFA receives a return message transmitted from TRACS.
- Based on the TRACS submission, HUD calculates the project’s monthly rental subsidy and wires payments to HMFA 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, HMFA will consider adjusting contract rents on the lease anniversary date. Contract Rents may be adjusted upward or downward, as appropriate.

Rent adjustments by HMFA 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 PRA 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 NJ’s anti-discrimination laws, along with the following items:

1. Fair Housing & 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.

ONLINE: WWW.NJHOUSING.GOV   |   CALL: 1-800-NJ-HOUSE

(Continued)
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 subcontractors 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 the locality in accordance with the Davis-Bacon Act (40 U.S.C. 3141 et 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 (6) 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.

### Leveraged Tenant-Based Rental Vouchers

In addition to the two hundred and six (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 the State of New Jersey.

DHS Tenant-Based Rental Subsidy Process: Individuals eligible for DHS tenant-based rental subsidies must submit applications to DHS. DHS will review the rental subsidy application and refer approved applications to the Supportive Housing Connection (SHC) at HMFA. 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 eligible, 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.

**Please Note:** The Section 811 PRA Guidelines and application forms may be amended from time to time as per HUD requirements.
What is the Section 811 PRA program?
- Authorized under Frank Melville Supportive Housing Act of 2010
- Provide rental assistance to extremely low income special needs individuals or households

In HMFA/DHS’s Case
- Assist State the of NJ in their Olmstead settlement obligations by providing permanent supportive housing to individuals leaving developmental centers, state psychiatric hospitals as well as those at risk of institutionalization

How the 811 PRA Subsidies Work:
- PRA subsidies are assigned to a specific unit(s) and remains with the housing unit
- Total of 206 PRA subsidies available worth $5.1 Million for the initial 5 years

Subsidy Break Downs Include:
- 110- One-bedroom affordable at 34% of AMI
- 46 Two-bedroom affordable at 34% AMI
- 50-Two-bedroom affordable at 50% AMI*
  *To be used for existing Multi-Family units

Additional Tenant Based Rental Assistance
- 40 DCA State Rental Assistance (SRAP)
- 63 Tenant Based DHS Subsidies
- Both these subsidies are tenant based
Eligible Projects

- Projects designated for individuals 62 and older
- Projects with existing project-based vouchers
- Projects already with more than 25% set-aside Special Needs units
- Projects with less than five (5) units

Ineligible Types of Projects

- Projects designated for individuals 62 and older
- Projects with existing project-based vouchers
- Projects already with more than 25% set-aside Special Needs units
- Projects with less than five (5) units

SECTION 811 PROJECT RENTAL ASSISTANCE

HMFA’s Role

- In partnership with DHS administers the Section 811 PRA Program

NJDHS’ Role

- Coordinates timely referral of individuals/households to 811 PRA awarded projects
- Provides voluntary services and supports to 811 PRA tenants in the projects

Owners who participate in 811 PRA are required to complete:

- HMFA and Owner Agreement to enter into 811 PRA Contract
- PRA Rental Assistance Contract
- Use Agreement
**Tenant Referral**
- Owners will notify HMFA of availability of units
- HMFA will notify DHS who will refer tenant
- If tenant select unit, DHS will refer to HMFA and forwards application. HMFA verifies and determines applicants’ eligibility and forwards application to project Owner
- Owner determines applicant’s eligibility based on Owner’s tenant selection plan
- Owner completes tenant certifications & recertification and transmits electronically
- HMFA electronically transmits data to HUD via TRACS
- Owner must provide justification in writing to HMFA if tenant found ineligible

**Owner’s Responsibilities**
- Verify tenant’s income through EIV
- Verify information related to Social Security numbers of prospective tenants
- Compute PRA payments
- Conduct background checks if required
- Conduct annual income recertification
- Submit tenant data electronically to HMFA with TRACS standards

**Criteria for 811 PRA Selection**

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Geographic locations reflecting preferences of target population</td>
</tr>
<tr>
<td>3</td>
<td>Accessibility of the unit</td>
</tr>
<tr>
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<td>Unit mix reflecting need of target population</td>
</tr>
<tr>
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</tr>
<tr>
<td>1</td>
<td>Amenities offered in this project</td>
</tr>
</tbody>
</table>

**Selection of 110 One-Bedroom 811 PRA Units**

<table>
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<td>2</td>
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</tr>
</tbody>
</table>

**Selection of 96 Two-Bedroom 811 PRA Units**

<table>
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<td>Amenities offered in this project</td>
</tr>
</tbody>
</table>

**NOTE:** Projects must have a minimum of 12 points to be considered eligible for 811 PRA subsidies

* Fifty (50) of these units are set-aside for existing LITHC & Bond financed Multi-Family units
SECTION 811 PROJECT RENTAL ASSISTANCE

Form of Lease
- Owners must use HUD Model 811 PRA Lease Form and required addenda
- Lease is for a term of one year
- Any modification of lease must be approved by HMFA and in accordance with HUD requirements

Waiting List
- Existing projects must update their tenant selection plan to include the target population

SECTION 811 PROJECT RENTAL ASSISTANCE

Unit Inspection by HMFA
- Based on HUD’s Uniform Physical Conditions Standards (“UPCS”)
- After initial inspections, first UPCS inspection within 3 years after the signing of Rental Assistance Contract (“RAC”)
- Following HMFA inspection, tenant inspects unit
- Owner keeps the HMFA inspection report as an attachment to lease

SECTION 811 PROJECT RENTAL ASSISTANCE

Foreclosure and Transfers of Properties
- In the event of foreclosure or property transfers, RAC will transfer to new Owner and payment continues

Term of 811 PRA
- Term of RAC 20 Years*
- Term of initial 811 PRA term-5 Year
- Subsequent renewal subject to HUD appropriations
- Use Agreement 30 Years*

Payments under RAC
- Payments made monthly by HMFA upon requisition by Owner through TRACS

* If Congress fails to renew the program, owners will not be held to the 30-year Use Agreement
**SECTION 811 PROJECT RENTAL ASSISTANCE**

**Vacancies**
- Vacancy payments not to exceed 80% of contract rent for 60 days
- No vacancy payment over 60 days

**Rent Increases**
- Rent adjustments will be considered by HMFA based upon Owner’s request

**Support Services**
- Tenants participation is voluntary and can’t be required
- Voluntary services supports of provider of tenant’s choice supported by DHS

**811 PRA Owner Compliance**
- Fair Housing and Civil Rights Laws
- Accessibility Requirements
- Davis Bacon Labor Standards
- Phase I Environmental Report
- Lead Based Paint

**DHS Tenant Based Rental Voucher**
- 63 TBRV that travel from unit to unit with tenant
- To be managed by Supportive Housing Connection Program

**DCA State Tenant Based Rental Assistance**
- 40 SRAP travel from unit to unit with tenant
- Will be managed by DCA Div. of Housing
SECTION 811 PROJECT
RENTAL ASSISTANCE

Contact
• Kelly Palombi
  Section 811 Program Coordinator
  Supported Housing and Special Needs
  609-278-7486
  kpalombi@njhmfa.gov
**Exhibit A - Sect. 811 PRA Overall Process**

**Definition:**
- **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, Automated Clearing House Debit Form and voided check
**** According to HUD Uniform Physical Condition Standards
***** According to HUD Sect. 811 program requirements
****** According to HUD regulations

---

**Diagram Description:**

1. **HMFA recruits interested Multifamily and Tax Credit owners**
2. Owner reviews following HUD forms
   - PRA agreement
   - Rental Assistance Contract
   - Use agreement
3. **HMFA informs owners on**
   - Program background
   - Selection criteria
4. Interested owners submit completed application package to HMFA along with required documents
5. **HMFA and DHS meet with the selected owner to review the program requirements and # of units requested**
6. **DHS helps tenant find a unit**
7. **Tenant send completed Sect. 811 application package to HMFA**
8. HMFA and DHS helps tenant find a unit
9. **Owner returns executed documents within 10 business days of meeting with HMFA along with tenant application package**
10. **Owner reviews application**
11. HMFA inspects unit
12. **Owner reviews application again**
13. Owner accepts HUD original forms
14. HMFA determines tenant’s Sect. 811 eligibility
15. HMFA sends documents to owner
16. Owner determines the tenant’s share of rent and subsidy; notify HMFA
17. Tenant and owner execute HUD form of lease. Owner sends a copy to HMFA
18. Owner notifies HMFA of # available units by bedrooms
19. **Out of the program**
20. Tenant referred back to DHS
21. **Not selected for Sect. 811**
22. Owner reviewed following HUD forms
23. HMFA reviews application
24. HMFA approves executed documents
25. Owner notifies HMFA of # available units
26. Tenant move into the unit
27. **Lease renewal decision**
28. Tenant referred back to DHS
29. Owner accepts original forms
30. Owner notifies HMFA of # available units
31. Tenant and owner execute HUD form of lease. Owner sends a copy to HMFA
32. Tenant moves into the unit
33. HMFA approves executed documents
34. Owner notifies HMFA of # available units
35. Tenant move into the unit
36. HMFA reviews application
37. HMFA approves executed documents
38. Owner notifies HMFA of # available units
39. Tenant move into the unit
**Exhibit B - Sect. 811 PRA Owner Process**

- **HMFA recruits interested Multifamily and Tax Credit owners**
- Interested owners submit completed application package to HMFA along with required documents
  - Owners of 56 approved Tax Credit projects opted to participate in Sect. 811 PRA

- HMFA and DHS meet with the selected owner to review program requirements and # of units requested
  - Owner's participation Intent
  - Owner returns executed documents within 10 business days of meeting with HMFA along with tenant application package
  - HMFA reviews
  - HMFA and DHS meet with the owner to review the unit
  - HMFA determines tenant's Sect. 811 eligibility
  - HMFA notifies owner and tenant of eligibility
  - Tenant referred by DHS contact owner to tour the unit
  - Owner returns executed documents within 10 business days

- Tenant moves into the unit

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

**Notes:**
- Out of the program **
- Owner's participation Intent
- Tenant referred by DHS contact owner to tour the unit
- HMFA determines tenant's Sect. 811 eligibility
- HMFA notifies owner and tenant of eligibility
- Tenant referred back to DHS

- Owner reviews following HUD forms
  - PRA agreement
  - Rental Assistance Contract
  - Use agreement

- HMFA informs owners on
  - Program background
  - Selection criteria

- HMFA determines tenant's Sect. 811 eligibility
- HMFA notifies owner and tenant of eligibility
- Tenant referred back to DHS

**Notes:**
- * May be considered at future date
- ** Doesn't apply for 16 opted to participate in PRA
- *** W-9 form, Automated Clearing House Debit Form and voided check
- **** According to HUD Uniform Physical Condition Standards
- ***** According to HUD Sect. 811 program requirements
- ****** According to HUD regulations
Exhibit C - Sect. 811 PRA Tenant Process

Tenant agrees to participate in Sect. 811

DHS refers tenant to available unit and provides Sect. 811 package

Tenant contacts owner to tour the unit

Tenant tours the unit

Yes

HMFA and DHS help tenant find a unit

No

Owner reviews application *

HMFA sends documents to owner

Tenant sends completed Sect. 811 application package to HMFA

Tenant referred back to DHS

HMFA determines tenant’s Sect. 811 eligibility

Yes

Owner notifies owner and tenant of eligibility

HMFA inspects and approves unit

No

Tenant referred back to DHS

HMFA notifies owner and tenant of eligibility

HMFA notifies owner and tenant of eligibility

Yes

Tenant sends Sect. application to HMFA

No

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

Tenant moves into the unit

90 days prior to lease expiration owner and tenant notify HMFA and DHS lease renewal intent

Lease renewal decision ***

Tenant and owner execute HUD form of lease **

Definition

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

* According to HUD Sect. 811 program requirements
** MFA inspected and approved unit
*** According to HUD regulations
Section 811 Project Rental Assistance Program

APPLICATION

NJHMFA
Supported Housing and Special Needs Division
637 South Clinton Ave.
Trenton, NJ 08650-2085

Contact Person: Kelly Palombi
609-278-7486
kpalombi@njhmfa.gov
PART 1: APPLICANT INFORMATION

Applications will be accepted on a rolling basis until all Section 811 PRA are committed. Each project will require a separate application.

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: ______________________________________________
PART 2A: PROJECT INFORMATION

Project Type (check one):  ☐ New Construction/Rehab Project  ☐ Existing Project
(Please complete the appropriate sections of this application based on your project type)

Project Name: ___________________________ HMFA#: __________________

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: ____________

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: _________________________
PART 2B: PROJECT DESCRIPTION

Please provide a description of the property on a separate page that includes information such as amenities within the project, floor plan, proximity to various amenities, description of neighborhood, and tenant services. Please include the number of units of each type that are currently occupied, currently vacant, and in the case of Existing projects, the number and types of units to be set aside. Please also describe the property’s policies regarding background checks and Tenant Selection Plan.

Type of Public Transportation:
Bus: __________ Light Rail: __________ Other: __________
Nearest public transportation option (in miles): __________________________

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

<table>
<thead>
<tr>
<th>Unit Status</th>
<th>Number of 1 Bedroom Units</th>
<th>Number of 2 Bedroom Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Total Units in Property</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART 3: NUMBER OF SECTION 811 PRA UNITS REQUESTED

(Please complete the appropriate section based on your project type)

For New Construction/Rehab Projects

Total Number of Units at the Property: ________________
Total Number of Units Requesting 811 Subsidies: ________________

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): _______

Total Number of Units Currently Set Aside for Persons with a Disability other than the 811 Subsidized Units: _______
Total Number of Units Presently Receiving Project Based Rental Assistance Payments: _______

For Existing Projects

Total Number of Units at the Property: ________________

Units to be set aside:

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 in addition to the 811 Subsidies: _______
Total Number of Units Presently Receiving Project Based Rental Assistance Payments: _______

Participating developments must have the capability to execute and transmit tenant certification and recertification data (form HUD 50059) and voucher data (form HUD 52670) electronically to HMFA. HMFA will electronically transmit the data (HUD form 52670 and HUD 50059) to HUD via the Tenant Rental Assistance Certification System (TRACS) to receive payment. Once received and approved, HUD will wire payment of the monthly rental subsidy amount to HMFA through the HUD Electronic Line of Credit Control System (eLOCCS) and HMFA will distribute the subsidy payments to the development.

Current Software system: ________________
PART 4: APPLICANT SIGNATURE

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

_________ Number of Requested Section 811 PRA Program Units

Signature: __________________________________________

Printed Name: ______________________________________

Title: _____________________________________________

Date: _____________________________________________

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

Attn: Kelly Palombi, Section 811 Program Coordinator
Division of Supported Housing & Special Needs
New Jersey Housing and Mortgage Finance Agency
637 S. Clinton Avenue
P.O. Box 18550
Trenton, NJ 08650-2085
609-278-7486
Email: kpalombi@njhmfa.gov

Questions? Please contact Kelly Palombi at 609-278-7486
## Uniform Physical Condition Standards - Comprehensive Listing

### Inspectable Area: Site

**Property ID / Name:** ____________________________  
**Inspection Date:** ___________

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<tr>
<th>Inspectable Item</th>
<th>Observable Deficiency</th>
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### Uniform Physical Condition Standards - Comprehensive Listing

**Inspectable Area:** Building Exterior

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### Uniform Physical Condition Standards - Comprehensive Listing

**Inspectable Area:** Building Systems

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- 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.
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<td>Chutes - Damaged/Missing Components</td>
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- 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.