

# 811PRA Program

## Information Packet

# *WELCOME!*

### **WHAT IS THE 811PRA PROGRAM?**

The HUD 811 Project Rental Assistance program (811PRA) provides affordable and accessible housing for adults between the age of 18 and 62 with disabilities and their family. *Rental units will be available in properties throughout Michigan.* The program is operated by Michigan State Housing Development Authority (MSHDA) in partnership with Michigan Department of Health and Human Services (MDHHS).

811PRA tenants pay 30% of their income for rent while continuing to have access to support services. The 811PRA program is not a tenant-based program where the tenant retains the housing assistance when they move. Instead, the housing subsidy is connected to the apartment.

### **WHO IS ELIGIBLE FOR THE 811PRA PROGRAM?**

In order to be eligible for the 811PRA program, you must:

- Be between the ages of 18 and 62 upon move-in to housing;
- Be extremely low-income (30% Area Median Income);
- Have a disability;
- Be eligible for community-based, long-term care services as provided through Medicaid waiver, Medicaid state plan options, comparable state-funded services, or other appropriate services.

### **WHAT IS A SERVICE COORDINATOR (SC)?**

A Service Coordinator is a person who will assist 811PRA applicants, from pre-screening through move-in. The SC is often the case manager, supports coordinator, or transition coordinator.

## HOW DO I APPLY FOR THE 811PRA PROGRAM?

There are five steps in the 811PRA application process:

✓ **Step One: Pre-Screening:**

1. The applicant must meet program eligibility requirements of age, disability, and income and target population.
2. The Service Coordinator (SC) determines (and the Transition Plan must show) that referral of applicant to 811PRA program is appropriate.
3. The applicant and SC develop a Transition Plan outlining support services, resources to be secured and housing needs.

✓ **Step Two: 811PRA Referral:**

1. If program eligible, MSHDA 811PRA Application and Verification Form must be completed and emailed to MSHDA. Additionally, a Release of Information must be completed by applicant and held by the SC to allow the SC to discuss program application with MSHDA.
2. The applicant's name will be added to wait list.
3. Upon receipt of Application and Verification Form, MSHDA will ensure Application and Verification Form is complete. The applicant and the SC will be contacted when a unit becomes available.
4. The SC will continue to work with applicant to collect needed documentation.

✓ **Step Three: Prepare Documents:**

1. When applicant reaches top of wait list, MSHDA will contact the applicant and the SC.
2. Negative information on a criminal or background report may be explained as opportunity to focus upon applicant strengths as a future tenant.
3. A property referral will be made once required documentation has been collected.
4. MSHDA will refer applicant to 811PRA property. Applicant may look at unit and complete rental application if property meets applicant needs.

✓ **Step Four: Tour Unit/Complete Application:**

1. If property meets applicant housing needs, applicant and SC will be given contact information for property.
2. Applicant may set an appointment to tour unit. If unit meets applicant housing needs, property's rental application and other necessary forms must be completed. The SC may assist with this step.
3. A background check may be requested on applicant and other adult

members of household. Background check may include criminal background, credit check and prior landlord references. It is important for applicant to discuss background issues with the SC. Be prepared to answer any questions property manager may have related to background check.

✓ **Step Five: Lease and Preparing to Move:**

1. If property accepts application, property manager will set an appointment for the applicant to sign lease, review house rules and sign other required paperwork.
2. The SC will ensure applicant has service supports and resources identified in Transition Plan.
3. With property manager and SC, a date will be set to pick up keys to unit, conduct pre-move inspection and set move-in date.
4. Prior to move-in, have utilities put in applicant's name, if required.

### **WHAT IF I CHANGE MY MIND AFTER I APPLY?**

No problem. Have your Supports Coordinator contact MSHDA. Your name will be removed from the wait list. You can also request your application be placed on HOLD if you need more time to prepare to move; you won't lose your place on the wait list. If you want to put your name back on the wait list you can do so.

### **WHAT SHOULD I KNOW ABOUT MY FAIR HOUSING RIGHTS?**

Federal and state laws protect people with disabilities from housing discrimination. This means housing providers and landlords:

- Cannot exclude you from housing because of your disability;
- Must ask you the same questions as all other applicants to the property;
- Cannot ask you questions about your disability – such as diagnosis or medication you take – unless necessary to determine the need for an accommodation; and
- Must provide reasonable accommodations.

A reasonable accommodation allows a person with a disability to participate fully. Example: If a property had a “no-pets” policy, it must make an accommodation for someone with a service animal. Talk with your Supports Coordinator about any problems with your rental history, credit report, and criminal background that relate to your disability should a reasonable accommodation be necessary.

### **WILL I HAVE ACCESS TO SERVICES ONCE I AM A TENANT?**

Yes—You will continue to have access to services. Examples: Independent living

skills such as budgeting and maintaining your apartment, mental health services, home health aide or nursing assistance and supported employment.

### **WHAT IF I DON'T WANT TO USE THE SERVICES?**

In the 811PRA program, services are voluntary. You can decide which services you want and when. If you decide you don't want or need services, you will be able to keep your apartment as long as you comply with the terms of your lease. You may find, however, that services can help you. The support service providers will be ready to work with you whenever you decide to re-engage in services.

### **WHAT ARE MY RESPONSIBILITIES AS A TENANT?**

As a tenant you must meet the terms of your lease. This means you must:

- Pay your portion of the rent on time every month—on time;
- Be responsible for your visitors while they are in your apartment or on the property;
- Don't allow anyone to live in your apartment that is not on the lease;
- Maintain your apartment in clean, sanitary and safe condition;
- Get along with your neighbors and other tenants on the property;
- Avoid illegal activity.

### **HOW MUCH RENT WILL I HAVE TO PAY?**

The tenant pays no more than 30% of their adjusted gross income for rent and utilities. If there is more than one person in the household, all of the household income will be taken into consideration in the rent calculation. If the tenant portion is less than \$25, the 811PRA program requires the tenant to pay the minimum tenant rent of \$25.

### **HOW MUCH IS THE SECURITY DEPOSIT?**

The 811PRA security deposit is to equal to the Total Tenant Payment (TTP) or \$50 whichever is greater. An additional security deposit up to a full month's contract rent may be required. 811PRA funds cannot be used to pay the additional deposit. Other outside funds may be used, such as MDHHS, MFP, or other sources.

### **CAN I HAVE A PET?**

Yes—If the property allows pets *and* your pet meets the requirements of the property's pet policy. You will be responsible for paying a pet deposit, if required by the property. Assistance animals are not considered pets – See below.

### **CAN I HAVE AN ASSISTANCE ANIMAL?**

Yes—If the animal works, provides assistance, or performs tasks for your benefit,

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or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. General property pet policies do not apply to assistance animals. Back-up documentation for an assistance animal will be required.

### **ARE LIVE-IN AIDES PERMITTED?**

Yes—The 811PRA program allows live-in aides to be part of the household. The live-in aide must be approved by MSHDA and the property manager and go through background screening as part of the application and approval process. The income of an approved live-in aide will not be counted in the household's rent calculation. If a live-in aide will be part of your household, please put the live-in aid as part of your household when completing the 811PRA Application and Referral Form. Back-up documentation for a live-in aide will be required. For additional information, please refer to MSHDA's 811PRA webpage: <http://www.michigan.gov/mshda811>

### **CAN MY CHILDREN LIVE WITH ME?**

Yes—The 811PRA program is designed to accommodate a family that is currently living together or to allow for the reunification of a family. Example: An eligible head-of-household has been living in a nursing home and has children living in foster care or with relatives. This household would be eligible for 811PRA housing. Your Service Coordinator will need to approve of the household composition at the time they refer the applicant and their household to MSHDA.

### **CAN I HAVE A ROOMMATE?**

Yes—Two unrelated adults may live together as long as one of the adults meets the 811PRA eligibility criteria. Your Service Coordinator must approve of the household composition prior to making the referral to MSHDA, and the roommate's income will be included in the total household income. The rental assistance is attached to the eligible applicant, so if this person moves out, the 811PRA subsidy will end at that address. The remaining roommate will then be responsible for the entire rent.

### **WHAT ARE THE INCOME GUIDELINES FOR THE PROGRAM?**

All applicants must have incomes at or below 30% of the Area Median Income for the location of the property. Refer to the following website for Michigan's 30% AMI Income Charts--See pages 57-60:

[https://www.huduser.gov/portal/datasets/il/il15/IncomeLimits\\_30\\_Rev.pdf](https://www.huduser.gov/portal/datasets/il/il15/IncomeLimits_30_Rev.pdf)

### **NEED ADDITIONAL INFORMATION?**

Visit MSHDA's 811PRA webpage at: <http://www.michigan.gov/mshda811>

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