

811 Project Rental Assistance Program

Welcome!

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 **Case/Social Worker (CW/SW)** determines that referral of applicant to 811PRA program is appropriate.

✓ **Step Two: 811PRA Referral:**

1. If program eligible, MSHDA 811PRA Application and Verification Form must be completed and emailed/faxed to MSHDA. Additionally, a Release of Information must be completed by applicant and held by the CW/SW to allow the CW/SW to discuss program application with MSHDA.
2. Upon receipt of Application and Verification Form, MSHDA will ensure Application and Verification Form is complete.
3. MSHDA will review and either accept, deny, or request additional information.
4. If accepted, the applicant's name will be added to wait list.

✓ **Step Three: Referral to Property:**

1. When applicant reaches top of wait list, MSHDA will refer applicant to 811PRA property and MSHDA will contact the CW/SW.
2. Negative information on a criminal or background report may be explained as opportunity to focus upon applicant strengths as a future tenant.

✓ **Step Four: Complete Property Application:**

1. Applicant will work with CW/SW to complete property's rental application and provide required documents to property. The CW/SW is required to assist with this step.
2. A background check will 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 CW/SW and 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 CW/SW will ensure applicant has service supports and resources identified.

3. With property manager and CW/SW, 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, applicant is to have utilities placed in their name, if required.

* Please note the following "Reasonable Accommodation" information:

A reasonable accommodation is a change, adaptation or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job. Reasonable accommodations may include, for example, those which are necessary in order for the person with a disability to use and enjoy a dwelling, including public and common use spaces. Since persons with disabilities may have special needs due to their disabilities, in some cases, simply treating them exactly the same as others may not ensure that they have an equal opportunity to use and enjoy a dwelling.

In order to show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. As discussed in the next question and answer, what is reasonable must be determined on a case-by-case basis. However, experience has shown that ***the following examples are often reasonable accommodations.***

- A federally assisted housing provider has a policy of not providing assigned parking spaces. A tenant with a mobility impairment, who has difficulty walking, is provided a reasonable accommodation by being given an assigned accessible parking space in front of the entrance to his unit.
- A federally assisted housing provider has a policy of requiring tenants to come to the rental office to pay their rent. A tenant with a mental disability, who is afraid to leave her unit, is provided a reasonable accommodation by being allowed to mail her rent payment.
- A federally assisted housing provider has a no-pets policy. A tenant, who uses a wheelchair and has difficulty picking up items off the ground, is allowed to have an assistive animal that fetches things for her as a reasonable accommodation to her disability.
- An older tenant has a stroke and begins to use a wheelchair. Her apartment has steps at the entrance and she needs a ramp to enter the unit. Her federally assisted housing provider pays for the construction of a ramp as a reasonable accommodation to the tenant's disability.

Additional questions? Please contact your local Case Worker/Social Worker.