

## 811 Project Rental Assistance Program

*Welcome!*

### There are five easy steps in the 811PRA application process:

✓ **Step One: Pre-Screening:**

1. The applicant must meet program eligibility requirements of age, disability, and income.
2. The Service Coordinator (SC) determines (and the Transition Plan must show) that referral of applicant to 811PRA program is appropriate.
3. The SC and the applicant 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. Upon receipt of Application and Verification Form, MSHDA will ensure Application and Verification Form is complete.
3. The applicant's name will be added to wait list. The applicant and the SC will be contacted when a unit becomes available.
4. The SC will continue to work with applicant to collect any additional documentation.

✓ **Step Three: Prepare Documents:**

1. When applicant reaches top of wait list, MSHDA will contact the applicant and the SC.
2. If known negative information on a criminal or background report is *disability-related*, it may be explained as an opportunity to focus upon applicant strengths as a future tenant. The 811PRA program provides for *reasonable* accommodations.\*
3. MSHDA will refer applicant to an 811PRA property once all required documentation has been collected.

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

1. Applicant will 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.
2. 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, 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 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, applicant is to make arrangements for utilities to be placed in applicant 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 Service Coordinator.