Section 811 – Project Rental Assistance
Owner Process

HMFA recruits interested Multifamily and Tax Credit owners

HMFA informs owners on
- Program background
- Selection criteria

Interested owners submit completed application package to HMFA along with required documents

Owners of 16 approved Tax Credit projects opted to participate in Sect. 811 PRA

HMFA and DHS reviews application

No

Not selected for Sect. 811 *

Yes

HMFA and DHS meet with the selected owner to review the program requirements and # of units requested

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

Owner's participation Intent

No

Out of the program **

Yes

Owner returns executed documents within 10 business days of meeting with HMFA along with tenant application package

HMFA Reviews

No

Owner accepts HUD original forms

Original

HMFA approves executed documents

90 days before lease up owner notifies HMFA of # available units by bedrooms and sends additional docs ***

HMFA inspects unit ****

Fail

Corrects deficiency if possible

Yes

Tenant referred by DHS contact owner to tour the unit

Tenant tours the unit

Yes

No

HMFA notifies owner

HMFA sends completed tenant's application package to owner

Owner reviews application *****

No

Tenant referred back to DHS

Yes

HMFA determine the tenant's share of rent and subsidy; notify owner

Tenant and owner execute HUD form of lease. Owner sends a copy to 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 ******

No

Tenant referred back to DHS

Yes

HMFA determines tenant's Sect. 811 eligibility

Yes

HMFA notifies owner and tenant of eligibility

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