Section 811 - Project Rental Assistance **Owner Process** Interested owners submit completed HMFA informs owners on HMFA recruits interested application package to HMFA along Multifamily and Tax Credit Program background with required documents Selection criteria owners Not selected for Sect. 811 * Owners of 16 approved Tax Credit projects opted to participate in Sect. 811 PRA Owner reviews following HUD forms HMFA and DHS meet with the PRA agreement **HMFA** and DHS selected owner to review the reviews application **Rental Assistance Contract** program requirements and # Yes of units requested Use agreement Owner accepts HUD original forms Out of the program ** Owner returns executed documents within 10 business **HMFA** approves **HMFA** Owner's days of meeting with HMFA along Reviews executed documents participation with tenant application package Yes Intent Corrects deficiency if possible 90 days before lease up owner notifies HMFA of # **HMFA Tenant tours** Tenant referred by available units by bedrooms the unit inspects unit DHS contact owner Yes and sends additional docs to tour the unit Yes **HMFA** notifies owner Tenant referred back to DHS Owner reviews application **** Yes HMFA determine the tenant's share of rent and **HMFA** sends subsidy; notify owner completed tenant's application package to owner **HMFA** determines Yes tenant's Sect. 811 HMFA notifies owner eligibility and tenant of eligibility Tenant and owner execute HUD form of lease. Owner sends a copy to HMFA Tenant referred back to DHS Tenant moves 90 days prior to lease Lease renewal expiration owner and into the unit decision ***** tenant notify HMFA and Yes DHS lease renewal intent Definition: OWNER - Tax Credit / Multifamily developers HMFA - Housing and Mortgage Finance Agency HUD - Department of Housing and Urban Development * 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

DHS - Department of Human Services

***** According to HUD Sect. 811 program requirements

According to HUD regulations