811 PRA Certifications Training

April 30, 2025

1

Contact Information

Mailing Address:
TDHCA
PO Box 13941
Austin, TX 78711-3941

Physical Address:
TDHCA
221 East 11th Street
Austin, TX 78701

Website: https://www.tdhca.texas.gov

Division Phone Number: (512) 305-8869

or (800) 525-0657 (toll free in Texas only)

2

2

Announcements

Schedule:

- The webinar and open forum will run from 1 pm until approximately 4 pm
- Staff will be present to answer any questions

Housekeeping:

- Certificates **will not** be emailed but you will receive an email confirming your attendance, usually within 24-hours in an email from the GoTo Platform, please check your "junk" folders as we cannot reissue these emails
  - If you did not use your emailed link for the training from your registration you will not receive a follow-up email or show as having attended the webinar
- We suggest you silence your phones and put an "out of office" email response to help avoid distractions during the training
- Please pose questions and comments to the "Questions Box"

3

3

Department Resources

- **Compliance Forms**
  - https://www.tdhca.texas.gov/compliance-forms
- **Manuals and Rules**
  - https://www.tdhca.texas.gov/compliance-manuals-and-rules
- **Utility Allowance Information**
  - https://www.tdhca.texas.gov/compliance-utility-allowance-information
- **Income and Rent Limits**
  - https://www.tdhca.texas.gov/income-and-rent-limits
- **Compliance Presentations**
  - https://www.tdhca.texas.gov/compliance-program-training-presentations
- **Contact List**
  - https://www.tdhca.texas.gov/compliance-division-staff

4

4

811 Resources

811 Contact Information

Emails:
- 811 Administration Division: 811info@tdhca.texas.gov.
- 811 Compliance Monitor Justin Merrill: justin.merrill@tdhca.texas.gov.

Electronic Communications/Submissions:
- CMTS to receive letters from the Department: https://pox.tdhca.state.tx.us/aims2/pox
- Serv-U to submit review/complaint/corrective action documentation: : https://s811-files.tdhca.state.tx.us/

Other Trainings Offered by the Department

How to Find Other Trainings Offered by the Department
- Visit the Compliance Division's Training webpage here: https://www.tdhca.texas.gov/compliance-training
- Property Compliance Training done in partnership with the Texas Apartment Association; www.taa.org
- Income Determination Training
- Visit the TDHCA Calendar here: https://www.tdhca.texas.gov/calendar
  - Filter for upcoming Trainings/Office Hours/Roundtables
  - Monthly Office Hours offered by the Compliance Division with a mini-training included before an open forum question and answer session
- Visit TDHCA's YouTube Channel here: https://www.youtube.com/@tdhca
- Visit the Compliance Division's Presentation webpage here: https://www.tdhca.texas.gov/compliance-program-training-presentations
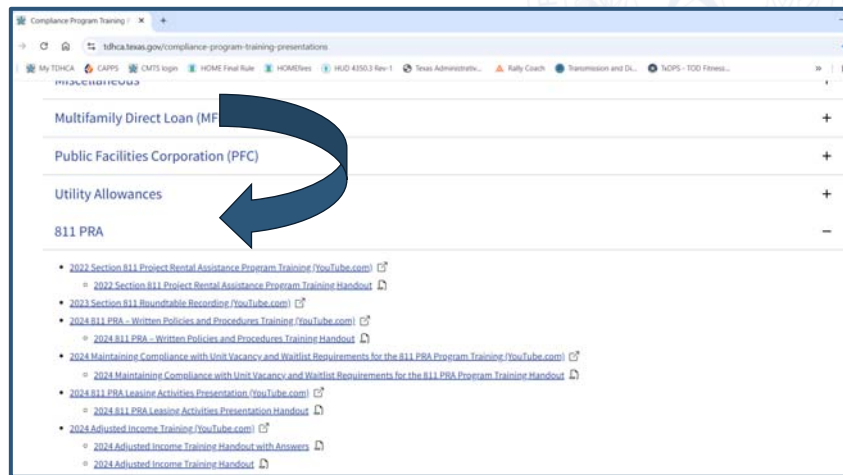
7

7

811 Trainings and Resources

- 2022 Section 811 Project Rental Assistance (PRA) Program Training

- 2024 Maintaining Compliance with Unit Vacancy and Waitlist Requirements for the 811 PRA Program Training

- 2024 811 PRA – Written Policies and Procedures Training

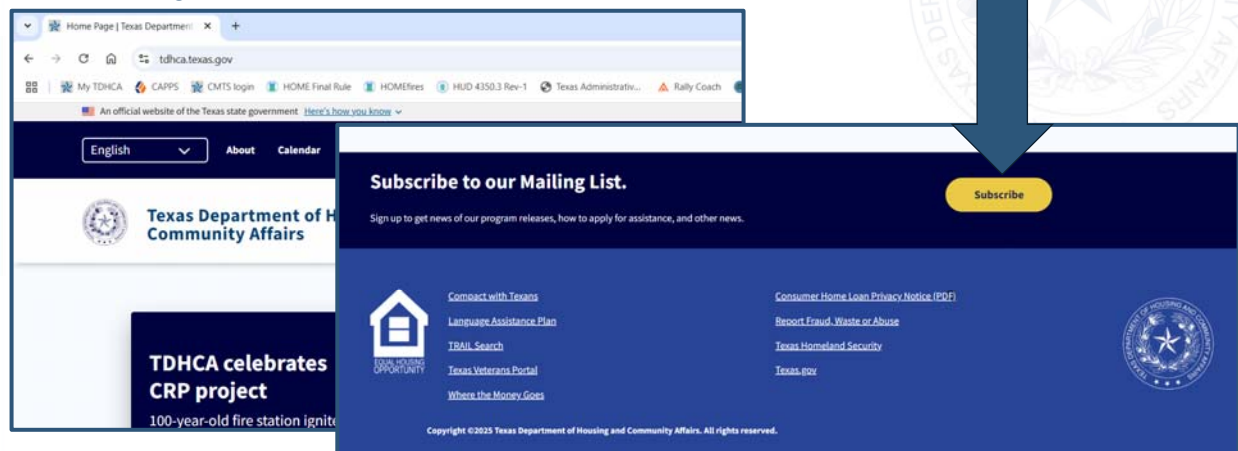- 2024 811 PRA Leasing Activities

8

8

811 Trainings and Resources

9

Are you subscribed?

- Register to receive LISTSERV emails from the Department, www.tdhca.texas.gov.
- On the main webpage for TDHCA, scroll down to the very bottom and select "Subscribe" next to "Subscribe to our Mailing List"

10

About This Training

- **This training will:**
  - Focus on the 811 PRA program
  - Discuss basic requirements for certifications
  - Identify forms required during those processes
  - Provide references to other resources for additional, more-detailed information
- **This training will not:**
  - Provide guidance on other programs monitored by the Department
  - Discuss in detail calculations and EIV reports
  - Identify all forms and processes required
  - Will not discuss potential changes under HOTMA

11

11

Training Handouts

- This presentation in PDF format
- HUD Notice 2023-10 (HOTMA Guidance)
- HUD Notice 2024-09 (HOTMA Effective July 1, 2025)
- 10 TAC §10.624
- AR Certification Checklist
- IC Certification Checklist
- IR Certification Checklist
- MI Certification Checklist
- UT-GR-T-MO Certifications Checklists

12

12

Housing Opportunity Through Modernization Act of 2016 (HOTMA)

- This training does not discuss potential changes to certifications based on HOTMA
- According to the last guidance provided by HUD, implementation of HOTMA for 811 PRA is effective on certifications due on or after July 1, 2025
- Updated 811 PRA forms (leases, HUD-50059, etc.) have not been made available yet by HUD
- Waiting for further guidance from HUD
- Keep an eye out for a LISTSERV with further guidance

13

13

811 PRA Certifications

14

14

Types of Certifications: Calculations of Income and Tenant Rent

Calculations of Income and Tenant Rent
- **Certifications:**
  - Move-In (MI)
  - Initial Certification (IC)
  - Interim Recertification (IR)
  - Annual Recertification (AR)
- **Calculating income or changes in income**
  - MI: When moving into the property
  - IC: When coming back into program after leaving it while remaining a tenant the whole time
  - IR: When changes in income trigger a change in Tenant Rent
  - AR: Annual recalculations based on MI or IC
- **Certify on HUD-50059**

15

15

Types of Certifications: Calculations of Tenant Rent

Calculations of Tenant Rent
- **Certifications:**
  - Unit Transfer (UT)
  - Gross Rent change (GR)
  - Termination (T)
  - Move-Out (MO)
- **Calculating change/potential change in Tenant Rent**
  - UT: When transferring between units on the property
  - GR: Annual recalculations due to potential changes in Utility Allowances or Gross Rents
  - T: When terminating assistance but not tenancy
  - MO: When termination assistance upon move off property
- **Certify on HUD-50059-A**

16

16

Types of Certifications: Failure to conduct these certifications

Failure to conduct these certifications:
- May result in findings for that certification(s)
- May result in Tenant Rent findings since rents charged are not supportable
- Tenant Rents for UT and GR are impacted by the MI, IC, IR, AR right before (since Tenant Rents were based on the previous certifications income calculations)
- Are impacted by EIV reports
- Must be corrected in the past, not just currently

17

17

Move-In Certifications

18

18

Move-In Certifications

Move-In Certifications

- Abbreviated as "MI"
- Use HUD-50059 (must be executed by both parties)
- Conducted prior to tenant moving onto property
- Calculates Annual Income and Adjusted Income until next income certification
- Impacts UT and GR certifications conducted right afterwards

19

19

Move-In Certifications: Tenant File Requirements

Need in the tenant files the following:

- HUD-50059 for Move-In certification (original and corrected versions)
- Development application, that screens for eligibility, income, assets, and eligible deductions
- Verification(s) of income, assets, and eligible deductions
- Verification(s) of student eligibility
- Section 811 Project Rental Assistance Program Application – from referral by 811 Administration Division
- Self-certification by tenant of disposed of assets
- HUD-9887 and HUD-9887-A
- Verification(s) of Disability (HUD-90102) – from referral by 811 Administration Division
- Tenant acknowledgment of:
  - "How Your Rent Is Determined" fact sheet
  - "Resident Rights and Responsibilities" brochure
  - "EIV & You" brochure
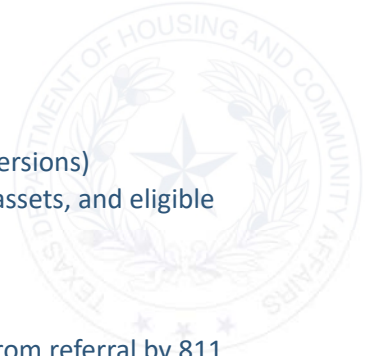
20

20

Move-In Certifications: Tenant File Requirements continued

- Verification(s) of age(s)
- Verification(s) of Social Security Number(s)
- Screening for drug abuse, lifetime sex offender, and other criminal activity (and any documentation addressing how an Owner determined a history that appears to have disqualified a household member was eligible)
- Supplement to Application for Federally Assisted Housing (HUD-920026)
- Annual Recertification Initial Notice
- Race and Ethnic Data Report(s) (HUD-27061-H)
- HUD model lease (HUD-92236-PRA)
- Move-In/Move-Out Inspection Addendum (HUD-90106 is sample)
- Tenant waiver to attend move-in inspection (if applicable)
- House rules addendum
- Pet rules addendum (if separate from house rules addendum)
- Live-in aide addendum (if applicable)
- Bedbug addendum (if elected and separate from house rules)
- Department's no lien or lockout addendum (if layered with HTC only)

21

21

Move-In Certifications: Tenant File Requirements continued

- Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate
- **Tenant ledger, including all transactions for the period of scope**
- EIV Existing Tenant Search and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation and coordination efforts to stop and start assistance between properties
- Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV-Prescreening, Failed Verification, Deceased Tenant, and Multiple Subsidy reports (if applicable)
- EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
- EIV Income/Income Discrepancy Report and any documentation to resolve any discrepancies, including a detailed summary of the outcome of the investigation

22

22

Move-In Certifications: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, MI, Effective Date (in example, "101 MI 1-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811 PRA MI Certification Checklist

23

23

Initial Certifications

24

24

Initial Certifications

Initial Certifications

- Abbreviated as "IC"
- Use HUD-50059 (must be executed by both parties)
- Conducted to bring back tenant back into program after:
  - Checking availability of units for set-asides (total number and unit mix) in RAC
  - Confirming with 811 Administration okay
  - Permitted retroactively to replace AR more than 3 months after due date
- Calculates Annual Income and Adjusted Income until next income certification
- Impacts UT and GR certifications conducted right afterwards
- Impacts due date for Annual Recertification (resets)

25

25

Initial Certifications: Tenant File Requirements

Need in the tenant files the following:
- HUD-50059 for Initial Certification (original and corrected versions)
- Development application, that screens for eligibility, income, assets, and eligible deductions
- Verification(s) of income, assets, and eligible deductions
- Verification(s) of student eligibility
- Section 811 Project Rental Assistance Program Application – from referral by 811 Administration Division (original provided from 811 Administration for MI)
- Self-certification by tenant of disposed of assets
- HUD-9887 and HUD-9887-A
- Verification(s) of Disability (HUD-90102) – from referral by 811 Administration (original provided from 811 Administration for MI)
- Tenant acknowledgment of:
  - "How Your Rent Is Determined" fact sheet
  - "Resident Rights and Responsibilities" brochure
  - "EIV & You" brochure
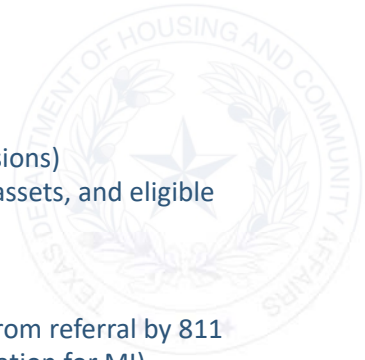
26

26

Initial Certifications: Tenant File Requirements continued

- Verification(s) of age(s) (if not verified previously in EIV Summary Report)
- Verification(s) of Social Security Number(s) (if not verified previously in EIV Summary Report)
- Screening for drug abuse, lifetime sex offender, and other criminal activity (and any documentation addressing how an Owner determined a history that appears to have disqualified a household member was eligible)(if elected to be ran per policy)
- Supplement to Application for Federally Assisted Housing (HUD-920026)
- Annual Recertification Initial Notice
- Race and Ethnic Data Report(s) (HUD-27061-H)(original sufficient)
- **Notice of increase/decrease in Tenant Rent/Utility Reimbursement**
- HUD model lease (HUD-92236-PRA)
- Move-In/Move-Out Inspection Addendum (HUD-90106 is sample)(original at MI certification sufficient)
- Tenant waiver to attend move-in inspection (if applicable)(original at MI certification sufficient)
- House rules addendum
- Pet rules addendum (if separate from house rules addendum)
- Live-in aide addendum (if applicable)
- Bedbug addendum (if elected and separate from house rules)
- Department's no lien or lockout addendum (if layered with HTC only)

27

27

Initial Certifications: Tenant File Requirements continued

- Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate
- **Tenant ledger, including all transactions for period of scope**
- Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV-Prescreening, Failed Verification, Deceased Tenant, and Multiple Subsidy reports (if applicable)
- EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation (original sufficient)
- EIV Income/Income Discrepancy Report and any documentation to resolve any discrepancies, including a detailed summary of the outcome of the investigation

28

28

Initial Certifications: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, IC, Effective Date (in example, "101 IC 1-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA IC Certification Checklist (handout)

29

29

Interim Certifications

30

30

Interim Certifications

Interim Recertifications
- Abbreviated as "IR"
- Use HUD-50059 (must be executed by owner's rep and adult tenants)
- Conducted when EIV report or tenant indicate changes in Annual Income or Adjusted Income, which impacts Tenant Rent
- Threshold is currently more than $200 a month for more than one month
- Calculates Annual Income and Adjusted Income until next income certification
- Impacts UT and GR certifications conducted right afterwards

31

31

Interim Certifications: Tenant File Requirements

Need in the tenant files the following:
- HUD-50059 for Interim Recertification (original and corrected versions)
- Development application, that screens for eligibility, income, assets, and eligible deductions
- Verification(s) of income, assets, and eligible deductions
- Verification(s) of student eligibility
- Self-certification by tenant of disposed of assets
- HUD-9887 and HUD-9887-A
- Tenant acknowledgment of:
  - "How Your Rent Is Determined" fact sheet
  - "Resident Rights and Responsibilities" brochure
  - "EIV & You" brochure

32

32

Interim Certifications: Tenant File Requirements continued

- Verification(s) of age(s) for new family members
- Verification(s) of Social Security Number(s) for new family members
- Screening for drug abuse, lifetime sex offender, and other criminal activity (and any documentation addressing how an Owner determined a history that appears to have disqualified a household member was eligible) for new family members
- Supplement to Application for Federally Assisted Housing (HUD-920026) for new family members or elected to be updated
- **Notice of increase/decrease in Tenant Rent/Utility Reimbursement**
- HUD model lease (HUD-92236-PRA) executed by new adult family members
- House rules addendum executed by new family members
- Pet rules addendum (if separate from house rules addendum) executed by new family members
- Live-in aide addendum (if applicable) (original sufficient unless new aide)
- Bedbug addendum (if elected and separate from house rules) for new family members
- Department's no lien or lockout addendum (if layered with HTC only) for new family members

33

33

Interim Certifications: Tenant File Requirements continued

- Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate
- **Tenant ledger, including all transactions for period of scope**
- Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV-Prescreening, Failed Verification, Deceased Tenant, and Multiple Subsidy reports (if applicable)
- EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation for new family members
- EIV Income/Income Discrepancy Report and any documentation to resolve any discrepancies, including a detailed summary of the outcome of the investigation

34

34

Interim Certifications: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, IR, Effective Date (in example, "101 IR 1-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA IR Certification Checklist (handout)

35

35

Annual Certifications

36

36

Annual Certifications

Annual Recertifications

- Abbreviated as "AR"
- Use HUD-50059 (must be executed by owner's rep and adult tenants)
- Conducted annually by the 1st day of the month in the 12th month after the MI or IC
- Calculates Annual Income and Adjusted Income until next income certification
- Impacts UT and GR certifications conducted right afterwards

37

37

Annual Certifications: Tenant File Requirements

Need in the tenant files the following:

- HUD-50059 for Annual Recertification (original and corrected versions)
- Development application, that screens for eligibility, income, assets, and eligible deductions
- Verification(s) of income, assets, and eligible deductions
- Verification(s) of student eligibility
- Self-certification by tenant of disposed of assets
- HUD-9887 and HUD-9887-A
- Tenant acknowledgment of:
    - "How Your Rent Is Determined" fact sheet
    - "Resident Rights and Responsibilities" brochure
    - "EIV & You" brochure
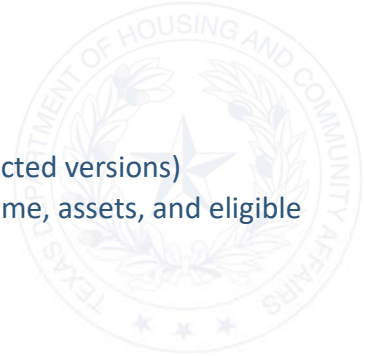
38

38

Annual Certifications: Tenant File Requirements continued

- Verification(s) of age(s) (if not already verified previously in EIV Summary Report)
- Verification(s) of Social Security Number(s) for new family members (if not already verified previously in EIV Summary Report)
- Screening for drug abuse, lifetime sex offender, and other criminal activity (and any documentation addressing how an Owner determined a history that appears to have disqualified a household member was eligible) if elected
- Supplement to Application for Federally Assisted Housing (HUD-920026) offered but not required to update
- **Notice of increase/decrease in Tenant Rent/Utility Reimbursement**
- HUD model lease (HUD-92236-PRA) if both parties elected or new family members
- House rules addendum, along with 30-day advance notice if policy is updated during period of scope or new family members
- Pet rules addendum (if separate from house rules addendum), along with 30-day advance notice if policy is updated during period of scope or new family members
- Live-in aide addendum (if applicable) (original sufficient unless new aide)
- Bedbug addendum (if elected and separate from house rules) if updated or for new family members
- Department's no lien or lockout addendum (if layered with HTC only) for new family members

39

39

Annual Certifications: Tenant File Requirements continued

- Documentation evidencing compliance with occupancy requirements for households occupying bedroom sizes larger or smaller than normally appropriate
- **Tenant ledger, including all transactions for period of scope**
- Detailed EIV reports and documentation to resolve any discrepancies (including detailed summary of outcome of investigation) from the following EIV reports: New Hires, EIV-Prescreening, Failed Verification, Deceased Tenant, and Multiple Subsidy reports (if applicable)
- EIV Summary Report and any documentation to resolve discrepancies, including a detailed summary of the outcome of the investigation
- EIV Income/Income Discrepancy Report and any documentation to resolve any discrepancies, including a detailed summary of the outcome of the investigation

40

40

Annual Certifications: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, AR, Effective Date (in example, "101 AR 1-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA AR Certification Checklist (handout)

41

41

Unit Transfers

42

42

Unit Transfers

Unit Transfers
- Abbreviated as "UT"
- Use HUD-50059-A (must be executed by owner's rep and by tenant if change in Utility Allowance, Tenant Rent, or Utility Reimbursement)
- Conduct when transferring a tenant from one unit to another at development
- Keeps due date for AR from original MI or applicable IC
- Used Annual Income and Adjusted Income from MI, IC, IR, or AR right before
- Do not assume Tenant Rent will remain the same
- If adding a household member while conducting a Unit Transfer, use HUD-50059 instead and indicated "Y" for Item 24 "Unit Transfer Code"

43

43

Unit Transfers: Tenant File Requirements

Need in the tenant files the following:
- HUD-50059-A for Unit Transfer (original and corrected versions)
- Documentation to evidence the need for the transfer, such as for occupancy restrictions or reasonable accommodations
- **Notice of increase/decrease in Tenant Rent/Utility Reimbursement**
- HUD model lease (HUD-92236-PRA) for new unit
- Move-In/Move-Out Inspection addendum for new unit
- Tenant Waiver to Attend Move-In Inspection (if applicable)
- Ledgers for new and old Units, including evidencing security and pet deposits were either transferred and/or newly collected and refunded

44

44

Unit Transfers: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, UR, Effective Date (in example, "101 UT 3-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA UT-GR-T-MO Certification Checklist (handout)

45

45

Gross Rent Change

46

46

Gross Rent Change

Gross Rent Change
- Abbreviated as "GR"
- Use HUD-50059-A (must be executed by owner's rep and by tenant if change in Utility Allowance, Tenant Rent, or Utility Reimbursement)
- Conduct annually after updated Rent Schedule (with Utility Allowances and Gross Rents)
- Used Annual Income and Adjusted Income from MI, IC, IR, or AR right before
- Do not assume Tenant Rent will remain the same (even if UA remain same b/c GR change)
- If completing an Annual Recertification at the same time as a Gross Rent Change:
  - If the updated Utility Allowance and Gross Rent is included on the AR, a HUD-50059-A would not be required also
  - If the updated Utility Allowance and Gross Rent is not included on the AR (completed prior to release of updates) a HUD-50059-A would be required in addition to the AR
-

47

47

Gross Rent Change: Tenant File Requirements

Need in the tenant files the following:
- HUD-50059-A for Gross Rent Change (original and corrected versions)
- **Notice of increase/decrease in Tenant Rent/Utility Reimbursement**
- Ledgers including all transactions for period of scope

48

48

Gross Rent Change: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, GR, Effective Date (in example, "101 GR 3-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA UT-GR-T-MO Certification Checklist (handout)

49

49

Termination

50

50

Termination

Termination
- Abbreviated as "T"
- Use HUD-50059-A (must be executed by both parties)
- Conduct when terminating Rental Assistance, but tenant remaining in unit
- Do not forget to notify 811 Administration 3-day prior to notify the tenant, including copies of notices

51

51

Termination: Tenant File Requirements

Need in the tenant files the following:
- HUD-50059-A for Termination (original and corrected versions)
- **Notice of increase/decrease in Tenant Rent/Utility Reimbursement**
- Ledgers including all transactions for period of scope

52

52

4/23/2025

Termination: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, T, Effective Date (in example, "101 T 3-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA UT-GR-T-MO Certification Checklist (handout)

53

53

Move-Out

54

54

Move-Out

Move-Out
- Abbreviated as "MO"
- Use HUD-50059-A (must be executed by owner's rep and preferrable for adult tenants)
- Conduct when terminating tenancy
- Do not forget to notify 811 Administration 3-day prior to notify the tenant, including copies of notices

55

55

Move-Out: Tenant File Requirements

Need in the tenant files the following:
- HUD-50059-A for Move-Out (original and corrected versions)
- Advance notice of move-out inspection to tenant
- Move-out inspection (either on MI/MO inspection addendum or attached to it)
- Itemized list of all charges (unpaid rents, damages to unit, etc.) and refunding of security and pet deposits
- Ledgers including all transactions for period of scope
- Documentation to evidence pet deposit reduction was due to specific damages caused by pet(s)
- Documentation between property and former tenant disputing charges and resolving those disputed charges
- Notices sent to tenant related to moving out (notices to vacate, lease violations, etc.)

56

56

Move-Out: Tenant File Submissions

When submitting tenant files, please
- Scan in the preferred order referenced (preferred but optional)
- Submit each certification separately, with all documentation for each certification within one PDF
- Name the PDF as follows: Unit Number, MO, Effective Date (in example, "101 MO 3-15-2025")

For further details, check out:
- Leasing activities training offered by the Department (online)
- HUD Handbook 4350.3 for processes and procedures (online)
- 10 TAC §10.624 for clarifications regarding 811 PRA (handout)
- 811PRA UT-GR-T-MO Certification Checklist (handout)

57

57

Keys to Success

58

58

811 PRA Keys to Success

Further Information:

- Be sure to contact Compliance and 811 Administration Divisions at the Department for help
- Document:
  - Move-In, Initial Certifications, Interim Recertifications, Annual Recertifications
  - Unit Transfers, Gross Rent Changes, Terminations, Move-Outs
- Follow the required processes outlined under HUD Handbook 4350.3, 10 TAC §10.624
- For more detailed information on these processes, check out the other Compliance trainings outlined on slide 7 and 8.
- Contact Justin Merrill at justin.merrill@tdhca.texas.gov
- Contact 811 Administration Division at 811info@tdhca.texas.gov

59

59

THANK YOU!

811 PRA Certifications Training

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
(TDHCA OR THE DEPARTMENT)

221 EAST 11TH STREET, AUSTIN, TX 78721

P.O. BOX 13941, AUSTIN, TX 78711-3941

MAIN NUMBER: 512-475-3800

WWW.TDHCA.TEXAS.GOV

60