

- 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 Ways to Communicate:
 - Physical Address: TDHCA 221 East 11th Street Austin, TX 78701
 - Mailing Address: TDHCA PO Box 13941 Austin, TX 78711-3941
 - Compliance Division Staff List: <https://www.tdhca.texas.gov/compliance-division-staff>

- 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, including training 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
 - Select "Meeting Location" to register
 - Register to receive LISTSERV emails from the Department:
 - <http://maillist.tdhca.state.tx.us/list/subscribe.html?jsessionid=4588E880F0FA5A0BEE7BD E2111319D1F?lui=f9mu0g2g&mContainer=2&mOwner=G382s2w2r2p&mListId=HL%233>
 - On the main webpage for TDHCA, scroll down to the very bottom and select "Subscribe" next to "Subscribe to our Mailing List"
 - Visit the Compliance Division's Presentation webpage here: <https://www.tdhca.texas.gov/compliance-program-training-presentations>
 - Visit TDHCA's YouTube Channel here: <https://www.youtube.com/@tdhca>
 - 2022 Section 811 Project Rental Assistance 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
 - Recordings of trainings
 - Handouts found on the Compliance Division's Presentation webpage (link above)

- 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

- Handouts
 - This presentation in notes 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

- 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

- Types of Certifications
 - 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
- 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
- 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
- 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
 - 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
- 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)
- 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
- 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 (handout)
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- 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)
 - 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
 - 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)
- 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
- 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)
- **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
- 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
 - 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
 - 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

- 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)
- 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
 - 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
 - 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
 - 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
- 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)
- 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
- 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
- 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)
- **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)
 - 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
 - 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)

- 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
 - 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
 - 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)

- Move-Out
 - Abbreviated as “MO”
 - Use HUD-50059-A (must be executed by owner’s rep and preferable 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
 - 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.)
- 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)
- Ongoing
 - 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 these other Compliance trainings:
 - 2022 Section 811 Project Rental Assistance Program Training
 - 2024 811 PRA – Written Policies and Procedures Training
 - 2024 Maintain Compliance with Unit Vacancy and Waitlist Requirements for the 811 PRA Program Training
 - 2024 11 PRA Leasing Activities Presentation
 - 2024 Adjusted Income Training
 - Contact Justin Merrill at justin.merrill@tdhca.texas.gov
 - Contact 811 Administration Division at 811info@tdhca.texas.gov