

Exhibit 3-12: Section 8, RAP, and Rent Supplement Programs – Special Instructions for Determining Prorated Assistance Payment and Prorated Total Tenant Payment/Tenant Rent for Families Subject to Proration Procedures Regarding the Restriction on Assistance to Noncitizens

Special Instructions for Determining
Prorated Assistance Payment and
Prorated Total Tenant Payment/Tenant Rent

Tenants Paying a Rent Assisted Under
Section 8, Rental Assistance Payment (RAP), and
Rent Supplement

NOTE: If this tenant receives assistance under one of the programs listed above and this is a Section 236 Project, see Exhibit 3-14.

A. Calculate the Total Tenant Payment (TTP) and the resulting assistance payment without prorations.

1. _____ Enter the Gross Rent. Follow the instructions for Gross Rent of the HUD-50059.
2. * _____ Determine the TTP. Follow the instructions for Total Tenant Payment of the HUD-50059. This is the TTP the family would pay without prorations.
3. _____ Subtract the TTP entered in line 2 from the Gross Rent entered in line 1. Enter the difference here. (This is the Assistance Payment the family would receive if they were not subject to the proration requirements. Follow the instructions in Assistance Payment Amount of the HUD-50059 in completing this item.)*

B. Calculate the prorated assistance payment. Enter this amount as the Assistance Payment Amount.

4. _____ Enter the number of people in the family who are Eligible Persons, i.e., citizens or eligible noncitizens. See the Glossary for the definition of these terms.
5. _____ Enter the fraction that represents the number of Eligible Persons (numerator) and the number of persons in the family (denominator).
EXAMPLE: There are five persons in the family, of which three are eligible. The fraction for this family would be 3/5.
6. _____ Multiply the amount in line 3 (the Assistance Payment the family would pay if they were not subject to the proration procedures) by the fraction determined in line 5. Enter the product here and in the Assistance Payment field of the HUD-50059. This is the Prorated Housing Assistance Payment for this family.

C. Calculate the prorated TTP.

7. _____ Enter the Gross Rent from, Gross Rent (not Market Rent), the HUD-50059.
8. _____ Subtract the amount in line 6 (Prorated Housing Assistance Payment) from the amount in line 7 (Gross Rent). This is the Prorated TTP for this family. Transfer this amount to the Total Tenant Payment of the HUD-50059.

D. Calculate the prorated tenant rent and any utility reimbursement.

9. _____ Enter the Utility Allowance from Utility Allowance Amount of the HUD-50059.
10. _____ Subtract the Utility Allowance in line 9 from the Prorated TTP in line 8 and enter the amount here and in Tenant Rent of the HUD-50059. Follow the instructions in Tenant Rent. This is the Prorated Tenant Rent.

If you entered zero in line 10 (and in Tenant Rent of the HUD-50059), complete line 11.

11. _____ If the Utility Allowance in line 9 is greater than the Prorated TTP in line 8, enter the difference here and in Utility Reimbursement of the HUD-50059. Otherwise leave this line and Utility Reimbursement, blank.