
Exhibit 3-14: Section 236 With Benefit of Additional Assistance – 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

*Section 236 Tenants Who are Paying
Between Basic and Market Rent
(WITH the benefit of Section 8, RAP or Rent Supplement assistance)*

A. Calculate the difference between market rent and the contract rent/basic rent for the unit (without prorations).

1. * _____ Enter the Section 236 Market Rent from Market Rent of the HUD-50059.
2. _____ Enter the Section 236 Basic Rent from Basic Rent Amount of the HUD-50059. Note: Basic Rent is a new field on the HUD-50059 starting with the release of TRACS 202C.
3. _____ Subtract line 2, Basic Rent, from line 1, Market Rent, and enter the difference here.*

B. Calculate the prorated difference between the market rent and the basic rent.

4. _____ Enter the number of people in the family who are Ineligible Persons; i.e. persons who do not meet the definition of a citizen or eligible noncitizen. See the Glossary for the definition of these terms.
5. _____ Enter the fraction that represents the number of Ineligible Persons (numerator) and the number of persons in the family (denominator).
EXAMPLE: There are five persons in the family, of which two are ineligible. The fraction for this family would be 2/5.
6. * _____ Calculate the prorated difference between the Market Rent and the Basic Rent. Multiply line 3 difference between the Basic Rent and the Market Rent by the fraction determined in line 5. Enter the amount in line 6.*

C. Calculate the assistance adjustment for Rent Supplement, RAP, or Section 8 assistance the tenant would otherwise receive.

7. _____ Enter the Gross Rent. Follow the instructions in Gross Rent (not Market Rent) of the HUD-50059.

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8. _____ Determine the Total Tenant Payment (TTP). Follow the instructions in Total Tenant Payment of the HUD-50059. This is the TTP the family would pay without prorations.
 9. _____ Subtract the TTP entered in line 8 from the Gross Rent entered in line 7. Enter the difference here. (This is the Assistance Payment for this family if they were not subject to the proration requirements. Follow the instructions in Assistance Payment Amount of the HUD-50059 in completing this item.)
 10. _____ Multiply the amount in line 9 (the Assistance Payment for this family if they were not subject to the proration procedures) by the fraction determined in line 5. Enter the product here. This is the Assistance Adjustment for this family.

D. Calculate the prorated TTP.

11. _____ Add the following amounts: line 6 + line 8 + line 10. You are adding the following amounts: the prorated difference between the Market Rent, the TTP the family would pay without prorations, and the Assistance Adjustment the family would otherwise receive. Enter the lesser of line 12 (Gross Rent) and the sum of lines 6, 8 and 10 in line 11.

E. Calculate the prorated assistance payment.

12. _____ Enter the Gross Rent for this unit from Gross Rent (not Market Rent) of the HUD-50059.
13. _____ Subtract line 11 from line 12 (Gross Rent minus Prorated TTP). This is the Prorated Assistance Payment.

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

14. _____ Enter the Utility Allowance from Utility Allowance Amount of the HUD-50059
15. * _____ Subtract the Utility Allowance in line 14 from the Prorated TTP in line 11, 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 15 (and in Tenant Rent of the HUD-50059), complete Item 16.

16. _____ If the Utility Allowance in line 14 is greater than the Prorated TTP in line 11, enter the difference here and in Utility Reimbursement of the HUD-50059. Otherwise leave this line and Utility Reimbursement, blank.