



**Attachment B**  
**OPWDD Housing Subsidy Participation Agreement**

**Directions:** An OPWDD Housing Subsidy Participant Agreement is to be completed and signed by the OPWDD Housing Subsidy applicant (“You”) and the Housing Subsidy Provider Agency/Fiscal Intermediary representative (i.e., administering the OPWDD Housing Subsidy on behalf of OPWDD) and submitted to the Regional Office for final approval of an OPWDD Housing Subsidy. The Participation Agreement is reviewed with you yearly and then everyone must sign it again.

**A Housing Subsidy:** Money you get to help you pay for a part of the cost of a house or apartment for you to live in. This money is paid directly to the landlord by the Housing Subsidy Provider Agency/Fiscal Intermediary.

**A Housing Subsidy Provider Agency/Fiscal Intermediary:** Someone who helps you to prepare for your move into your new housing unit, makes sure your housing is safe, and distributes the OPWDD housing subsidy.

**Living Unit/Housing unit:** This is the individual’s residence for which the housing subsidy will be paid (e.g., apartment, house, cooperative or condominium).

**Section 1: About You**

Your Name:

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Housing Subsidy Provider Agency/Fiscal Intermediary Name:

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Housing Subsidy Provider Agency/Fiscal Intermediary Representative and Contact Information:

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Your Care Manager’s Name (if applicable) and Contact Information:

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Developmental Disabilities Regional Office (DDRO):

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## **Section 2: OPWDD Housing Subsidy Program Requirements**

To be able to get the OPWDD Housing Subsidy you must:

- Be determined eligible for OPWDD services;
- Be at least 18 years old;
- Have or will have appropriate support services and safeguards to meet your needs in the housing unit;
- Be able to live independently without receiving support services that exceed the average cost of certified housing in your region;
- Have applied for all other federal, state or local money for housing before asking OPWDD for a subsidy;
- Not be receiving another housing subsidy (e.g., HUD Section 8);
- Have housing that meet's OPWDD's allowable housing criteria; and
- Have or will have tenancy rights to the housing unit.

If you are able to get a Housing Subsidy, you and the Provider Agencies/Fiscal Intermediaries must follow these rules:

1. You must be responsible for your housing and make your own decisions about where you live. This means that either you have a signed lease for where your rent or are listed on the mortgage/deed of your housing unit. Having a lease ensures that you have the same rights as any other person. You have a choice about where you live, with whom you live, what services and supports you receive, as well as who provides those services to you.
2. You get to choose your Housing Subsidy Provider Agency/Fiscal Intermediary, and you may change that Provider Agency/Fiscal Intermediary if you are not happy with them.
3. You may take your Housing Subsidy with you to the housing unit you choose as long as the new housing unit also meets the program requirements. You may move to another appropriate housing unit or change your Housing Subsidy Provider Agency or service provider and you won't lose your OPWDD Housing Subsidy. However, the amount of money you receive may change. Your Subsidy may go with you if you move to a different part of the state.
4. You must be able to contribute 30% of your income for your housing costs. The Housing Subsidy will only pay part of your monthly payment. The amount of the housing subsidy is determined by OPWDD. You are responsible to pay the rest of your monthly housing costs.
5. Your housing unit must meet OPWDD guidelines (see OPWDD Housing Quality Assurance Expectations Checklist).
6. All other requirements outlined in OPWDD guidance must be met to remain eligible for the OPWDD Housing Subsidy.

### **Section 3: Roles and Responsibilities:**

#### **A. Housing Subsidy Provider Agency/Fiscal Intermediary**

OPWDD's approved Housing Subsidy Provider Agencies/Fiscal Intermediaries must ensure that the following actions take place, although, in some instances, the biller of record may be coordinating activities through other services, such as a Support Broker. The Housing Subsidy Provider Agencies/Fiscal Intermediary is expected to help you with your housing by:

- Working with your Care Manager, if you have one, to find and to get affordable housing, to help you to get HUD Section 8 and Rural Rental Assistance, and other rent payment help;
- Helping you get payments through the OPWDD Housing Assistance Subsidy Program if no other money is available;
- Helping you buy things for your housing unit by using an OPWDD Transition Stipend and/or Community Transition Services (CTS) and other local resources if you are eligible for them.

In addition, the following are responsibilities of the Housing Subsidy Provider Agency/Fiscal Intermediary. The Housing Subsidy Provider Agency/or Fiscal Intermediary is responsible for:

- Becoming a member of your Circle of Support once you are approved by OPWDD and working with your Care Manager and team on your housing plan for getting and keeping a place to live;
- Taking care of and helping you with any documents needed in order to receive the OPWDD Housing Subsidy. If you receive one, they will assist you with the Housing Subsidy Transition Stipend. This includes:
  - Making sure that the Housing Quality Assurance Checklist is completed at least once a year;
  - Paying the OPWDD share of the rent and making sure that you pay your share of the rent;
  - Helping with your Budget Template including helping you to complete your budget every year on time, or if something major changes in your life;
  - Helping you find and choose a place to live; and
  - Working with your landlord for you.
- Each year, making sure your housing unit is safe, and helping with any changes that need to be made to your housing unit to keep it safe for you;
- Helping you to prevent or resolve problems with others such as landlords, roommates or other people living in your building, which could make you lose your housing unit;
- Working with your Care Manager and team to keep your housing unit;

- Filling out the Housing Subsidy Provider Agency Management Plans for OPWDD (if required by the provider's contract);
- Developing and submitting Housing Subsidy Reports to OPWDD (if required by the provider's contract); and
- Filling out the OPWDD QA Checklist and giving it to OPWDD no later than 7 days after your housing subsidy approval.

## **B. DDRO Role and Responsibilities:**

The local office of OPWDD makes the final decision regarding whether an individual may receive a housing subsidy. Working with the Provider Agency/Fiscal Intermediary, OPWDD arranges to make money available for the OPWDD Housing Subsidy.

OPWDD also makes sure that the Provider Agency/Fiscal Intermediary is doing what they are supposed to do under the Housing Subsidy program, including making sure that the Provider Agency/Fiscal Intermediary sends OPWDD all of the documents needed for you to keep your Housing Subsidy.

## **C. OPWDD Housing Subsidy Participant Responsibilities**

In addition to what is in your Life Plan and/or other service and support plans, you agree to do the following:

1. With help from your Care Manager, if you have one, apply for and use all benefits and money that is available.
2. Allow the Provider Agency/Fiscal Intermediary to enter your home to make sure your housing unit is safe, clean, and that your housing unit passes the OPWDD Housing Quality Assurance Expectations Checklist at least one time each year. The Provider Agency/Fiscal Intermediary will ask you when they can come visit and you both will agree on the time and day, unless there is an emergency situation and the Provider Agency/Fiscal Intermediary will give you notice when they will come to your place. Another paid staff, such as a Community Habilitation staff, Broker, or Care Manager may assist in completing this form.
3. Keep your housing unit clean and in good condition.
4. Give the Provider Agency/Fiscal Intermediary documents at least once a year showing how much money you make, how much your electric or gas or cable costs are, and any other money-related documents needed for the housing subsidy, when they ask.
5. Tell the Provider Agency/Fiscal Intermediary immediately if you have a new roommate, or if one moves out. You may be responsible for additional rent if you do not tell them.

6. Pay your share of the monthly rent.
7. Tell the Provider Agency/Fiscal Intermediary right away if your pay changes or if you are having a hard time paying for your housing unit.
8. Follow the rules in the lease or other terms of the mortgage and the OPWDD Housing Subsidy Program as indicated in this Participation Agreement and other OPWDD Housing Subsidy guidance.
9. Be respectful to roommates and other tenants in the building and be willing to work out any differences or challenges with the help of your service and support providers and friends and family members.

We agree to the responsibilities described in the OPWDD Housing Subsidy Participation Agreement.

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Housing Subsidy Participant

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Date

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Signature of Participant's Advocate (if person unable to sign)

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Date

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Housing Subsidy Provider Agency/Fiscal Intermediary  
Representative Signature

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Date