

Housing Authority of DeKalb County
Administrative Plan Proposed Revisions

Proposed Effective Date: 4/1/2025

(upon Board Approval)

HADC Welcomes Public

Comments via email at

inquires@dekalbhousing.org

Comments will be accepted until

March 1, 2025

Housing Choice Voucher Program Administrative Plan – Proposed HADC Policies

Chapter 4 – Applications, Waiting List and Tenant Selection		
	Current Policy	Proposed Policy
Preferences (Pg. 4-12)	<p>The HADC will offer a preference to the following:</p> <ul style="list-style-type: none"> • DeKalb County residents; • Project-based voucher transfer waiting list; • Families participating in the HADC Foster Youth Aging Out Program; • Families participating in an HADC Homeless Demonstration Program; • State of Georgia Settlement Agreement Housing Program – Persons meeting the criteria under the Americans with Disabilities Act Settlement Agreement between the Department of Justice and the State of Georgia in order to assist the Department of Behavioral Health and Development Disabilities (DBHDD) and Department of Community Health (DCH) in carrying out the remedy required by the Settlement Agreement. To qualify for this preference an applicant must be receiving continuous voluntary highly targeted community based supportive services through DBHDD and the DCH. The 	<p>The PHA will use the following local preferences:</p> <ol style="list-style-type: none"> 1. Insufficient Funding: (5 points) The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. 2. VAWA PBV Transfer preference (4 points) The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who are seeking an emergency transfer under VAWA from the PHA’s Project Based Voucher (PBV) program with less than one year residency. <p>The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.</p>

	<p>preference will cover persons specified in the Settlement Agreement. In particular, the preference extends to persons with developmental disabilities and persons with severe and persistent mental illness or at risk of institutionalization. For people with mental illness, factors that indicate risk of institutionalization include people who are frequently readmitted to State hospitals, who are frequently seen in emergency rooms, who are chronically homeless, an/or who are being released from jails or prisons. The preference will also cover persons specified in the Settlement Agreement who are currently receiving temporary housing assistance through Georgia's DBHDD and the DCH.</p> <ul style="list-style-type: none"> • Families terminated due to insufficient funding; • Persons and families that are currently residing in an HADC affordable housing community and who will be involuntarily displaced due to substantial rehabilitation construction activities. 	<p>Special Referral Programs: (3 points) The PHA will offer a preference to families who have been referred by a partnering service agency under the PHA's existing referral programs which are the Homeless Demonstration Program, the State of Georgia Settlement Agreement, Women's Resource Center, Sisterhood Project, Wellroot Family Services and/or the Family Unification Program (FUP).</p> <p>The PHA works with the following partnering service agencies:</p> <p>Women's Resource Center Covenant House Georgia (Georgia homeless students) DeKalb County Development (Caring Works) Community Connect Services Department of Behavioral Health and Development Disabilities and Department of Community Health (DBHDD/DCH) Sisterhood Project Inc. Wellroot Family Services Department of Family and Children Services</p> <p>Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list upon receipt of referral from a partner agency.</p> <p>Family Unification Program Youths (FUPY) Preference: (2 points) The PHA will provide a preference to Family</p>
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		Unification Program Youths (FUPY) voucher holders that, have reached, or are approaching the expiration of their FUPY voucher term within 90 days
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Chapter 5 – Briefing and Voucher Issuance

	Current Policy	Proposed Policy
Voucher Issuance (Pg. 5-16) [24 CFR 982.302]	<p>The PHA must issue the family a voucher within 60 days of determining the family eligible [24 CFR 982.201(e)]. The income documentation must be dated within 60 days of when it was received by the PHA. However, for fixed-income sources, including Social Security benefits, the documentation must be dated within the appropriate benefit year.</p> <p>Vouchers will be issued to eligible applicants within 10 business days following the confirmation of successfully watching the mandatory briefing in its entirety.</p> <p>Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.</p>	<p>The PHA must issue the family a voucher within 60 days of determining the family eligible [24 CFR 982.201(e)]. The income documentation must be dated within 120 days of when it was received by the PHA. However, for fixed-income sources, including Social Security benefits, the documentation must be dated within the appropriate benefit year.</p> <p>Vouchers will be issued to eligible applicants within 10 business days following the confirmation of successfully watching the mandatory briefing in its entirety.</p> <p>Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.</p>
Timeframe to Return Documents	14 calendar days	10 business days

Chapter 6A – Income And Subsidy Determinations

Chapter 6B – Income And Subsidy Determinations Under HOTMA 102/104

	Current Policy	Proposed Policy
<p>Income And Subsidy Determinations (Pg. 6A-1, Pg. 6B-1) [24 CFR Part 5, Subparts E and F; 24 CFR 982]</p>	<p>This chapter is applicable prior to the PHA’s HOTMA 102/104 compliance date. After this date, the PHA will follow policies as outlined in Chapter 6.B. of the model policy.</p> <p>A family’s income determines eligibility for assistance and is also used to calculate the family’s payment and the PHA’s subsidy. The PHA will use the policies and methods described in this chapter to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations. This chapter describes HUD regulations and PHA policies related to these topics in three parts as follows:</p> <ul style="list-style-type: none"> • <u>Part I: Annual Income.</u> HUD regulations specify the sources of income to include and exclude to arrive at a family’s annual income. These requirements and PHA policies for calculating annual income are found in Part I. • <u>Part II: Adjusted Income.</u> Once annual income has been established HUD regulations require the PHA to subtract from annual income any of five mandatory deductions for which a family qualifies. These requirements and PHA policies for calculating adjusted income are found in Part II. 	<p>This chapter is applicable upon the PHA’s HOTMA 102/104 compliance date. Prior to this date, the PHA will follow policies as outlined in Chapter 6.A of the model policy.</p> <p>A family’s income determines eligibility for assistance and is also used to calculate the family’s payment and the PHA’s subsidy. The PHA will use the policies and methods described in this chapter to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations. This chapter describes HUD regulations and PHA policies related to these topics in three parts as follows:</p> <p><u>Part I: Annual Income.</u> HUD regulations specify the sources of income which are excluded from the family’s annual income. These requirements and PHA policies for calculating annual income are found in Part I.</p> <p><u>Part II: Assets.</u> HUD regulations specify the types of assets which are excluded from a family’s annual income. These requirements and PHA</p>

	<ul style="list-style-type: none"> • <u>Part III: Calculating Family Share and PHA Subsidy</u>. This part describes the statutory formula for calculating total tenant payment (TTP), the use of utility allowances, and the methodology for determining PHA subsidy and required family payment. 	<p>policies for calculating income from assets are found in Part II.</p> <p><u>Part III: Adjusted Income</u>. Once annual income has been established, HUD regulations require the PHA to subtract from annual income any of five mandatory deductions for which a family qualifies and allow the PHA to adopt additional permissive deductions. These requirements and PHA policies for calculating adjusted income are found in Part III.</p> <p><u>Part IV: Calculating Family Share and PHA Subsidy</u>. This part describes the statutory formula for calculating total tenant payment (TTP), the use of utility allowances, and the methodology for determining PHA subsidy and required family payment.</p>
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<p>Calculating Annual Income at Annual Reexamination (Pg. 6B-6, Pg. 6B-8) [24 CFR.609(c)(2); Notice PIH 2023-27]</p>	<p>When EIV is obtained and the family does not dispute the EIV employer data, the HADC will use current tenant-provided documents to project annual income. When the tenant-provided documents are pay stubs, the HADC will make every effort to obtain current and at least 4 consecutive pay stubs dated within the last 60 days.</p> <p>The HADC will obtain written and/or oral third-party verification in accordance with the verification requirements and policy in Chapter 7 in the following cases:</p> <ul style="list-style-type: none"> • If EIV or other UIV data is not available; • If the family disputes the accuracy of the EIV employer data; and/or • If the HADC determines additional information is needed. <p>In such cases, the HADC will review and analyze current data to anticipate annual income. In all cases, the family file will be documented with a clear record of the reason for the decision, and a clear audit trail will be left as to how the HADC annualized projected income.</p>	<p>At annual reexamination, except where the PHA uses a streamlined income determination, PHAs must first determine the family’s income for the previous 12-month period and use this amount as the family income for annual reexaminations; however, adjustments to reflect current income must be made. Any change of income since the family’s last annual reexamination, including those that did not meet the threshold to process an interim reexamination of family income in accordance with PHA policies in Chapter 11 and HUD regulations, must be considered. If, however, there have been no changes to income, then the amount of income calculated for the previous 12-month period is the amount that will be used to determine the family’s rental assistance. Income from assets is always anticipated, irrespective of the income examination type. Policies related to conducting annual reexaminations are located in Chapter 11.</p>
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<p>Elderly Or Disabled Family Deduction (Pg.6A-35)</p>	<p>A single deduction of \$400 is taken for any elderly or disabled family [24 CFR 5.611(a)(2)]. An <i>elderly family</i> is a family whose head, spouse, co-head, or sole member is 62 years of age or older, and a <i>disabled family</i> is a family whose head, spouse, co-head, or sole member is a person with disabilities [24 CFR 5.403].</p>	<p>A single deduction of \$525 may fluctuate for any elderly or disabled family [24 CFR 5.611(a)(2)]. An <i>elderly family</i> is a family whose head, spouse, co-head, or sole member is 62 years of age or older, and a <i>disabled family</i> is a family whose head, spouse, co-head, or sole member is a person with disabilities [24 CFR 5.403].</p>
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Chapter 7 – Verification

	Current Policy	Proposed Policy
<p>Family Consent to Release of Information (Pg. 7-2) [24 CFR 982.516 AND 982.551, 24 CFR 5.230]</p>	<p>HADC has established a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance in accordance with HADC policy.</p> <p>In order for a family to revoke their consent, the family must provide written notice to the HADC.</p> <p>Within 10 business days of the date the family provides written notice, the PHA will send the family a notice acknowledging receipt of the request and explaining that revocation of consent will result in denial or termination of assistance, as applicable. At the same time, the HADC will notify their local HUD office.</p> <p>Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886 at the family’s next annual or interim reexamination, whichever is earlier.</p>	<p>Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886-A.</p> <p>The purpose of form HUD-9886-A is to facilitate automated data collection and computer matching from specific sources and provides the family's consent only for the specific purposes listed on the form.</p> <p>HUD and the PHA may collect information from State Wage Information Collection Agencies (SWICAs) and current and former employers of adult family members. Only HUD is authorized to collect information directly from the Internal Revenue Service (IRS) and the Social Security Administration (SSA).</p>

Chapter 8A – Housing Quality Standards and Rent Reasonableness Determinations
[24 CFR 982 Subpart I and 24 CFR 982.507]

	Current Policy	Proposed Policy
NSPIRE (National Standards for the Physical Inspection of Real Estate) and HQS (Housing Quality Standards) (Pg. 8-1)	PHA currently uses HQS inspection standard.	Effective October 1, 2025; PHA will begin NSPIRE. Even once the HQS inspection standard has sunset, the regulations at 24 CFR Part 982 and 983 governing the HCV and PBV programs will continue to use the terms <i>HQS</i> and <i>housing quality standards</i> rather than <i>NSPIRE</i> . This is because the definition of <i>housing quality standards (HQS)</i> at 24 CFR 982.4 means the minimum quality standards developed by HUD in accordance with 24 CFR 5.703 for the HCV program, including any variations approved by HUD for the PHA. As such, the policy uses the term <i>housing quality standards</i> whenever applicable regulations use this term. Except in the chapter describing HQS, the acronym <i>HQS</i> is not used in the policy in order to avoid confusion between the umbrella term meaning housing standards and the specific inspection protocol. The policy only uses the term <i>NSPIRE</i> when referring to specific NSPIRE standards.
Remote Video Inspections (RVIs) (Pg. 8-16) [Notice PIH 2020-31]	None	Effective October 1, 2025; at the PHA’s discretion, the PHA may use remote video inspections (RVIs) for all inspection types as an alternative to an onsite inspection. The PHA will not, however, conduct RVIs in pre-1978 units where a child or children under six will reside. For these units, the PHA will conduct an onsite inspection unless the participant requests and RVI as a reasonable accommodation. Before conducting an RVI, both the PHA and impacted party with legal possession of the unit must agree to its use. Prior to conducting any RVI, the PHA will agree with the relevant parties to use an RVI rather than an onsite inspection. For unoccupied units, this agreement will be between the PHA and the owner. For occupied units, the agreement will be between the PHA and the tenant or other adult household member. In either case, if an agreement cannot be reached, the PHA will conduct an onsite inspection.

Chapter 10 – MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

	Current Policy	Proposed Policy
Moving Process (Pg. 10-3)	Briefings are required for all moves.	No briefings are required during the move process.
Voucher Issuance and Term (Pg. 10-7)	<p>For participating families approved to move under portability, the PHA will issue a new voucher within 10 business days of the PHA’s written approval to move.</p> <p>The initial term of the voucher will be 60 days. However, if the move is due to the HAP contract being terminated due to an owner failing to make required repairs within the required time frame, the PHA will issue the family a voucher no later than 30 days prior to the termination of the HAP contract. The initial term of the voucher will be 120 calendar days.</p> <p>Briefings are required.</p>	<p>For participating families approved to move under portability, the PHA will issue a new voucher within 10 business days of the PHA’s written approval to move. The initial term of the voucher will be 120 days. However, if the move is due to the HAP contract being terminated due to an owner failing to make required repairs within the required time frame, the PHA will issue the family a voucher no later than 30 days prior to the termination of the HAP contract. The initial term of the voucher will be 120 calendar days.</p> <p>Briefings are not required.</p>

Chapter 11 – Reexaminations/Also See HOTMA 102/104 Table

	Current Policy	Proposed Policy
<p>Conducting Annual Reexaminations (Pg. 11-4)</p>	<p>The HADC may mail a “need info” letter to the family within 10 calendar days indicating what additional information is required. The HADC may require the family to bring the required documents to an appointment at the HADC office. If after the above, the HADC still has not received all of the required documents by the deadline, HADC will begin the process of proposed termination by mailing a Notice of Proposed Termination and a Request for an Informal Hearing.</p>	<p>Families will be asked to supply all required information (as described in the reexamination notice) before the deadline specified. The required information will include a PHA-designated reexamination form as well as supporting documents or forms related to the family’s income, expenses, and family composition to be submitted.</p> <p>If, upon review of the family’s on-line re-examination process, or at the re-examination review, the PHA determines that there is still additional information or documentation required to complete the reexamination, the PHA will send the family a letter seeking the outstanding information and documentation which will also serve as a proposed notice of termination. The family will have 10 business days from the date of the proposed termination letter to provide the missing information and documentation. The notice will specify that if the family does not provide the documents or information within the required time period (plus any approved extensions) or request an informal hearing within that 10-business day period, the PHA will send a notice of final termination to both the family and the owner confirming the termination date.</p>

Chapter 13 – Owners

	Current Policy	Proposed Policy
<p>Foreclosure (Pg. 13-22) [Notice PIH 2010-49]</p>	<p>Mandatory Moves</p>	<p>Families receiving HCV assistance are entitled to certain protections set forth under the Protecting Tenants at Foreclosure Act (PTFA). During the term of the lease, the new owner of the property does not have good cause to terminate the tenant’s lease, unless the new owner will occupy the unit as their primary residence and has provided the tenant with at least a 90-day notice. In that case, the lease may be terminated effective on the date of sale, although the tenant is still entitled to a 90-day notice to vacate. Further, the new owner assumes interest in the lease between the prior owner and the tenant and to the HAP contract.</p> <p>Any state or local law that provides longer time periods or other additional protections for tenants also applies.</p> <p><u>PHA Policy</u></p> <p>If a property is in foreclosure, the PHA will make all reasonable efforts to determine the status of the foreclosure and ownership of the property and will continue to make payments to the original owner until ownership legally transfers in accordance with the HAP contract.</p> <p>The PHA will attempt to obtain a written acknowledgement of the assignment of the HAP contract from the successor in interest. This will include a request for owner information, including a tax identification number and payment instructions from the new owner. Even if the new owner does not acknowledge the</p>

		<p>assignment of the HAP contract in writing, the assignment is still effective by operation of law.</p> <p>The PHA will inform the tenant that they must continue to pay rent in accordance with the lease, and if the new owner refuses to accept payment or cannot be identified, the tenant should pay rent into escrow. Failure to pay rent may constitute an independent ground for eviction</p> <p>.</p> <p>In the event that the PHA is unable to make HAP payments to the new owner due to an action or inaction by the new owner that prevents such payments (e.g., rejection of payments or failure to maintain the property according to housing quality standards), or due to an inability to identify the new owner, the PHA will initiate the mandatory move process.</p> <p>The PHA will also refer the tenant, as needed, to the local Legal Aid office in order to insure adequate protection of the tenant's rights and enforcement of the successor and interest's performance under the HAP contract.</p>
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Chapter 15 – Special Housing Types

	Current Policy	Proposed Policy
Homeownership		
Family Eligibility (Pg. 15-23) [24 CFR 982.627]	The PHA will establish a higher minimum income standard for disabled and non-disabled families of \$25,000 annual gross income.	The PHA will establish a higher minimum income standard for non-disabled families of \$25,000 annual gross income.
Additional PHA Requirements for Search and Purchase (Pg. 15-28) [24 CFR 982.629]	The family will be required to report their progress on locating and purchasing a home to the PHA every 30 calendar days until the home is purchased.	The family will be required to report their progress on locating and purchasing a home to the PHA every 14 calendar days until the home is purchased.
Homeownership Counseling (Pg. 15-29) [24 CFR 982.630]	The PHA will utilize local HUD Approved Housing Counseling Agencies to provide Pre-Purchase Homeownership Counseling	<ul style="list-style-type: none"> • The PHA will utilize local HUD Approved Housing Counseling Agencies to provide Pre-Purchase Homeownership Counseling • If required, families must attend and complete post-purchase counseling, both general and one-on-one.
Home Inspections, Contract of Sale, And PHA Disapproval of Seller	None	The PHA will allow only one additional re-inspection of the home for repaired items. If the unit does not pass the re-inspection, then the unit will be determined to be ineligible for the homeownership program.

<p>(Pg. 15-30) [24 CFR 982.631]</p>		
<p>Home Inspections (Pg. 15-30)</p>	<p>The family must hire an independent professional inspector, whose report must be submitted to the PHA for review. This inspector must be a member of the American Society of Home Inspectors (ASHI) or a licensed engineer. The inspector cannot be a PHA employee or contractor.</p>	<p>The family must hire an independent professional inspector, whose report must be submitted to the PHA for review. This inspector must be a member of the American Society of Home Inspectors (ASHI) or Georgia Association of Home Inspectors (GAHI) or certified by the International Code Council (ICC) as a R5 Residential Combination Inspector or a licensed engineer. The inspector cannot be a PHA employee or contractor.</p>
<p>Financing (Pg. 15-32) [24 Cfr 982.632]</p>	<p>The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.</p> <p>A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family’s ability to secure favorable financing terms.</p>	<p>If the lender has a mortgage product that requires a minimum down payment of less than three percent of the sales price and the mortgage product is deemed more affordable for the family, The PHA will not require that the family have any more than the minimum of one percent of their own money in the transaction.</p> <ul style="list-style-type: none"> • Refinancing: <p>PHA will not allow clients to refinance except under the following circumstances:</p> <ul style="list-style-type: none"> • If the refinance will result in a lower monthly mortgage payment; or • To allow the client to take out a limited amount of equity to address health and safety issues in the home.

		Participants must request and gain PHA approval in writing before refinancing. PHA will not approve a refinance to allow the homeowner to take cash out.
Continued Assistance Requirements; Family Obligations (Pg. 15-33) [24 CFR 982.633]	Any inspection the PHA conducts after the initial inspection will be done on an advisory basis. The family will be encouraged to make the repairs but will not be required to do so as a condition of ongoing assistance.	<p>Before commencement of homeownership assistance, the family must execute a statement of family obligations in the form prescribed by HUD [form HUD-52649</p> <p>Any inspection the PHA conducts after the initial inspection will be done on an advisory basis. The family will be encouraged to make the repairs but will not be required to do so as a condition of ongoing assistance.</p>
Homeownership Assistance Payments and Homeownership Expenses (Pg. 15-36) [24 CFR 982.635]	None	<p>Monthly maintenance allowance. The monthly maintenance allowance will be the annual maintenance allowance, divided by twelve. The annual maintenance allowance will be set at .5 percent of purchase price of the home.</p> <p>Monthly maintenance/major repair/replacement allowance. The monthly major repair/replacement allowance will be the annual major repair/replacement allowance divided by 12. The annual major repair/replacement allowance will be set as a percentage of the purchase price of the home, based on the age of the home at the time of purchase.</p> <p>Age of Home % of .5 purchase price allowed New to 20 years</p> <p>21 to 30 years 1.0</p>

		<p>31 to 40 years 1.5</p> <p>41 to 50 years 2.0</p> <p>51 years plus 2.5</p>
<p>Portability (Pg. 15-38) [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]</p>	<p>None</p>	<p>A family may qualify to move outside of the PHA jurisdiction with continued homeownership or tenant-based assistance under the voucher program if all of the following criteria apply:</p> <ol style="list-style-type: none"> 1. For homeownership assistance, the receiving PHA must be absorbing a voucher homeownership program and be accepting new homeownership families. 2. The family must sell its current home and pay all mortgages and liens on the property in order to purchase and port to another home. 3. The receiving PHA: <ul style="list-style-type: none"> • Will have the same administrative responsibilities of the initial PHA except that some administrative functions (e.g. issuance of a voucher or execution of a tenancy addendum) do not apply. • Must absorb the family into its voucher program. • Will determine if financing and physical condition of the unit is acceptable and all homeownership policies apply. 4. The maximum term of homeownership assistance applies to the cumulative time the family has received homeownership assistance. The total must not exceed the maximum term of 15 years unless elderly or disabled.

<p>Denial Or Termination of Assistance (Pg. 15-40) [24 CFR 982.638]</p>	<p>None</p>	<p>In order for the PHA to consider granting relief from the requirement to automatically terminate homeownership assistance 180 days following the PHA’s last housing assistance payment on behalf of the family, the family must submit a written request to the PHA at least 30 days prior to the date of automatic termination. The request must include an explanation of the circumstances that will cause an extreme hardship for the family (e.g., the imminent loss of income or employment) as well as documentation supporting the request. The PHA will determine on a case-by-case basis whether to grant relief from the requirement and for what period of time. In no case will the PHA postpone termination beyond an additional 90 days.</p>
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Chapter 16 – Program Administration

	Current Policy	Proposed Policy
<p><i>Pre-Hearing Right to Discovery</i> (Pg.16-24) [24 CFR 982.555(e)]</p>	<p>The family must request discovery of PHA documents no later than 5 business day prior to the hearing. The family will be charged \$.25 cents per page. The PHA will provide the requested documents by mail and/or email no later than 12:00pm on the business day prior to the scheduled hearing.</p>	<p>The family must request discovery of PHA documents no later than 5 business day prior to the hearing. The family will be charged \$.10 cents per page. The PHA will provide the requested documents by mail and/or email no later than 12:00pm on the business day prior to the scheduled hearing.</p>

Chapter 17 – Project-Based Vouchers

	Current Policy	Proposed Policy
<p>Organization of the Waiting List (Pg. 17-66) [24 CFR 983.251(c)]</p>	<p>Waitlist are managed by PHA</p>	<p>Applicants who will occupy units with PBV assistance must be selected from the waiting list for the PBV program. The PHA or owner (as applicable) may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list. The PHA must establish in the administrative plan the options it will use to structure the PBV waiting list. The PHA may:</p> <ul style="list-style-type: none"> • Use a separate, central, waiting list comprised of more than one or all PBV projects; • Use the same waiting list for both tenant-based and some or all PBV projects; • Use a separate waiting list for PBV units in individual projects or buildings (or for sets of such units) (which may be used in combination with either of the above options and may be maintained by the owner); or • Merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. <p>If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on</p>

		<p>the waiting list for PBV assistance. The PHA must specify the name of the PBV projects in its administrative plan.</p> <p><u>PHA Policy</u></p> <p>The PHA will use separate, site-based waiting lists for all projects or buildings that are receiving PBV assistance.</p> <p>While some waiting lists may be maintained by the owner as described below, the PHA will maintain waiting lists for the attached PBV projects:</p>
<p>Owner-Maintained Waiting Lists (Pg. 17-67 to 17-68) [24 CFR 983.251(c)(7)]</p>	<p>PHA manage all waitlists</p>	<p>The PHA will establish owner-maintained waiting lists at the attached PBV projects:</p> <p>The PHA will disclose information to all applicants about all the PBV projects, including the projects' contact information and other basic information such as the location, number of accessible units, types of excepted units (if any), amenities, and anticipated waiting time.</p> <p>Prior to any owner initially managing a waiting list, the owner must develop and submit a written owner waiting list policy to the PHA. Owners may not operate a waiting list without prior PHA approval. The PHA will review the owner's policy to ensure that, at a minimum, it includes policies and procedures concerning waiting list management and selection of applicants from</p>

		<p>the project’s waiting list, including any admission preferences; procedures for removing applicant names from the waiting list; and procedures for closing and reopening the waiting list. Further, if the owner will maintain waiting list preferences, the owner must also receive written approval from the PHA for any preferences that will be applicable to the project (see Preferences below).</p> <p>The PHA will not approve any owner waiting list policies that do not meet minimum requirements as described in the regulations and PHA policy. Owner policies must be submitted electronically to the PHA. If, upon review, the PHA is unable to approve the policy, the PHA will send the owner written notice via email specifying the reasons the policy is being disapproved. The owner will have 10 business days to amend and resubmit the policy to the PHA, subject to extensions for good cause, which the owner must request prior to the end of the 10-business day period.</p> <p>The owner must receive final written approval from the PHA prior to maintaining a waiting list. Once an owner’s policy is approved, the PHA will email the owner a copy of the approval and will maintain a copy of the approval in the project records.</p> <p>The PHA will also amend its administrative plan to include the name of the project and the owner’s waiting list policy. All owner</p>
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		<p>waiting list policies are included at the end of this chapter as Exhibit 17-4.</p> <p>The owner must submit any changes to the waiting list policy to the PHA in writing electronically 30 days prior to implementing the changes. The PHA will review the proposed changes and will provide the owner with a written approval or denial letter via email. The owner may not implement any changes to the waiting list policy without prior PHA approval. Changes to the owner's policy will be included in the PHA's administrative plan.</p>
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Exhibit 17 -2: PHA Managed Waitlist

Non-RAD Project-Based Voucher

Ashford Landing

Antioch Manor

Ashford Parkside

Antioch Villas and Gardens

Candler Forrest

Chamblee Senior Residences

Forrest Hills

Hearthside @ Brookleigh

The Retreat @ Spring Hill

Terraces @ Parkview

The View

Tuscany Village

Reserve @ Mills Creek

Retreat @ Mills Creek

Decatur East

Starnes

Veranda at Assembly

Exhibit 17-3: Owner Managed Waitlist

NONE AT THIS TIME

Exhibit 17-4: Owner Waiting List Policies

NONE AT THIS TIME

Chapter 18 – Project-Based Vouchers (PBV) Under the Rental Assistance Demonstration (RAD) Program

	Current Policy	Proposed Policy
Review and History of the RAD Program (Pg. 18-5)	Not Required	Need project name, closing date and RAD notice.
Organization of the Waiting List (Pg. 18-34)	Waitlist are managed by PHA	<p>Applicants who will occupy units with PBV assistance must be selected from the waiting list for the PBV program. The PHA or owner (as applicable) may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list. The PHA must establish in the administrative plan the options it will use to structure the PBV waiting list.</p> <p>The PHA may:</p> <ul style="list-style-type: none"> • Use a separate, central, waiting list comprised of more than one or all PBV projects; • Use the same waiting list for both tenant-based and some or all PBV projects; • Use a separate waiting list for PBV units in individual projects or buildings (or for sets of such units) (which may be used in combination with either of the above options and may be maintained by the owner); or

		<ul style="list-style-type: none"> • Merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. <p>If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance. The PHA must specify the name of the PBV projects in its administrative plan.</p> <p><u>PHA Policy</u> The PHA will use separate, site-based waiting lists for all projects or buildings that are receiving PBV assistance. While some waiting lists may be maintained by the owner as described below, the PHA will maintain waiting lists for the attached PBV projects:</p>
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EXHIBIT 18-1: PBV DEVELOPMENT INFORMATION

PBV RAD Vouchers

Ashford Landing RAD

Ashford Parkside RAD

Forrest Hills RAD

Hills at Fairington RAD

The View RAD

Mills Crossing RAD

Reserve @ Mills Creek RAD

Edgewood Center II RAD

EXHIBIT 18-2: Owner Managed Waitlist

NONE AT THIS TIME

EXHIBIT 18-3: Owner Waitlist Policy

NONE AT THIS TIME

Chapter 19 – Special Purpose Vouchers (Pg. 19-1)

	Current Policy	Proposed Policy
	<p>Targeted Funding Chapter 4</p> <p>The PHA will administer the following types of special purpose vouchers:</p> <ul style="list-style-type: none"> • Family Unification Program (FUP) • Veterans Affairs Supportive Housing (VASH) 	<p>New Chapter 19</p> <p>The PHA will administer the following types of special purpose vouchers:</p> <ul style="list-style-type: none"> • Family Unification Program (FUP) • Foster Youth to Independence (FYI) program • Veterans Affairs Supportive Housing (VASH)