

# HUD Section 811 PRA

## Program Selection

### Plan



60 Executive Park South  
Atlanta, Georgia 30329-2231  
[www.dca.ga.gov](http://www.dca.ga.gov)  
404-679-4940



Revised: 8/8/16

## Contents

1.	Background.....	2
1.1.	<b>Purpose of Program Selection Plan</b> .....	2
1.2.	<b>Owners' Tenant Selection Plans</b> .....	2
2.	Eligibility for 811 Assistance.....	2
2.1.	<b>Disability Requirements</b> .....	2
2.2.	<b>Extremely Low Income Limit</b> .....	3
2.3.	<b>Criminal Background</b> .....	3
2.4.	<b>Citizenship Requirements</b> .....	3
2.5.	<b>Social Security Number</b> .....	4
2.6.	<b>Students</b> .....	4
2.7.	<b>Authorization for Release of Information and Verification Forms</b> .....	5
2.8.	<b>Authorization Consent Forms- HUD-9887 and 9887-A</b> .....	5
3.1.	<b>SPMI Target Population</b> .....	5
3.2.	<b>MFP Target Population</b> .....	6
4.	Accepting Applications and Selecting from the Waitlist .....	7
4.1.	<b>Procedures for accepting applications</b> .....	7
4.2.	<b>Rejection of Ineligible Applicants</b> .....	7
4.3.	<b>Waitlist</b> .....	7
4.4.	<b>Verification of Eligibility/ Screening Criteria</b> .....	10
4.5.	<b>Enterprise Income Verification (EIV)</b> .....	10
5.	Occupancy Standards.....	11
6.	Unit Transfers .....	11
6.1.	<b>Requests from Residents to Transfer Units</b> .....	9
7.	Policies .....	11
7.1.	<b>Fair Housing Requirements</b> .....	11
7.2.	<b>Section 504 or Rehabilitation Act of 1973</b> .....	12
7.3.	<b>Violence Against Women Act (VAWA)</b> .....	13
7.4.	<b>Debts Owed to Public Housing Authorities</b> .....	13

## Section 811 PRA Program Selection Plan

1. **Background.** The Georgia Department of Community Affairs (**DCA**), administers and operates a host of state and federal grant programs with the partnership and support of the Georgia Department of Community Health (DCH) and the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD), has been awarded funding under the Section 811 PRA Program that will result in long term strategies to provide permanent affordable rental housing for individuals with disabilities receiving assistance under Title XIX of the Social Security Act or other individuals with disabilities receiving comparable long-term services and supports in the community. **DBHDD** is the state agency created to focus solely on policies, programs, and services for people with severe and persistent mental illness, developmental and intellectual disabilities, substance use disorders, or a combination of any of these. The State of Georgia participates in the Center for Medicare and Medicaid Services Money Follows the Person (hereinafter, "**MFP**") Demonstration Program and has targeted to serve individuals who are institutionalized in nursing facilities and intermediate care facilities for people with intellectual/developmental disabilities. **DCH** serves as the State's Medicaid Agency that administers MFP.
  - 1.1. **Purpose of Program Selection Plan.** The goals of the partnership between DCA, DCH and DBHDD are to provide permanent supportive housing that: (i) Provides integrated, affordable, lease-based housing linked with necessary support services for extremely low-income persons with disabilities; (ii) Enhances innovative systemic approaches to providing housing for persons with disabilities with access to appropriate services that can be delivered efficiently in the community and replicated; (iii) Identifies innovative and replicable ways of using and leveraging Section 811 PRA Demonstration funds. DCA will strategically plan for flexibility in this program and structure the operating assistance creatively; (iv) Substantially increases the number of rental supportive housing units for persons with disabilities by integrating Section 811 PRA Demonstration assisted units within existing, new, or rehabilitated multifamily properties with a mix of incomes and disability status; and (v) Creates more efficient and effective uses of housing, health care and behavioral health resources. The purpose of this Program Selection Plan is to describe the eligibility requirements for 811 Assistance and outline the process and procedures for accessing this form of housing support.
  - 1.2. **Owners' Tenant Selection Plans.** Each property has its own Tenant Selection Plan with requirements that individuals must meet in order to be housed at that property. Property owners/managers will verify the eligibility status of individuals referred by DCA and will screen each application according to the criteria established in their Tenant Selection Plan. **Eligibility for 811 Assistance under this Program Selection Plan does not guarantee eligibility for admission to a property.** DCA has selected properties to participate in the HUD 811 program that have Tenant Section Plans that are compatible with the target population.
2. **Eligibility for 811 Assistance**
  - 2.1. Disability Requirements – 811 Assistance is only available to an Extremely Low Income individual between the age of 18 and 61 (at the time of admission into the property), who is a member of the Targeted Population (as defined below) and is eligible for community-based, long-term services as provided through Medicaid waivers, Medicaid

state plan options, state funded services or other appropriate services (an “**Eligible Household**”). The individual must be referred to the Georgia Department of Community Affairs (**DCA**) by the Georgia Department of Behavioral Health and Developmental Disabilities (**DBHDD**) or the Georgia Department of Community Health (**DCH**) with written verification that the individual meets the requirements of an Eligible Household and that DBHDD or DCH will make continuous highly targeted and voluntary supportive services readily available. DCA will give equal weight to both Targeted Populations when considering a household for 811 Assistance. **Targeted Population** include:

- 2.1.1. Severe and Persistent Mental Illness (SPMI): Individuals with SPMI are those: currently being served in the State Hospitals; frequently readmitted to State Hospitals; frequently seen in Emergency Rooms; chronically homeless; and/or being released from jails or prisons. In addition, forensic status individuals with SPMI are included if the relevant court finds that community based services are appropriate. Also, any individual in the SPMI target population who otherwise satisfies one of these eligibility criteria and who has a co-occurring condition, such as substance abuse disorders, intellectual/developmental disabilities, or traumatic brain injuries.
- 2.1.2. Money Follows the Person (MFP): Individuals currently or formerly participating in the MFP program who are functionally impaired adults with intellectual/developmental disabilities, those with physical disabilities (PD), those with traumatic brain injury (TBI), and eligible youth leaving Psychiatric Residential Treatment Facilities (PRTFs) aged 18-21 with a primary diagnosis of mental illness.
- 2.2. **Extremely Low Income Limit**. Applicants must have an income that is not greater than 30% of the Area Median Income (Extremely Low-Income) as established by HUD, and as published annually by DCA. Income limits are based on household size and the annual income the household receives. In addition, applicants must understand and agree to HUD's requirement of an annual recertification of household income.
- 2.3. **Criminal Background**. The individual or family member must not have been convicted of manufacturing or selling methamphetamine on the premises of federally assisted housing and must not be subject to the lifetime registration requirement under a State sex offender registration program.
- 2.4. **Citizenship Requirements**. The Eligible Household must furnish proof of citizenship or eligible immigration status. For citizens, the evidence consists of a signed declaration of US citizenship or US nationality. For noncitizens, adequate evidence consists of a signed declaration of eligible immigration status, and one of the Section 214 documents listed in Figure 3-4 of HUD 4350.3 REV-1.
  - 2.4.1. Declaration Form - All household members, regardless of age, must declare their citizenship or immigration status via a Declaration Form. A separate form must be signed by each member of the household. For household members under the age of 18, the form must be signed by an adult member of the household. This form is a statement made by the applicant clarifying whether s/he is a: (1) Citizen or national of the United States, (2) Noncitizen with eligible immigration status as evidenced by an immigration document, or (3) Noncitizen and is not contending eligible immigration status and is thus not eligible to receive Federal assistance. If

an applicant under the age of 62 is an eligible noncitizen as an immigrant to the United States, s/he must additionally sign a Verification Consent Form and submit documentation of immigration status. Otherwise, for noncitizens who are in this country on a visa, and are not immigrants, there is an appropriate place on the form for them to sign stating that they do not claim to have eligible immigration status and are not therefore eligible for assistance.

- Eligible Non-citizen “EN” status will be verified by the Systematic Alien Verification for Entitlement (SAVE) Program.
- Noncitizens who are not contending eligible immigration status are eligible to live in assisted housing as long as there is at least one eligible member in the household intending to live in the unit. Only the eligible household members will receive assistance, which will be calculated by using a proration method of eligible members divided by total household members.

**2.5. Social Security Number Requirements.** Each applicant must submit the complete and accurate Social Security Number (SSN) assigned to the head of household and to each member of the applicant's household, with supporting documentation of the numbers submitted. The documentation necessary to verify a SSN is a valid SSN card issued by the Social Security Administration (SSA), or such other evidence of the SSN as HUD may prescribe in administrative instructions, including acceptable sources listed in Appendix 3 of HUD Handbook 4350.3 REV-I.

**2.5.1. Previously Undisclosed SSN or Assignment of New SSN.** If an applicant or any member of the applicant's household has a previously undisclosed SSN, or has been assigned a new SSN, the applicant must submit the complete and accurate SSN assigned to the applicant or household member, and documentation of the number(s) submitted. The documentation necessary to verify a SSN is a valid SSN card issued by the Social Security Administration (SSA), or such other evidence of the SSN as HUD may prescribe in administrative instructions, including acceptable sources listed in Appendix 3 of HUD Handbook 4350.3 REV-1.

**2.5.2. Lack of Social Security Documentation.** According to Paragraph 3-9 of HUD Handbook 4350.3 REV-I, if an individual has a SSN but does not have documentation of such, the application will continue to be processed, and the applicant will have 60 days to provide the documentation. If it is determined that the applicant is otherwise eligible for 811 Assistance, and the only outstanding verification is that of the SSN, the applicant may retain his or her place on the waitlist for the 60-day period during which the applicant is trying to obtain documentation. After 60 days, if the applicant has been unable to supply the required SSN documentation, the applicant will be determined ineligible and removed from the waitlist.

**2.6. Students.** A “student” is an individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential. Students are NOT eligible for 811 Assistance UNLESS the Student is over the age of 24 AND (i) is married; (ii) is a veteran of the United States Military; or (iii) has a dependent child; or (iv) is a person with disabilities, as such term is defined in 3(b) (3) (E) of the United States Housing Act of 1937 (42 U.S.C. 1437a (b) (3) (E)) and was receiving Section 811

PRA assistance as of November 30, 2005); or (v) Is living with his or her parents who are receiving 811 Assistance; or (vi) Is individually eligible to receive 811 Assistance.

**2.7. Authorization for Release of Information and Verification Forms.** All members of an applicant household, who are at least 18 years of age, and each household head and spouse regardless of age, must sign the HUD-required consent and verification forms identified in 2.7.1 prior to receiving assistance.

**2.8. Authorization Consent Forms- HUD-9887 and 9887-A**

- Form HUD-9887, *Notice and Consent for the Release of Information to HUD and to a PHA*
- Form HUD-9887-A, *Applicant's/Tenant's Consent to the Release of Information- Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance*

Refusing to sign the Authorization for Release of Information by any adult household member will cause the household to be ineligible for assistance. All adults regardless of whether they report income must sign these forms.

**2.8.1. Individual Verification Forms.** In addition, all adult members of an applicant household must sign individual verification forms authorizing the property owner or property manager to verify household income and other applicable eligibility factors. Both the consent forms and the verification forms protect the rights and privacy of applicants by allowing them to have control over any information collected about them.

**3. Outreach Procedures.** DBHDD and DCH will use its existing outreach infrastructure to identify eligible individuals for 811 Assistance. Special outreach efforts will be developed and implemented by DCA, DBHDD and DCH and their support service provider network to target individuals least likely to apply for services and housing. These groups include individuals with: limited English proficiency, black/African American and Hispanic/Latino ancestry, mobility, visual, and hearing impairments.

**3.1. SPMI Target Population.**

**3.1.1. Outreach.** DBHDD will ensure that individuals are identified through a network of dedicated provider and outreach organizations across Georgia. These organizations will provide outreach and engagement services through a variety of methods to engage individuals and encourage them to get involved in services. Mobile outreach teams working throughout the state will make regular and frequent trips to engage individuals living on the streets and in homeless shelters. DBHDD providers will also work with individuals who are already engaged in services if they are ready for more independent housing and are living in transitional housing programs for homeless, group homes, or board and care homes. DBHDD providers will work with individuals who are currently residing in DCA funded Sponsor-based Shelter Plus Care programs or congregate, supportive housing options around the state and who may be interested in relocating to an alternate, more integrated community based housing option. DBHDD will identify existing members of the Settlement Agreement SPMI Target Population who are currently receiving temporary housing assistance through DBHDD's state-funded, tenant-

based rental assistance program. As individuals with SPMI are identified, DBHDD will ensure the Behavioral Health Care Provider (“**Provider**”) will assess the individual for services and develop a person centered Individualized Recovery Plan (IRP) matched to the tenant’s needs. The Provider will seek the approval of the DBHDD Regional Coordinator that the individual qualifies as a member of the SPMI Target Population and that an IRP is in place with support services matched to the individual’s needs.

3.1.2. Housing. If a housing need is identified during this process, the Provider will work with the individual to identify the most appropriate housing option for the person based on the individual’s choice, requirements, geographic preference, and the requirements of each housing option available. The Provider will evaluate the individual, based in part on the following factors: daily living assessment, income potential, desired location, capacity for support services, employment history, criminal history, and tenant priority. The Provider will support the individual as they access any housing resources. The Provider will explain to the individual the implications of tenancy, the purpose of the respective assistance program, and the benefits and responsibilities to the individual. Additionally, the Provider will assist in applying for and entering into any lease by the individual.

### 3.2. MFP Target Population.

3.2.1. Outreach. DCH will ensure that outreach to identify individuals eligible for MFP is made using Georgia’s Aging and Disability Resource Connection (**ADRCs**) which are part of the Area Agencies on Aging. Each designated ADRC provides direct outreach and marketing to nursing facility residents, resident councils, administrators, social workers, and discharge planners about the MFP Program. As potential MFP candidates are identified, each individual will be assessed for participation by an ADRC Options Counselor or a DBHDD Case Expeditor, who will assess the individual for services and prepare an individualized service/transitional plan matched to the tenant’s needs. The individual will initiate services upon plan completion.

3.2.2. Housing: As part of this assessment, the Options Counselor or Case Expeditor will evaluate the individual’s need for housing based on the qualifications of each individual for the resource in the region in which they reside and refer the individual to the most appropriate housing option for the individual based on their geographic location and the requirements of each housing option available in the individual’s preferred location of residence. The individual in consultation with the provider will identify the most appropriate housing that is available through Georgia’s housing resources. In consultation with the individual, the Options Counselor or Case Expeditor will assist the individual with applying for the housing resource.

3.2.3. Preferences. There are no tenant selection preferences operating within the policies and procedures of the HUD 811 program described in this document. There is no rating, ranking, or combining of the preferences that each owner may establish that will affect the order in which applicants are selected from the HUD 811 waitlist. Owners have agreed to set-aside units that are dedicated for use by HUD 811 eligible households through the execution of Rental Assistance Contracts (RACs) and HUD 811 Use Agreements that are attached to each property. Owners agreed to only

take referrals and execute leases to their HUD 811 units through direct referrals from the DCA HUD 811 Waitlist. Owners agree to process referrals in the order in which they are received.

#### 4. **Accepting Applications and Selecting from the Waitlist**

- 4.1. **Procedures for accepting applications.** DBHDD and DCH will use its existing outreach infrastructure to identify individuals in the Targeted Populations who are eligible for 811 Assistance. Each case management service provider (DBHDD or DCH) will provide an initial 811 Assistance eligibility review using the criteria listed herein in Section 2. Eligible Households will be referred to DCA for placement on the waitlist. Property owners and managers will not independently accept applications for their 811 Assistance units. All referrals to properties with vacant 811 Assistance units will come from DCA to the property.
- 4.2. **Rejection of Ineligible Applicants.** DBHDD or DCH will reject an applicant for 811 Assistance if the individual and/or household does not meet any of the eligibility requirements outlined in Section 2. Applicants who do not pass the eligibility requirements will be sent a letter of rejection. This written rejection notice will specifically state the reasons for the rejection, and will inform the applicant of her/his right to respond, in writing, within fourteen (14) calendar days, or to request a meeting within fourteen (14) calendar days to dispute the rejection.
- 4.3. **Waitlist.** DCA will maintain one separate wait lists for the HUD 811 program. Eligible Households will be placed on the wait list after DCA reviews that the application has verified that it has been referred by an approved provider agency and that the appropriate certification has been provided by the referring agency that the Eligible Household meets the eligibility requirements for the HUD 811 Program.

DBHDD and MFP provider agencies will assist Eligible Households to complete the HUD 811 Wait List Referral Form. The Eligible Household will list the names, relationship to the applicant, social security number, DOB, Age, and sex of all persons planning to reside at the HUD 811 rental unit.

The Eligible Household will also select up to three counties where the applicant is interested in living and enter the counties in the space provided on the referral form. The Eligible Household will also indicate the number of bedrooms their household will require. They will also indicate if any member in the household will need any special accommodations related to their disability: wheelchair access, hearing impaired, and visually impaired. The applicant will also indicate if they will have a live-in aid. Please note that the occupancy guidelines for the program are detailed in Section 5.0 Occupancy Standards of this document.

The provider agency will email the completed HUD 811 Wait List Referral Form to DCA at [811Waitlist@dca.ga.gov](mailto:811Waitlist@dca.ga.gov).

DCA will maintain a HUD 811 Property Inventory that lists all of the properties with a set aside of HUD 811 units. The property inventory will be posted on the DCA HUD 811 website and will be updated on a regular basis. Case managers, Eligible Household members, and family members assisting applicants should review the list of available

properties at the time they are selecting counties they wish to live in. They should select counties where 811 properties are located or counties close to these properties.

- 4.3.1. Placement on a Waitlist. Eligible Households may select up to three counties where they wish to live and submit these counties on their HUD 811 Wait List Referral Form. The Eligible Household will be placed on the wait list for these counties based on the date and time their application is received by DCA through the [811Waitlist@dca.ga.gov](mailto:811Waitlist@dca.ga.gov) email box.

When an Eligible Household selects a county where there are no HUD 811 properties located within that county, DCA will place the Eligible Household's name on the wait list for adjoining counties to ensure that the applicant has a chance of being referred to a property close to one of their selected counties.

Eligible Households may change their county preference by adding and/or deleting a county (ies) to their preference by requesting that their support service provider update their Wait List Referral Form by submitting a revised Wait List Referral Form to DCA at [811Waitlist@dca.ga.gov](mailto:811Waitlist@dca.ga.gov). **Updates may only be submitted one time per month per Eligible Household.**

DCA adds new properties to the property inventory periodically so Eligible Households and their case managers are encouraged to review the property inventory from-time-to-time to see if they wish to change their county preferences.

Once an 811 assisted unit becomes available in a county that matches the bedroom size needed by the Eligible Household, DCA will contact the first Eligible Household on the waitlist to refer to the subject property. DCA will notify the landlord and case manager that the Eligible Household has been selected to be referred. The notices will be sent by email to the case manager and property manager.

If the Eligible Households is not interested in the referral the case manager should notify DCA as soon as possible so the next eligible household can be referred to the property. The Eligible Household's name will be returned to the wait list and the contact will not be counted against the eligible household referrals if the Eligible Household rejects the referral with 48 hours of the referral.

**Eligibility for 811 assistance does not guarantee eligibility for admission to a property.** The waitlist for 811 assistance will maintain 100 Eligible Households at one time. This is a cumulative total of all Eligible Households for all the properties in the HUD 811 Property Inventory.

Once there are 100 Eligible Households on the waitlist DCA will close the Wait List. The wait list will remain closed until the number of Eligible Household falls below 100 applicants. DCA will post a notice on the DCA HUD 811 Website to inform users that the Wait List is OPEN or CLOSED.

- 4.3.2. DCA Pre-Screening. DCA will order a criminal background check and credit report on all applicants prior to making a referral to a property. DCA will make the property's Tenant Selection Plan (TSP) available to the applicant and their case manager/transition coordinator. The information obtained from the criminal

background screening will be used to assist the applicant and their case manager/transition coordinator to accept the referral or pass on it based on the match between the property's TSP and the applicant's background history.

DCA is not using the pre-screening process as a way to prevent an Eligible Household from accessing an 811 unit. It is used as a tool to assist each applicant in preparing for the screening process at the 811 unit and to prepare a response to any negative issues found during the pre-screening process. The Eligible Household will make the final decision on whether to follow-up on the referral based on the compatibility of the Eligible Household's background and the property's TSP requirements.

- 4.3.3. Selecting Names from the Waitlist. When a property knows that an 811 unit will be coming available for lease, the Owner and/or Property Manager will notify DCA of the vacancy by completing the Vacant Unit Notice and emailing it to DCA at [811Vacancy@dca.ga.gov](mailto:811Vacancy@dca.ga.gov). DCA will then refer the top four (4) Eligible Households from the wait list to that property. DCA will send the referrals base on the applicant's priority on the wait list.

Each Eligible Household that has been referred to a property has two (2) business days to schedule an appointment with the property to complete an application. The appointment must be completed within 7 business days of the date the Eligible Household was notified of the availability of a unit. The first applicant to be approved by the owner will be selected to occupy the available unit.

If there are no Eligible Households on the waitlist interested in applying to the available unit, then DCA will notify the property that DCA has no 811 applicants to refer so the property owner can lease the unit to a non-811 tenant. All applicants not selected will resume their placement on the 811 waitlist.

- 4.3.4. Grace-Period and Vacancy Loss. The Owner and/or Property Manager will provide a 10 business day grace-period for DCA to identify an applicant to fill a vacancy. The grace-period starts from the date the units is available to lease and goes for the next 10 business days. During the grace-period DCA will either "accept" or "pass" on the unit. If DCA passes on the unit then the unit can be lease to a non-811 applicant. If DCA "accepts" the unit then DCA will send a referral to the owner for processing.

The grace-period will not be implemented if the owner gives DCA advance notice that the unit will be available in the future (at least 10 business days advance notice). The more advance notice the owner can provide to DCA the better. The advance notice will provide DCA with enough time to "accept" or "pass" on the unit before implementing the grace-period.

If DCA "accept" the unit, DCA is obligated to fund a vacancy loss to the owner which starts at the end of the 10 day grace period. The vacancy loss is up to 80% of the Contract Rent for up to 60 days. The owner will prepare and submit an invoice to DCA for the vacancy loss through the monthly billing system for housing assistance payments. The Rental Assistance Contract (RAC) between the owner and DCA provides additional information related to the vacancy loss provision.

- 4.3.5. Removal of Applications from the Waitlist. Once DCA refers an Eligible Household to the property, the property will start processing the application. DCA will not remove any Eligible Household from the waitlist until (i) the Eligible Household is placed in a unit; (ii) it is determined through EIV and determined that the Eligible Household does not meet the HUD 811 eligibility criteria ; (iii) the Eligible Household has been referred to three separate properties but has been determined to be unqualified to live at any of those properties; or (iv) the Eligible Household has been referred to three separate properties but has failed each time to make an appointment within 2 business days or complete an application within 7 business days: or (v) the case manager notifies DCA that the Eligible Household is no longer in the need for housing and wants their name removed from the wait list.
- 4.3.6. Reinstatement on the Waitlist. If an Eligible Household is removed from the waitlist for any reason described in 4.3.5, they cannot reapply for referral to the waitlist for one year after the date of removal. During this period, the Eligible Household, together with DCH or DBHDD and will be asked to address the issues that are affecting their ability to make it through all tenant selection processes. DCA will provide technical assistance to the Eligible Household and DCH or DBHDD in an effort to improve the Eligible Household's chances of being approved. This provision does not apply to Item 4.3.5 (v) an Eligible Household requesting that their name be removed from the wait list.
- 4.3.7. Changes to the Waitlist. An Eligible Household's position on the waitlist may change only when another Eligible Household has been removed from the waitlist as described in 4.3.5. Once an Eligible Household is removed from the waitlist all Eligible Households in positions below on the waitlist will move up one position on the list.
- 4.3.8. Checking Applicant's Status on 811 Waitlist. DCA provides a call-in number for applicants and case managers/transition coordinators to check the applicants' status on the Wait List.
- 4.4. **Verification of Eligibility/ Screening Criteria.** Owners and property managers will verify the eligibility status of all individuals referred by DCA. This screening usually includes the use of HUD's Enterprise Income Verification (EIV) system, securing a currently credit report, prior landlord reference check, and a criminal background report to confirm whether the individual or family member meet the tenant eligibility requirement for the property and the basic eligibility requirements for the HUD 811 program.
- 4.5. **Enterprise Income Verification (EIV).** The Enterprise Income Verification (EIV) system is a HUD managed income verification system available to authorized program administrators of HUD's rental assistance programs to validate an applicant's reported wage, unemployment, and social security income during the screening process. All new applicants (of all ages) must provide SSN documentation which will be verified in accordance with the income verification requirements for 811 assistance. Property owners/managers will utilize the EIV System and take technical, administrative, and physical safeguards to ensure the privacy of all applicants, including ensuring that there is a current signed copy of Form HUD-9887 on file for all adult tenants. If the household is selected to become a tenant, the EIV system will continue to be used by the owner

and property manager to monitor the income of all household members during the period the household is receiving assistance from the 811 program.

5. **Occupancy Standards.** Units are assigned according to household size and composition. If the appropriate unit size is not available at the time of application, the Eligible Household will be put on a waitlist. To avoid overcrowding, and in order to be consistent, DCA has adopted the following occupancy standards

Bedrooms	Minimum	Maximum
1	1 person	2 persons
2	2 persons	4 persons
3	3 persons	6 persons

6. **Unit Transfers.** 811 Assistance is a project-based rental assistance that is attached to the property. 811 Assistance is not portable or transferable within or outside of the state of Georgia. An Eligible Household may request a transfer *within* their property once they have been approved for housing by contacting the owner/property manager and following the property's procedures for unit transfer. An Eligible Household, who resides in an 811 assisted unit and who wishes to relocate to a different 811 property, may do so by completing a new HUD 811 Wait List Referral Form. Once the referral is approved by the household's referring provider and submitted to DCA, the applicant's name will be placed back on the HUD 811 Wait List. The Eligible Household may select up to three counties where they would like to relocate to. The Eligible Household will **not** be given any preference when their name is placed back on the waitlist. The referral will be placed on the waitlist base on the date and time the referral is received by DCA. All HUD 811 tenants are encouraged to stay in their current rental unit for the duration of their lease before they consider moving.

- 6.1. **Transfer by Owner.** On occasion an owner may require an Eligible Household to transfer to a smaller unit size. This may occur when the household composition decreases and the household no longer qualifies for the unit size in which they are dwelling. If a unit of appropriate size is not available, the owner will not evict the household. However, if an appropriately sized unit is available, the household may be required to move in thirty (30) calendar days so that HUD is not paying more in rental subsidy than it should be under 811 Assistance requirements.

7. **Policies**

- 7.1. **Fair Housing Requirements.** DCA enforces a marketing effort that attracts a broad cross-section of the eligible population without regard to race, color, religion, sex, sexual orientation, gender identity, disability, familial status, or national origin. Whenever additional applicants are needed to fill available units, advertising will be carried out in accordance with the State-approved PRA Affirmative Fair Housing Marketing Plan (AFHMP), and as indicated below. DCA has an approved AFHMP HUD-92243-PRA (Affirmative Fair Housing Marketing Plan) which has been approved by HUD. The plan is available for review at the DCA's main office at 60 Executive Park South, NE, Atlanta, Georgia 30329 or for download at the following link: [http://webtest/housing/specialneeds/programs/downloads/AFHMP\\_GA\\_Final\\_Executed\\_Jan28-2015.pdf](http://webtest/housing/specialneeds/programs/downloads/AFHMP_GA_Final_Executed_Jan28-2015.pdf).

- 7.1.1. Race and Ethnic Data Reporting. The owner or property manager will offer all members of an Eligible Household the option of completing Form HUD-27061-H, Race and Ethnic Data Reporting Form. This form is used for gathering race and ethnic data in assisted housing programs. The form will be offered for completion at initial application or at lease signing. In-place tenants who have not completed the form will be offered the opportunity to complete the form. There is no penalty for persons who do not complete the form. The owner will place a note in the file of any household member who chooses not to complete the form.
- 7.1.2. Special Marketing Requirements for Section 811 PRA Units. DCA agrees to comply with the requirements of its State-approved HUD 811 PRA AFHMP, which is designed to promote equal housing choice for all prospective residents regardless of race, color, religion, sex, sexual orientation, gender identity, disability, familial status, or national origin. The purpose of the plan is to ensure that eligible families of similar income levels will have a similar range of housing opportunities. Special efforts will be made to attract persons who are least likely to apply due to such factors as the racial or ethnic composition, gender, or first language service area in which the 811 Assistance applicants are currently residing, or other factors that HUD or the State may require. Marketing will also seek to reach potential applicants outside the immediate area if marketing only within the service area would create a disparate impact against certain classes, such as the case of an entire facility or service area that includes no minorities.
- 7.1.3. Monitoring and Documenting Marketing Activities. DCA will monitor marketing efforts and document the results in writing. The documentation will be made available, upon request, for all marketing activities, to show consistency with affirmative fair housing marketing requirements and the approved plan for the program. This documentation will include copies of marketing materials, records of marketing activities conducted, and documentation of any special marketing activities conducted in accordance with the program's approved AFHMP.
- 7.1.4. Review of Plan. DCA will review the AFHMP thirty (30) calendar days prior to beginning their 811 Assistance outreach and marketing efforts and annually thereafter to periodically assess the effectiveness of Affirmative Marketing efforts and take corrective action.
- 7.1.5. Advertising. DCA will coordinate all marketing and advertising for 811 Assistance in partnership with DBHDD, DCH and any other state agencies participating in this initiative. Specific marketing activities designed to reach those individuals in the Targeted Populations who are least likely to apply are outlined in the AFHMP HUD-92243-PRA. All advertising for 811 Assistance includes the HUD-approved Equal Housing Opportunity logo, the Equal Housing Opportunity slogan, or an equal housing statement. All visual advertising will depict members of all eligible protected classes including individuals from both majority and minority groups.
- 7.2. **Section 504 or Rehabilitation Act of 1973.** It is the policy of DCA to comply fully with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; and

Section 109 of the Housing and Community Development Act of 1974. DCA must also comply with HUD's Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity requirements and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted. DCA will not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, age, handicap, disability, or national origin in the leasing, rental, or other disposition of housing or related facilities, or in the use or occupancy thereof. In addition, the DCA will not:

- Deny to any applicant the opportunity to apply for 811 Assistance, nor deny to any Eligible Household the opportunity to lease housing suitable to its needs;
- Provide 811 Assistance or housing which is different from that provided to others;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with 811 Assistance;
- Treat a person differently in determining eligibility or other requirements for 811 Assistance;
- Deny a person access to the same level of services;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the 811 Assistance; or
- Automatically deny 811 Assistance to a particular group or category of otherwise eligible applicants. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine for 811 Assistance funds.

7.2.1. Information Regarding Handicaps. DCA ensures that any questions related to handicap on the application for 811 Assistance, have to do with program eligibility. It is not required that any information regarding a possible handicap be revealed other than for program eligibility requirements.

7.2.2. Neutral Policies. DCA will make reasonable adjustments to rules, policies, practices, and procedures in order to enable an applicant with a disability to have an equal opportunity to access 811 Assistance.

7.2.3. Mitigating Circumstances. Section 504 and Fair Housing regulations state that consideration for mitigating circumstances shall be given to all persons applying for occupancy. If an applicant feels there is a mitigating circumstance or reasonable accommodation to be considered for determining occupancy, they should contact the property immediately to schedule a meeting.

7.3. **Violence Against Women Act (VAWA).** Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for termination of 811 Assistance, or occupancy rights if the any member of the Eligible Household is the victim or the threatened victim of that abuse.

An incident(s) of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim (or

threatened victim), and will not be “good cause” for the termination of the 811 Assistance, tenancy, or occupancy rights of a victim of such violence.

- 7.3.1. Certification of Domestic Violence, Dating Violence or Stalking. All Eligible Households will be provided the option to complete form HUD-91066, Certification of Domestic Violence, Dating Violence or Stalking. This form will be made available by the owner or property manager to all adult household members at the time of admission
  - 7.3.2. Lease Addendum for VAWA. Form HUD-91067, HUD's lease addendum for the VAWA provisions, is a required addendum to every lease. If it is determined that physical abuse caused by a tenant is clear and present, the law provides the owner or property manager the authority to bifurcate the lease, and remove, evict, or terminate housing assistance to that individual, while allowing the victim, who lawfully occupies the home, to maintain tenancy. The eviction of, or termination action against the individual, will be done in accordance with the procedures prescribed by Federal, State, and local law. If such action is deemed necessary, an interim recertification will be processed by the owner or property manager reflecting the change in household composition.
- 7.4. **Repayment of Debts to Public Housing Authorities.** DCA requires that all debts owed to Public Housing Authorities (PHA) by property owners, applicants, and tenants involved in the HUD 811 program be addressed as part of the operations of this program. This includes all debts that are identified during the initial applicant screening process and tenant debts identified by the EIV system once the applicant is housed in a HUD 811 funded unit.

This policy also covers any debt that a property owner owes to a PHA for the overpayment of rental assistance or for any other financial dealing with a PHA that resulted in a debt to the PHA.

The HUD 811 program has adopted the repayment policy found in the Georgia DCA Rental Assistance Division (RAD) Administrative Plan dated May 4, 2016 and all future revisions to that plan and have incorporated these policies into this document. A link to the DCA RAD Administrative Plan click the link below.

[http://www.dca.ga.gov/housing/RentalAssistance/programs/downloads/DCA\\_AdminPlan.pdf](http://www.dca.ga.gov/housing/RentalAssistance/programs/downloads/DCA_AdminPlan.pdf)

This policy also includes all related provision to the DCA Administrative Plan that address the repayment of debts and policies addressing issues related to Persons with Disabilities (Part II: 2-II.A.) and Alternatives to Termination to Assistance (Part II:12-II.C.).