



DCA provides the following guidance to assist properties with choosing which units to select for Project Based Voucher (PBV) assistance and other expectations around PBV management. DCA reserves the right to update this document as necessary with more information to assist in the administration of the PBV program and as policies change.

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Tenant Criteria

The owner is responsible for screening applicants to occupy the owner's unit based on their tenancy histories. At least seventy-five percent (75%) of the families approved for tenancy shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the tenant's lease, the owner may not terminate the lease without good cause. "Without good cause" would include a business or economic reason or desire to use the unit for an individual, family, or non-residential rental purpose. Upon expiration of the lease the owner may renew the lease; or refuse to renew the lease for good cause.

Should an Owner/Developer request a voucher for a unit that is currently occupied, DCA will perform an eligibility screening to determine family eligibility.

Lease in Place

An eligible family residing in a proposed PBV contract unit on the date the proposal is selected by DCA PBV is considered an "in-place family" (see 24 CFR 983.251(b) for more information). These families are afforded protection from displacement under the PBV rule. If a unit to be placed under contract (either an existing unit or a unit requiring rehabilitation) is occupied by an eligible family on the date the proposal is selected, the in-place family must be placed on DCA HCV's waiting list. Once the family's continued eligibility is determined (DCA HCV may deny assistance to an in-place family for the grounds specified in 24 CFR 982.552 and 982.553), the family must be given an absolute selection preference and DCA HCV must refer these families to the project owner for an appropriately sized PBV unit in the project. Admission of eligible in-place families is not subject to income targeting requirements. This

regulatory protection from displacement does not apply to families that are not eligible to participate in the Program on the proposal selection date.

Eligible in place families receiving vouchers will not impact the wait list or be impacted by the waitlist. Should an owner tenant selection plan allow for referrals and such referrals are eligible and permissible under the administrative plan they will receive a preference to be housed. Not less than seventy-five (75%) of the families admitted to the tenant based and Project Based voucher programs will be extremely low-income families.

DCA may only provide rental assistance to families determined eligible at the commencement of PBV assistance in accordance with the Administrative Plan, Chapter 3 Eligibility. In selecting families to occupy PBV units with special accessibility features for persons with disabilities, DCA must first refer families who require such accessibility features to the owner. Once a family has been determined eligible, the head of household will be invited to attend a briefing session as outlined in the Administrative Plan, Chapter 5 Briefings and Voucher Issuance.

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to DCA HCV. If the family wishes to move with continued tenant-based assistance, the family must contact DCA HCV to request the rental assistance prior to providing notice to terminate the lease. If the family terminates the lease in accordance with these requirements, DCA HCV is required to offer the family the opportunity for continued tenant-based assistance, in the form of a voucher or other comparable tenant-based rental assistance. If voucher or other comparable tenant-based assistance is not immediately available upon termination of the family's lease in the PBV unit, DCA HCV must give the family priority to receive the next available opportunity for continued tenant-based assistance. If the family terminates the assisted lease before the end of the first year, the family relinquishes the opportunity for continued tenant-based assistance.

Eligibility Determination Requirements

DCA will assign a housing specialist to each property to determine eligibility for the in-place and waitlist families.

As of July 2024, DCA's PBV housing eligibility team includes Dalerie Beard, Nicole Brooks, Kahelia McDuffy, and Tolice Saunders.

Properties should expect to support their tenants with providing the following documentation to make the eligibility determination process as smooth as possible:

- HCV Initial Certification Application and Accompanying forms
- Debts Owed to PHAs (HUD-52675)
- HUD Optional Contact Form (HUD-92006)
- Authorization for the Release of Information (HUD-9886)
- DCA Third Party Consent Form
- DCA Criminal Background Screening Form
- Family Obligations
- What you Should Know About EIV
- Declaration of Citizenship Status

- Income Verification, as applicable:
 - Annual Statement of Business Income
 - Self Certification of Business income
 - Check Stubs, Offer Letter or Employment Verification Form
 - SSI, SS, Pension, Retirement, Child Support or other entitlement verification
 - Zero Income Form (for adult household members with no income)
- Asset Verification
 - Checking, Savings, CD, IRA, 401k, (etc.) full statement
 - Proof of ownership for any real property or other assets held
- Live-in Aide Agreement Form (if applicable)
- Reasonable Accommodation Request Form (if applicable)
- Expenses
 - Out of pocket childcare expenses for children 12 and under
 - Out of pocket medical/disability expenses for elderly and disabled household members
- Proof of divorce, separation, custody/guardianship, student status (adults), disability status-where applicable
- Other supporting documents, as applicable.

Waitlist Management

In accordance with HUD guidelines, properties will maintain their own site specific waitlists. In establishing their waitlists, properties must follow DCA administrative plan guidance for outreach and notification, including allowing DCA to notify all the applicants on the DCA HCV tenant based voucher waitlist of project based unit availability when initially establishing the waitlist.

Properties will share their waitlist management process for DCA to make publicly available and referenced in the DCA HCV Administrative Plan, in alignment with HUD policy. DCA will review and approve their waiting list management process that may coincide with their tenant selection plan. Properties receiving PBV assistance must follow Fair Housing regulations in their waitlist management.

Properties may choose to use DCA's tenant selection plan (lottery based) and preferences in establishing their own site specific waitlist. These preferences include:

- Local residency preference – in which at the time of application, the head of household and spouse or co-head live, work, or have been notified that they are hired to work in the county the property is located in
- Priority preference for special programs and other referrals – this includes vouchers and/or referrals from the following:
 - HUD-Veterans Affairs Supportive Housing Program;
 - The State of Georgia Settlement Agreement Housing Program, or in other words, Georgia Housing Voucher Program transitions;

- The Money Follows the Person Demonstration Program; or
- Homeless Referrals – in which DCA partner organizations provide written certification of an individual or family’s homelessness in order to receive priority on the waitlist.

Properties will work closely with a DCA housing specialist to process eligibility determinations for the property maintained waitlist, including determination of the appropriate unit size for each family based upon household size and composition.

Unit Criteria

Subsidy Standards

When choosing units for which to submit a project-based voucher application, Applicants should consider DCA’s HCV subsidy standard requirements. The following requirements apply when DCA HCV determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;
- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

DCA will assign a separate bedroom to the head of household in addition to the following circumstances:

- One bedroom for each two (2) persons within the household (other than spouses);
- Persons of the opposite sex (other than spouses and children under age 5) will be allocated separate bedrooms;
- Single person families will be allocated one-bedroom unit;
- Infants under the age of one (1) year will share a bedroom with the parent or guardian if there are other family members in the household;
- A pregnant woman (with no other family members) will be allocated a two-bedroom unit;
- Unborn children that are born into a household consisting of two or more household members will not be considered in the calculation of total family members for purposes of determining subsidy standards;
- Live-in aides (including any family members of a live-in aide) will be allocated one separate bedroom; and

- DCA does not determine who shares a bedroom/sleeping room.

The subsidy standard policy will be used for all new admissions, annual recertifications, and for all family moves or transfers to another unit. DCA will reference the following chart in determining the appropriate voucher size for a family:

| Voucher Size | Persons in Household (Minimum – Maximum) |
|--------------|--|
| 1 bedroom | 1-2 |
| 2 bedrooms | 2-4 |
| 3 bedrooms | 3-6 |
| 4 bedrooms | 4-8 |
| 5 bedrooms | 6-10 |

Ineligible units

The following characteristics will determine a unit ineligible for DCA PBVs:

- The unit is shared housing;
- The unit is on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- The unit is a nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, the PHA may execute a HAP contract and provide PBV assistance for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
- The unit is owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- The unit is a manufactured home that is not permanently affixed to a permanent foundation or the owner does not own fee title to the real property (land) on which the manufactured home is located;
- The unit is Transitional Housing;
- The unit is a public housing unit;
- The unit is subsidized with any other form of Section 8 assistance, including tenant based vouchers;

- The unit is subsidized with any governmental rent subsidy;
- The unit is subsidized with any governmental subsidy that covers all or part of the operating costs of the housing;
- The unit is subsidized with Section 236 rental assistance payments;
- The unit is a Section 202 project for non-elderly with disabilities;
- The unit is a section 811 project-based supportive housing for persons with disabilities;
- The unit is a section 202 supportive housing project for the elderly;
- The unit is a section 101 rent supplement project;
- The unit is a unit subsidized with any form of tenant-based rental assistance; and
- The unit has any other duplicative federal, state, or local housing subsidy, as determined by HUD or the PHA in accordance with HUD requirements.