



HOUSING AUTHORITY of the CITY OF COVINGTON, GA

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TENANT SELECTION PLAN

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PROJECT and PROGRAM ELIGIBILITY REQUIREMENTS

❖ The Housing Authority of the City of Covington (CHA) manages properties designated for the elderly, disabled and families. The location at Fowler Court is limited to the elderly; individuals ages 62 or older.

❖ Assistance in subsidized housing is restricted to U.S. citizens or non-citizens who have eligible immigration status as determined by HUD. All family members, regardless of age, must declare their citizenship or immigration status. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application and will be verified through the U.S. Immigration & Customs Enforcement, Systematic Alien Verification for Entitlements (SAVE) Program. Extensions may be offered of not more than 30 days for applicants to supply citizenship/immigration status documentation.

❖ Each member of an applicant's household; except those who do not claim to have eligible immigration status or persons who were 62 or older and whose initial determination of eligibility was prior to January 31, 2010, must disclose and provide documentation of Social Security Numbers (SSN) before the household may be housed. All SSN's for an applicant's household must be verified using appropriate documentation before the household can be admitted into CHA. *However, they do not need to disclose their SSN in order to be placed on the waiting list.* SSN's will be verified through the Enterprise Income Verification (EIV) System within 90 days of move-in.

Failure to disclose and provide documentation and verification of SSNs as required will result in an applicant not being admitted or the tenancy of a current resident being terminated.

❖ Applicants must agree to pay the rent required by the program under which they will receive assistance. **After 3 warrants of nonpayment, the eviction process will begin.**

❖ Applicants' gross income must not exceed the HUD established income limits for the property. Income eligible applicants must also need the assistance; the amount the family would be required to pay using the applicable HUD rent formula must be less than the Gross Rent for the unit.

❖ Student eligibility requirements apply to applicants enrolled at an institution of higher education who are under 24 years of age.^{SEP} Students who are 24 years of age or over, married, a veteran of the US Military, have a dependent child or is a person with disabilities, as defined in section 3(b)(3)(F) of the United States Housing Act of 1937 (42 USC 1437a (b3E)).

Management must determine a student's eligibility at move-in, annual recertification, and at the time of an interim recertification if the family reports that a household member is a student.

Sole Residence Requirement

- ❖ A family is eligible for assistance only if the unit will be the family's sole residence. CHA will not provide assistance to applicants who will maintain a residence in addition to the HUD-assisted unit.
- ❖ All applicants must disclose on their application if they are currently receiving HUD housing assistance. CHA will not knowingly assist applicants who will maintain a CHA residence in addition to the HUD-assisted unit. This prohibition does not prevent a person who is currently receiving assistance from applying to another property. However, the assisted tenancy in the unit being vacated must end the day before the subsidy begins in the new unit. Management will use the Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Consent and Verification Forms

- ❖ Each family head, spouse, or co-head, regardless of age, and all other household members who are at least 18 years of age must sign and date the HUD-required consent forms, HUD 9887, Notice and Consent for the Release of Information to HUD and to a PHA, and form HUD 9887-A, Applicant's/Tenant's Consent to Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance. Consent forms expire 15 months after signature.
- ❖ The release forms must be signed at initial certification and each annual recertification. All adult members regardless of whether they report income must sign and date these forms annually.
- ❖ In addition, all adult members of an applicant or resident family must sign individual consent and verification forms authorizing management to verify family income and other applicable eligibility factors; e.g., disability status, criminal history.
- ❖ If the applicant/resident or any adult member of the household does not sign and submit the consent forms as required, Management must deny assistance and admission to the entire family. For current residents, the assistance will be terminated and the family charged market rent.

INCOME ELIGIBILITY REQUIREMENTS

- ❖ HUD establishes and publishes income limits annually based on family size for each county in the United States based on the median income of the geographic area. The family’s annual income must not exceed program income limits. Income limits for this property are listed below:

Low-income limit	80% of median income
Very low-income limit	50% of median income
Extremely low-income limit	30% of median income

- ❖ Owners must make at least 40% of the assisted units that become available each year (project’s fiscal year) available for leasing to families whose income does not exceed 30% of the area median income (extremely low-income) at the time of admission. If the owner actively marketed at least 40% of the annually available units to extremely low-income families but was unable to fill all of the units with families meeting the requirement, the owner is permitted to rent to other eligible families after a reasonable marketing period has expired.

OCCUPANCY STANDARDS: MINIMUM and MAXIMUM OCCUPANTS

At move-in, it is the policy of the Covington Housing Authority to rent units based on the following Occupancy Standards:

Bedroom Size	Minimum # of Persons	Maximum # of Persons
1	1	2
2	2	4
3	3	6

4	4	8
5	5	10

OCCUPANCY STANDARDS: MINIMUM and MAXIMUM OCCUPANTS

- ❖ When determining the size of the unit that would be appropriate for a particular family, CHA will count the following as members of the household:
 - All full-time members of the family;
 - All anticipated children (children in the process of being adopted by an adult family member; children whose custody is being obtained by an adult family member; and children in joint custody arrangements who are present in the household 50% or more of the time).
 - A live-in aide;
 - Foster adults living in the unit;
 - Adults on active military duty.

- ❖ A single person cannot occupy a unit with two or more bedrooms unless one of the following applies:
 - A person with a disability who needs the larger unit as a reasonable accommodation.^[1]_[SEP]
 - A displaced person when no appropriately sized unit is available.^[1]_[SEP]
 - An elderly person who has a verifiable need for a larger unit.^[1]_[SEP]
 - A remaining family member of a resident family when no appropriately sized unit is available.

- ❖ A smaller unit size may be assigned upon request; only if occupancy of the smaller unit will not cause serious overcrowding and will not conflict with local codes.

- ❖ A larger unit size may be assigned upon request if one of the following conditions exists:
 - No eligible family in need of the larger unit is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family^[1]_[SEP] agrees in writing to move at its own expense when a proper size unit becomes available.
 - The family needs a larger unit as a reasonable accommodation for a family member who is a^[1]_[SEP] person with a disability.

- ❖ If a family, based on the number of members, would qualify for more than one unit size, the owner must allow the family to choose which unit size they prefer at move-in.

VIOLENCE AGAINST WOMEN ACT

(Victims of Domestic Violence Protections)

- Based on the provisions of the Violence Against Women's Act of 2005 and Reauthorization Act of 2013, Management will protect tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being denied, evicted or terminated from housing assistance based on acts of such violence against them. At lease signing, Management will have tenants execute the VAWA Lease Addendum (HUD form 91067.)
- When responding to an incident or incidents of actual or threatened domestic violence, dating violence or stalking that may affect a current tenant's participation, Management will request in writing that an individual complete, sign and submit, within 14 business days of the request, a HUD Form 91066 Certification of Domestic Violence, Dating

Violence or Stalking, whereby the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse, along with any available documentation of the abuse.

- In lieu of a certification form, or in addition to the certification form, a tenant may provide one of the following: (1) a Federal, State, tribal, territorial, or local police record or court record; (2) documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, or stalking has signed or attested to the documentation. If the individual does not provide the form HUD-91066 or the information that may be provided in lieu of the certification by the 14th business day or any extension of that date provided by Management, none of the protections afforded to the victim of domestic violence, dating violence or stalking will apply.
- Management will therefore be free to evict, or to terminate assistance, in the circumstances authorized by otherwise applicable law and lease provisions.
- All information provided to Management relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law. Management will retain all documentation relating to an individual's domestic violence, dating violence or stalking in a separate file that is kept in a separate secure location from the other tenant files.

APPLICANT SCREENING CRITERIA

- ❖ All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants, consideration of extenuating circumstances will be considered in the screening process.
- ❖ Management will secure background information from one or more of the following sources for all adult household members to obtain information regarding an applicant's ability to meet the essential requirements of tenancy:
 - References from previous landlords;
 - Record of prior criminal history. Management will obtain criminal history reports as part of the tenant selection process;
 - Record of a state mandatory lifetime sex offender registration;
 - Verification of income either from a present employer or appropriate agency,
 - Verification of a disability from a medical professional when the applicant requests a modification to a unit, eligibility for a preference based on disability status, or a reasonable accommodation. Inquiries concerning a person's disability or disabilities in this regard will be limited to verification of the disability and the need for an accommodation or the qualification for a program.
- ❖ CHA will conduct a criminal background checks on members of the household age 18 and older. CHA will also use the US Department of Justice National Sex Offender Public Website to obtain information from individual state sex offender registries and/or other available national, state, or local resources. Other local law enforcement agency databases maybe utilized as well.

Criminal History

- ❖ Applicants will be rejected if any of the following apply: **Note: The same criteria regarding criminal history applies to live-in aides also.*
 - Any household member who have been convicted within the past 10 years or have multiple, recent arrests. If a household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program CHA may, but is not required to, admit the household. Proper documentation of successful completion will be required.
 - Any household member is currently engaging in illegal drug use.
 - Any member of the household is subject to a lifetime registration requirement or is currently registered under a state sex offender registration program. During the admissions screening process, CHA performs the necessary criminal history background checks nationally.
 - The CHA determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug or alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Screening standards must be based on behavior, not the condition of alcoholism.)
 - Any member of the applicant's household has been convicted of the manufacturing of methamphetamine on the premises of federally subsidized housing (lifetime).

- Violent criminal activity, which indicate a pattern of violence that may threaten the safety of residents or staff. Violent criminal activity *includes* sex crimes and crimes against children.
- Any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations.
- Unlawfully obtaining government assistance.

Rental History

- ❖ Past record of destruction, consistent late or unpaid rental obligations, police activity or poor housekeeping habits resulting in health or safety hazards is grounds for rejection. Lack of rental history is not grounds for rejection.

ENTERPRISE INCOME VERIFICATION (EIV) SYSTEM

- ❖ EIV is an internet-based data system containing employment and income information on individuals participating in HUD's rental assistance programs. This information comes from the Social Security Administration, the Department of Health and Human Services, and the National Directory of New Hires. This information is used in order to verify social security numbers and correct reporting of income for all household members. EIV is also used to determine if applicants are currently receiving HUD rental assistance at another property.
- ❖ As part of the applicant screening process, management will run an EIV Existing Tenant Search for all household members. This report checks to see whether any household member is currently living in another Public, Indian Housing or Multi-Family site. If that is the case, management will coordinate move-out and move-in dates with the current property to avoid a double subsidy request to HUD.

PREFERENCES

CHA will select and house tenants in accordance with the following preferences and priorities in the order listed:

1. Limitations on Admission
 - a. Types of developments and units available;
 - b. Occupancy standards (limitation on the minimum and maximum number of household members permitted to live in dwelling units of specified sizes).
2. The following local preferences will be used to determine the family's eligibility for rental assistance. The following preferences will have priority over the preferences in the order indicated:
 - Victims of domestic violence - Crimes of violence committed by another person against an adult or youth victim who is protected under the domestic or family violence laws;
 - Tenants eligible for internal transfer between CHA properties.

- An applicant family whose head of household, spouse or co-head is employed or has a bona fide offer for employment.
- Individuals in need of a handicap accessible unit.

PREFERENCES

3. Date and time of application (in each of the above circumstances)

- ❖ Applicants who meet all the eligibility requirements and who qualify for a preference will be assisted first according to the date and time of application. After all applicants with verified preferences are assisted, CHA will then contact applicant families who are next on the site based waiting list, according to date and time of application and bedroom size needed.
- ❖ An applicant who has been determined to be ineligible or is not qualified for housing assistance will be notified in writing. An applicant has the right to appeal a decision and to have the appeal heard by someone other than the staff person who made the initial decision to deny the application.
- ❖ A decision on an applicant's appeal will be made promptly. A final written decision will be mailed to the applicant within ten (10) business days after the requested meeting or the receipt of the applicant's written appeal by the Supervisory Property Manager. The applicant will be notified in writing of the decision to uphold the original ineligibility decision or to reverse that decision and accept the application. The appeal decision is final.

UNIT TRANSFER PROCEDURE

A transfer waiting list is maintained and takes precedence over new applicants. Transfers are allowed for changes in family size, changes in family composition, medical reasons certified by a doctor or the need to transfer based on reasonable accommodation. Tenant preference transfers are seldom granted and done so only at the discretion of the Authority.

- ❖ Current tenants requiring a unit transfer for the following reasons will be given preference over applicants on the waiting list.
 - A required unit transfer is due to family size and CHA determining whether the family is under-housed or over-housed. When an owner determines that a transfer is required, the tenant may remain in their current unit and pay the HUD - approved market rent or must move within 30 days after notification that a unit of the required size is available within the property.
 - A unit transfer for a medical reason, certified by a doctor or the need for an accessible unit.
- ❖ Current tenants requesting a unit transfer for any other reason will be added to the waiting list of applicants provided there is no record of consistent late or unpaid rental obligations, no record of

police activity and inspection of the tenant's current unit must indicate there is no damage to the property or poor housekeeping habits resulting in health or safety hazards.

NOTIFICATION OF APPLICANT REJECTION

Applicants are rejected for having income over the HUD limit, not passing criminal background check, providing false and fraudulent information, owing funds to another Public Housing Authority, or suitability.

If an applicant is denied admission to the property they will receive a written notice stating the reason(s) for the rejection. The applicant has the right to respond in writing or request a meeting to dispute the rejection within 14 days of the notice. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. If admission is denied because criminal background screening indicates the applicant provided false information; the entity making the determination must provide the subject of the record and the applicant a copy of the information the action is based upon. The subject of the record and the applicant have the opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

Mandatory Denial of Admission

An applicant and the applicant household shall be disqualified for a unit for any of the following reasons:

- a) Any household member who has a history of previous evictions due to lease violations or non-payment of rent within the past two years;
- b) Any household member who owes money to a federally funded housing program;
- c) Any household member who has been evicted from a federally-assisted property for drug-related criminal activity or violent criminal activity for three years from the date of the eviction. In making the ineligible determination, Management may consider (1) if the evicted household member has successfully completed an approved, supervised drug rehabilitation program; or (2) if the circumstances leading to the eviction no longer exist;
- d) Any household member who is currently engaging in illegal drug use. Currently engaging in illegal drug use is defined as any arrest for possession within the past twelve months from the date of the arrest;
- e) Any household member that has been convicted of methamphetamine production on the premises of a federally-assisted property;
- f) Any household member with a history of other criminal activity that threatens the health, safety, and right to peaceful enjoyment by other residents or the health and safety of staff or agents of the owner;
- g) Management's determination that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol could interfere with the health, safety or right to peaceful enjoyment of the premises by other residents;
- h) Management's determination that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents;

i) Any household member who is subject to a State lifetime registration requirement under the state sex offender registration program.

Other Grounds for Denial of Admission

- a) The applicant or household member has a history of disturbance of neighbors in a prior residence or behavior, which if repeated by a tenant, would substantially interfere with the rights of other tenants to peaceful enjoyment of their units.
- b) The applicant, or a household member, has caused damage or destruction of property at a prior residence, and such damage or destruction of property, if repeated by a tenant, would have a material adverse effect on the housing development or any unit in such development.
- c) The applicant or a household member has displayed living habits or poor housekeeping at a prior residence, and such living habits or poor housekeeping, if repeated by a tenant, would pose a substantial threat to the health or safety of the tenant or other tenants or would adversely affect the decent, safe and sanitary condition of all or part of the housing.
- d) The applicant or household member in the past has engaged in criminal activity, or activity in violation of state laws, which if repeated by a resident, would interfere with or threaten the rights of other residents (or the health and safety of the owner, employees, contractors, subcontractors, or agents of the owner) to be secure in their persons or in their property or with the rights of other residents to the peaceful enjoyment of their units and the common areas of the housing development.
- e) The applicant has a history of non-payment of rent and such non-payment, if repeated by a tenant, would cause monetary loss.
- f) The applicant has a history of failure to meet material lease terms or the equivalent at one or more prior residences, and such failure if repeated by a tenant of housing, would be detrimental to the housing development or to the health, safety, security or peaceful enjoyment of other tenants.
- g) The applicant has failed to provide information reasonably necessary for the housing provider to process the applicant's application.
- h) The applicant has misrepresented or falsified any information required to be submitted as part of the applicant's application or a prior application submitted within the last three years and the applicant fails to establish that the misrepresentation or falsification was unintentional.
- i) The applicant, or a household member, has directed abusive or threatening behavior which was unreasonable and unwarranted towards a management agent's employee during the application process or any prior application process within three years.
- j) The applicant does not intend to occupy housing, if offered, as his/her primary residence.
- k) The applicant or household member is a current illegal user of one or more controlled substances as defined in all applicable State and Federal laws. A person's illegal use or possession of a controlled substance within the preceding twelve months shall create a presumption that such person is a current illegal user of a controlled substance, but the presumption may be overcome by a convincing showing that the person has permanently ceased all illegal use of controlled substances. This disqualification of current illegal users of controlled substances shall not apply to applicants for housing provided through a treatment program for illegal users of controlled substances.
- l) The applicant or household member has been convicted of other criminal activity, including violent criminal activity that has the potential to endanger the health, safety, and welfare of other residents and staff. Examples include but are not limited to murder, rape, child abuse or molestation, aggravated assault, weapons and/or explosives violations, and arson.

- m) The applicant or household member has been convicted of drug related criminal activity including the manufacture, sale, distribution or possession with intent to manufacture, sell, or distribute a controlled substance.
- n) The applicant family cannot secure utility service to the unit.

APPLICATION and WAITING LIST PROCEDURE

- ❖ Applications completed in full and properly signed will be accepted according to unit size and type in chronological order. Families that include persons with disabilities will be given preference for units with special accessibility features. If a unit that fits the applicant's needs is not available, their name will be placed on the waiting list (maintained in the same order) after preliminary eligibility determination. If an extremely low-income applicant is needed to achieve targeting requirements, and the next applicant has income above the extremely low-income limit, that applicant must be placed on the waiting list until the property is ready to house an applicant with income above the extremely low-income limit.
- ❖ Applicants will be removed from the waiting list for the following reasons:
 - The applicant no longer meets the eligibility requirements.
 - The applicant fails to respond to a written notice for an eligibility interview.
 - The applicant is offered and rejects two (2) units in the property.
 - The applicant fails to provide SSNs for all household members.
 - Mail sent to the applicant's address is returned as undeliverable.
- ❖ Applicants are responsible for informing Management any changes in address, telephone number, household composition, preference status or income. If mail is returned due to an applicant's failure to provide a correct mailing address, the application will be removed from the property's waiting list.
- ❖ The waiting list will be updated annually. Failure of applicants to update information will result in removal from the waiting list.

Updating the Waiting List

- ❖ The waiting list will be updated periodically as deemed necessary by Management. Every household on the waiting list will be mailed a notice requiring a response within a fixed period if the household wants to remain on the list. If a household returns the letter in a timely fashion and the household composition has not changed, it will remain on the list as before. If a household returns the letter in a timely fashion and the household composition or preference status has changed, the family may be assigned to the waiting list for a different sized unit, or preference category, but the original application date will be retained.

If a household's letter is returned by the US Post Office as "undeliverable," the manager will remove the household from the waiting list – so noting on the applicant's waiting list computer record. The returned letter will be retained in the applicant's file; or if there is no response from the household in the allotted time, the applicant will be removed from the waiting list.

Updating the Waiting List

- ❖ The waiting list will be closed for one or more unit sizes when the average wait is one year or more. Potential applicants will be advised if the waiting list is closed and additional applications will not be accepted. Notice of this action will be published in the local newspaper and other media outlets.
- ❖ When the waiting list is re-opened and applications will be accepted again, notice will be published in the local newspaper and other media outlets.
- ❖ No person may be refused the right to apply for housing unless the development's waiting list is closed for a particular unit size or type and notice of the close waiting list has been posted in the main office lobby and on the website.

LIMITED ENGLISH PROFICIENCY (LEP)

For persons who do not speak English as their primary language and those who have a limited ability to speak, read, write, or understand English; we will make reasonable efforts to provide language assistance. We will arrange to provide forms relating to tenancy in a language that is understood by the individual. We will make every effort to obtain oral interpretation and written translation services if deemed necessary.

NON-DISCRIMINATION

The property adheres to the Fair Housing Act and Federal Civil Rights Laws. We will not discriminate against applicants or tenants based on race, color, national origin, sex, age, disability, religion or familial status. In compliance with Section 504 regulations, we will take reasonable, nondiscriminatory steps to maximize the use of accessible units by eligible individuals whose disability requires the accessibility features of a particular unit. We will consider extenuating circumstances in the screening process for applicants with disabilities, where required as a matter of reasonable accommodation.

- ❖ Housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.

RIGHT OF REFUSAL

- ❖ An applicant may turn down the offer of a unit for which they are eligible one time and be moved to the bottom of the waiting list. If an applicant turns down a unit for which they are eligible a second time, the application will be withdrawn and the applicant will be removed from the wait list. The applicant may re-apply when waiting list reopen.
- ❖ There is one exception to this policy. An applicant who requires a unit designed for mobility access or a unit with auditory/visual accessibility features may be offered apartments without those features and may turn down those apartments without losing their place on the wait list. When offered an accessible unit that meets the applicant's stated requirements, the applicant may turn down the offer of the first accessible unit and retain their position on the wait list, but if they turn down a second accessible unit, the application will be cancelled and the applicant will be removed from the wait list. The applicant may re-apply.

LEASING PROCESS

Offer of Available Units

- ❖ When a unit becomes available the applicant will be contacted by phone and/or a written notice. If the applicant fails to respond within 3 days, the application will be moved to the bottom of the waiting list. If the applicant fails to respond after the second offer you will be withdrawn from the waiting list.
- ❖ Upon offer of an apartment, the applicant shall have an opportunity to inspect the apartment along with management and to sign a rejection or acceptance of offer form. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must establish utility services (if applicable), leasing interview, and lease execution. Normally, this deadline will be within three working days of offer acceptance, but may be extended by Management as a reasonable accommodation. Failure to complete all of the move-in requirements within the assigned period will result in withdrawal of the offer and deactivation of the application.
- ❖ If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his inability to move to the satisfaction of CHA, refusal of the

offer shall not require removal from the applicable waiting list. If an applicant presents, to the satisfaction of the CHA, clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to consideration of race, color, or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not require removal from the applicable waiting list.

Prior to Move-In/Tenant Interview

Prior to taking occupancy, Management will meet with all residents of the apartment and explain at a minimum the following topics:

1. Security Deposits and refunds
2. Use of the EIV System after move-in
3. Annual Recertification process
4. Interim Recertification process
5. Unit inspections
6. House Rules
7. Transfer Policy
8. Student Eligibility
9. Violence Against Women Act
10. Reporting requirement for income increases of \$200 or more per month
11. Reporting changes in household composition
12. Unit rent and other charge
13. HUD Model Lease
14. Lead Base Paint

Charges for Facilities and Services

Application and screening fees – There is no fee for application or screening for any subsidized unit.

Damages – Residents will be charged for damage to property caused by carelessness, misuse, or neglect on the part of the tenant, household member, or visitor. The tenant is obligated to reimburse management for damages within 30 days after the tenant received a bill from management.

Late payment of rent – Rent is due on the first day of each month with a grace period of five (5) days.

Partial payments – Partial payments are not accepted. Payment must be paid in full.

Cash – Cash is NOT an acceptable form of payment. Checks or money orders only.

Personal checks – CHA may collect a fee of \$20 on the second or any additional time a check is not honored for payment (bounces).

Security Deposit Requirements

Prior to move-in all new residents will be charged a one-time security deposit equal to one month of the Total Tenant Payment or \$50.00 whichever is greater. Upon request, Management may offer the applicant a Payment Agreement for the Security Deposit to be paid in not more than 3 payments. The deposit will be refunded within 30 days after the resident has moved out, assuming there is no damage greater than normal wear and tear to the vacated unit. Charges for damages and unpaid rent may be deducted from the security deposit. Management will provide the tenant with a detailed listing of items deducted from the security deposit within 30 days of vacating the unit.

ANNUAL RECERTIFICATION REQUIREMENTS

- ❖ To ensure that assisted tenants pay rent commensurate with their ability to pay, HUD requires the following:
 - Management must conduct a recertification of family income and composition at least annually by the annual recertification anniversary date.
 - Tenants must supply the information requested by executing the Recertification Application and must provide all requested supporting documentation.
 - Tenants must sign consent forms and asset declaration forms each year.
 - Management must use the EIV Income Report as third-party verification of income from sources available on EIV; i.e., Social Security benefits, wages, Unemployment benefits.
 - Management must obtain third-party verification of income sources not reporting data in EIV; i.e., Child Support, alimony, pensions, VA benefits, income from assets, gifts, valuation of assets and all other sources of income.
 - Residents must provide documentation of other eligible factors used in determining allowances in the family's TTP; e.g., medical expenses, and handicapped expenses, and child care payments.

- ❖ Management must send Recertification Reminder notifications to residents to meet with management beginning at 120 days prior to the annual recertification anniversary date. If the tenant does not respond, a Second Reminder Notice will be sent at 90 days prior to the annual recertification anniversary date. If the tenant fails to respond, a Third Reminder Notice will be sent to the tenant at 60 days prior to the annual recertification that includes a 60-day notice to market rent until such time as he or she complies with the recertification requirements.
 - If the tenant complies with the annual recertification process, Management must provide at least a 30-day written notice of any rent increase. If the tenant does not report in a timely manner, the requirement to provide a 30-day notification of rent increase is waived.
 - At annual recertification, an Initial Notice of Recertification will be provided to the resident indicating the reporting requirements and deadlines for the next annual recertification.
 - Residents who do not comply with the recertification requirements in a timely manner or fail to provide requested documentation will be subject to a rent increase, charged market rate rent and/or evicted, unless there are verified medical reasons or other extenuating circumstances that apply.

INTERIM RECERTIFICATION REPORTING POLICY

- ❖ Residents must notify Management within ten days of the occurrence of the following:
 - A family member moves out of the unit;
 - The family proposes to move a new member into the unit;
 - An adult member of the family who was reported as unemployed on the most recent certification or recertification obtains employment;
 - The family's income cumulatively increases by \$200 or more per month.

- ❖ Residents may request an interim recertification due to any changes occurring since the last recertification that may affect the TTP or tenant rent and assistance payment for the tenant. Changes a tenant may report include:
 - Decreases in earned income or benefits;
 - Increases in allowances such as medical expenses or child care;
 - Other changes affecting the TTP, such as a family member who attains the age of 62, or a family member becoming disabled.

- ❖ When reporting changes in family composition, the resident must execute a Declaration Form and list current information for all household members. The resident must provide all requested documentation to substantiate the change. Changes to income must be reported to CHA with documentation to substantiate the change.
- ❖ When proposing to add a new household member, Management will apply screening criteria to all adults (including live-in aides) for drug related criminal activity, other criminal activity, State sex offender registration, and EIV Existing Tenant Search before approving the move-in.
- ❖ The proposed household member, including live-in aides, must disclose and provide verification of their SSN. New household members (except live-in aides) must provide information regarding all sources of income, execute the Declaration of Citizenship and provide proof of age. The head of household may execute these documents for minor children. Adults must sign the HUD 9887/9887A Consent Form.
- ❖ If the tenant complies within 10 days of occurring event with the interim reporting requirements, rent changes must be implemented as follows:
 - Rent Increases – If the tenant's rent increases because of an interim adjustment, Management must give the tenant 30 days advance notice of the increase. The effective date of the increase will be the first of the month commencing after the end of the 30-day notice period.
 - Rent Decreases – If the tenant's rent decreases, the change in rent is effective on the first day of the month after the date of action that caused the interim certification.

- ❖ If the tenant does not comply with the interim reporting requirements, and Management discovers the tenant failed to report change as required, the effective date of the change is as follows:

- Rent Increases - Management will implement any resulting rent increase retroactive to the first of the month following the date that the action occurred.
- Rent Decreases – Any resulting rent decrease must be implemented effective the first rent period following completion of the recertification.

UNIT INSPECTIONS

- ❖ Upon move-in, new residents with leases effective after the RAD conversion will inspect the apartment together with Management, and shall make note of any deficiencies in the unit. The inspection form will be used again upon move-out and the resident will be charged for any damages beyond normal wear and tear with the exception of items noted at move-in.
- ❖ All units are inspected a minimum of once per year for housekeeping, damage and general repair. Residents will be notified at least 48 hours in advance of an inspection. In addition, residents must submit (upon 48-hour notification) to inspection by government and/or program officials.

RESIDENT PROCEDURAL RIGHTS UNDER RAD

Termination of Tenancy and Assistance

The termination procedures for RAD properties require that owners provide adequate written notice of termination of the lease which shall not be less than:

- ❖ A reasonable period of time, not to exceed 30 days;
 - If health or safety of other tenants, owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction; or the notice period will be 14 days in the case of nonpayment of rent.

Termination of Assistance

In all other cases, the requirements at 24 CFR 880.603, the Multifamily HUD Model Lease, and other HUD multifamily administrative guidance shall apply.

GRIEVANCE PROCESS

In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances, etc.), the following procedural rights will apply with the requirements of section 6 of the Act. RAD properties require that:

- Residents be provided with notice of the specific grounds of the proposed owner adverse action, as well as, their right to an informal hearing with the owner;
- Residents will have an opportunity for an informal hearing with an impartial member of the owner's staff within a reasonable period of time;
- Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the owner as the basis for the adverse action.
- The owner must provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence the owner relied upon as the basis for the adverse action.
- The owner will be bound by decisions from these hearings, except if the (1) hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing, or (2) the decision is contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or Local Law.

GA Due Process Determination

- ❖ In accordance with HUD's determination, Housing Authorities in Georgia may exclude from its administrative grievance procedure any grievance concerning an Eviction or Termination of Tenancy that involves:
 - Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other tenants or staff of the Covington Housing Authority, or any drug-related criminal activity on or near such premises.
 - Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises.
- ❖ All Evictions or Terminations of Tenancy must be consistent with federal, state, and local civil rights laws, including Fair Housing and Equal Opportunity Laws described in 24 CFR 5.105.

IMPLEMENTATION OF HOUSE RULES

CHA has House Rules that are attached to the Lease. The house rules are in place to ensure the safety, care, and cleanliness of the buildings, and the safety and comfort of the residents. They are in compliance with HUD, state and local requirements, and do not discriminate against individuals that are members of a protected class. CHA will give residents a written 30-day notice prior to implementing any new house rules.

Housing Authority of the City of Covington PROPERTIES

CHA owns and manages four (4) Project Based Rental Assistance Properties. The properties are designated as follows:”

Property Name	Address	Number of Units	Community Type
Alcovy Rd	5160 Alcovy Rd Covington, GA 30014	180	Family to include Elderly/Disabled
Fowler Court	7111 Fowler Ct, NE Covington, GA 30014	44	Elderly ages 62+
Jackson Highway	8129 Taylor St Covington, GA 30014	24	Family to include Elderly/Disabled
Holmes Court	6104 Holmes Ct, SW Covington, GA 30014	32	Family to include Elderly/Disabled

ACKNOWLEDGEMENT OF RECEIPT

THIS IS TO CERTIFY THAT I HAVE RECEIVED A COPY OF THE CITY OF COVINGTON HOUSING AUTHORITY TENANT SELECTION PLAN AND HOUSE RULES.

HEAD OF HOUSEHOLD _____

DATE _____

