

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS AND WOODSIDE VILLAGE**

This Memorandum of Understanding (MOU), is made and entered into this 27 day of March, 2025 (“Effective Date”), by and between Georgia Department of Community Affairs (“DCA”), an agency of the State of Georgia, whose address is 60 Executive Park South, NE, Atlanta, GA 30329, and Woodside Village, a (“Property” under contract to administer Project Based Vouchers), whose address 3954 Memorial College Avenue Clarkston, GA 30021, collectively referred to as the “Parties.”

**WHEREAS**, DCA exists as a department of the executive branch of State government and has the duties, responsibilities, functions, power, and authority set forth in O.C.G.A. § 50-8-1;

**WHEREAS**, DCA also provides construction financing for affordable housing developments throughout the state of Georgia;

**WHEREAS**, as set forth in 24 CFR § 982.51, DCA, in its status as an established PHA, by way of enabling legislation pursuant to O.C.G.A. Title 50, Ch. 8, has authority to administer project-based vouchers (“PBV”) under its Housing Choice Voucher (“HCV”) Program;

**WHEREAS**, as set forth in 24 CFR § 982, DCA maintains responsibility for administering the waitlist by which Housing Choice Vouchers are issued to qualifying individuals;

**WHEREAS**, as set forth in 24 CFR § 982.1, DCA administers a PBV program in which rental assistance is paid for families who live in specific housing developments or units;

**WHEREAS**, 24 CFR § 983 enables DCA, in its status as an established PHA, to allow properties under contract for PBV units to administer site-based, property-maintained waitlists;

**WHEREAS**, DCA maintains responsibility for ensuring waitlist management integrity,

**NOW, THEREFORE**, in consideration of the foregoing, and for other good and valuable consideration, the Parties agree as follows:

**SECTION 1. PURPOSE**

The purpose of this MOU is to establish the commitment and responsibilities of maintaining a property-maintained, site-based waitlist.

**SECTION 2. APPLICABILITY**

This MOU applies to the Properties under contract to administer Project-Based Vouchers under the Georgia Department of Community Affairs Housing Choice Voucher program.

**SECTION 3. RESPONSIBILITIES**

- A. The responsibilities of DCA under this MOU shall include:
  - a. Providing guidelines for the Property to implement a waitlist
  - b. Providing approval for the Property’s planned tenant selection plan and waitlist management plan, including whether the property will open a general or referral based waitlist



- c. Providing guidelines for selecting and final approval for referral partners if the Property selects to open a referral based waitlist
  - d. Conducting routine monitoring and audits of the Property's PBV waitlist
  - e. Developing corrective action plans in the event that that waitlist management policies are not followed, up to HAP contract revocation.
- B. The responsibilities of the Property under this MOU shall include:
- a. Implementing a waitlist for PBV units in line with DCA policy and guidelines, including selecting individuals in the required order of their waitlist placement;
  - b. Determining what type of waitlist, general or referral based, the property will implement;
  - c. Vetting and selecting referral partners if the Property chooses to implement a referral based waitlist;
  - d. Maintaining up to date accurate waitlist documents and required supporting documentation, including additional supporting evidence for lottery numbers and referrals, among others;
  - e. Implementing corrective action plans in a timely manner, in the event that a waitlist management violation is discovered;

#### **SECTION 4. TERM**

The initial term of this MOU reflects the term of the existing Housing Assistance Payment (HAP) contract but may be modified based on request from either property. Modification requests will be made in the event that the property maintains extended vacancy rates in PBV units.

#### **SECTION 5. COSTS AND EXPENDITURES.**

Parties to this MOU are responsible for their own costs and expenditures associated with carrying MOU activities under this MOU.

#### **SECTION 6. TERMINATION**

This MOU may be terminated by either Party upon giving the other Party sixty (60) days' written notice of intent to terminate the MOU. Written notices shall be sent to the points of contact listed in the notice provisions of this MOU.

#### **SECTION 7. AMENDMENT**

This MOU is subject to periodic review by the Parties. Either party to this MOU may propose a modification to this MOU at any time. This MOU may be amended at any time during its validity by mutual consent of the Parties in a written agreement between them signed by their authorized representatives.

#### **SECTION 8. NOTICE**

All notices, requests, or other communications under this MOU shall be in writing and either transmitted via overnight courier, electronic mail, hand delivery or certified or registered mail, postage prepaid and return receipt requested to the parties at the following addresses and notice shall be deemed to have been given when received by a party:



**DCA:**

60 Executive Park South, NE

Atlanta, GA 30329

Attn: Ryan Smith

(770) 806 - 5055

Email: [ryan.smith@dca.ga.gov](mailto:ryan.smith@dca.ga.gov)

**Woodside Village:**

PATHS MANAGEMENT SERVICES

Attn: STEPHANIE JAFFER

909 THIRD AVE, FL 21

NEW YORK, NY

10022

(631) 707 - 0717

Email: [sjaffer@pathsco.com](mailto:sjaffer@pathsco.com)

With a copy to:

\_\_\_\_\_:

\_\_\_\_\_

\_\_\_\_\_

( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 9. FINANCIAL OBLIGATIONS**

This MOU, in and of itself, does not create obligations of a financial nature for any of the Parties.

**SECTION 10. DISPUTE RESOLUTION**

Any dispute between the Parties arising under this MOU shall be resolved informally by persons designated by each Party or by them through direct negotiations to settle the matter in a spirit of cooperation.

**SECTION 11. COOPERATION**

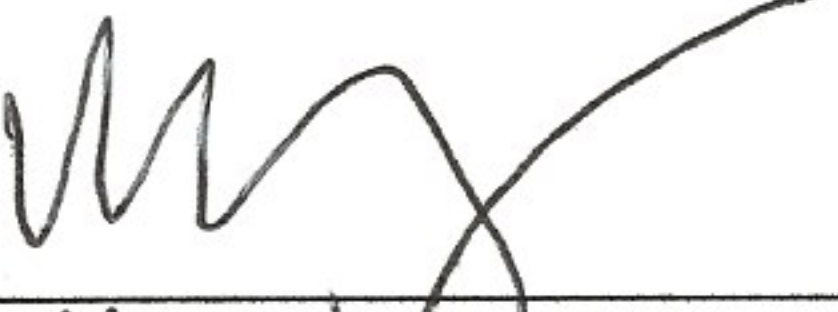
The Parties agree to cooperate fully regarding the implementation of this MOU.

**SECTION 12. ENFORCEABILITY**



IN WITNESS WHEREOF, the Parties hereto have affixed their signatures on the date first written above. Each of the Parties hereto shall cause this MOU to be executed in duplicate by the duly authorized officer, with each party to receive one of the duplicate texts, which shall each have equal authenticity.

**WOODSIDE VILLAGE,  
3954 Memorial Owner LLC**

By:   
Name: MYRON HORBACHEVSKY  
Title: EXEC. VICE PRESIDENT  
AS AGENT FOR OWNER

**GEORGIA DEPARTMENT OF  
COMMUNITY AFFAIRS ("DCA")**

By: Ryan Smith  
Name: Ryan Smith  
Title: Director, Program Governance & Client Relations

04/08/2025



This MOU does not create any right or benefit, substantive or procedural, enforceable by law or equity by any Party against the other, their officers or employees.

[SIGNATURES NEXT PAGE]



**Exhibit A:**

Woodside Village commits to operate a general waitlist for the DCA PBV units on the Woodside Village property. Their waitlist management policy is attached to this MOU.



**TENANT SELECTION PLAN &  
WAITING LIST MANAGEMENT  
Section 8 Project-based Voucher  
Program  
Woodside Village Apartments  
3954 Memorial College Ave  
Clarkston, GA 30021  
Phone (404) 292-8596  
TTY 711**

## **Introduction**

Woodside Village Apartments is a multi-family low-income housing tax credit property located in Clarkston, Georgia consisting of 360 one, two and three bedroom apartments for families and seniors.

In 2024 the property was awarded an allocation of Section 8 Project-based Vouchers for 71 units by the Georgia Department of Community Affairs (DCA).

The objective of this Tenant Selection Plan is to consolidate relevant policies and procedures affecting tenant selection pursuant to applicable federal and state laws and affordable housing and/or subsidy (PBV) program rules and requirements. The Tenant Selection Plan sets out a procedure for processing and selecting applicants, including the establishment of preferences and priorities, occupancy standards, rejection standards, reviews and appeals of rejection decisions, and notice requirements.

The Tenant Selection Plan is designed to promote fairness and uniformity in tenant selection. It is also designed to promote efficiencies in the process by which applications are processed. One of the principal elements of this plan is that it allows management agents to make a preliminary determination of eligibility based on the applicant's self-certification of income and priority status. Initial acceptance of applicant self-certification generally allows the management agent to focus on other administrative duties rather than investing significant staff time in verifying such information at initial application and once again when the applicant is accepted from the waiting list.

The Tenant Selection Plan also establishes the process by which prospective tenants will be selected for placement on a waitlist for housing. The selection will be conducted through an open lottery system to ensure fairness and equal opportunity for all applicants. The lottery system aims to create a transparent, unbiased process for determining the order in which applications will be offer housing when units become available.



### **Right to apply**

No person may be refused the right to apply for housing unless the development's waiting list is closed.

### **Statement of Non-discrimination**

It is the policy of Paths Management Services LLC (Paths Management), hereinafter referred to as the Agent, to promote equal opportunity and non-discrimination in compliance with, but not limited to, the federal and state constitutions and legislative enactments addressing discrimination in housing including, The Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973 (if applicable), and Title VI of the Civil Rights Act of 1964. In furtherance of this policy:

- In carrying out this Tenant Section Plan, the Agent will not discriminate on the basis of race, color, creed, religion, national or ethnic origin, citizenship, ancestry, class, sex, sexual orientation, familial status, disability, military/veteran status, source of income, age or other basis prohibited by local, state or federal law in any aspect of tenant selection or matters related to continued occupancy.
- Applicants with Disabilities and Reasonable Accommodations - The Agent will make reasonable accommodations in policies or reasonable modification of common or unit premises for all applicants with disabilities (as defined in the above listed Acts or any subsequent legislation) who require such changes to have equal access to any aspect of the application process or to the development and its programs and services. The Agent will, for example, arrange for sign language interpreters or other communication aids for interviews during the application process.

### **Selection Criteria**

To be considered for selection, applicants must submit a completed application and relevant consent forms. To determine threshold eligibility, the application may be accepted as a self-certifying statement. No third-party verification will be required until the screening process for occupancy begins, and the household is interviewed. Information needed to determine an applicant's eligibility shall be verified within 120 days of formal acceptance for occupancy.

Eligibility does not constitute acceptance, and further screening is required to determine an applicant's ability to maintain a successful tenancy.

Eligibility will be determined on the following basis:

- Maximum Income – Household annual income must not exceed current income limits for



the program to which application is made.

- Other Eligibility Criteria Pursuant to Program Characteristics – Household characteristics, such as the number of family members and/or their ages, must be appropriate to the size of the unit and pursuant to the subsidy program guidelines. In general, a two person per bedroom maximum occupancy standard will be applied. However, additional consideration will be given to households with infants and, if requested, they will be permitted to occupy a smaller unit.
- Selection Criteria Based on the General Requirements of Tenancy (see Attachment 1 for greater detail) – This Tenant Selection Plan sets forth the essential requirements of tenancy and the grounds on which tenants will be rejected for failing to meet such requirements. Rejection of an applicant is appropriate where the Agent has a reasonable basis to believe that the tenant cannot meet these essential requirements, which may be summarized as follows:
  - To pay rent and other charges under the lease in a timely manner;
  - To care for and avoid damaging the unit and common areas, to use facilities and equipment in a reasonable way, and to create no health or safety hazards;
  - Not to interfere with the rights and enjoyment of others and not to damage the property of others;
  - Not to engage in any activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff, and not to engage in activity on or near the premises that involves illegal use of controlled substances or weapons;
  - Not to engage in any criminal activity on or off the premises that would be detrimental to the housing should it occur on the premises;
  - To comply with all sex offender registration requirements; and
  - To comply with necessary and reasonable rules and program requirements of the housing provider.
- Owner has established standards that prohibit admission of:
  - Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. The owner may, but is not required to, consider two exceptions to this provision:
    - The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
    - The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
  - A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
  - Any household member who is subject to a State sex offender lifetime registration requirement; and



- Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

This plan provides for the consideration of mitigating factors that rebut the presumption that an applicant will be unable to meet the requirements of tenancy. Mitigating factors may include a showing of rehabilitation or rehabilitating efforts. Mitigating factors must be balanced against the potentially disqualifying behavior or circumstances. In considering both the disqualifying behavior and mitigating factors, the Agent will determine if there is a reasonable risk that the applicant will be unable to meet the essential requirements of tenancy. Among the factors that should be considered are:

- The severity of the potentially disqualifying conduct;
- The amount of time that has elapsed since the occurrence of such conduct;
- The degree of danger, if any, to the health, safety and security of others or to the security of the property of others or to the physical conditions of the housing development and its common areas if the conduct recurred;
- The disruption, inconvenience, or financial impact that recurrence would cause the housing provider; and
- The likelihood that the applicant's behavior in the future will be substantially improved.

In general, the greater degree of danger, if any, to the health, safety and security of others or to the security of property of others or the physical condition of the housing, the greater must be the strength of showing that a recurrence of behavior (which led to an initial determination that the applicant would not be able to meet the essential requirements of tenancy) will not occur in the future.

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### Eligibility Criteria

The Agent will consider housing applicants for residency who at the time of admission, meet all of the following conditions, as outlined in HUD regulations and any applicable federal/state guidelines, and who have submitted an application for occupancy. The following criteria shall be utilized to determine an applicant's eligibility:

- Eligibility based on income limit restrictions;
- Compliance with unit size standards;
- Eligibility based on the full-time student status of household members.

To determine eligibility based on income limits, the Agent must compare the household's gross annual income to the applicable income limit. If the household's income exceeds the income limit, the household may not qualify for assistance.

This development is also administered under Low Income Housing Tax Credit Program (LIHTC) and the HUD Project-based Voucher Program. In accordance with IRS and HUD regulations the following additional eligibility requirements apply for the PBV units.

- This development applies ☒ 50% AMI, ☒ 30% AMI income limit(s) to determine income eligibility of applicant households.
  - Note: 75% of the PBV units will be targeted to applicant households with extremely low income (30% AMI)

Income limits published by HUD can be found at the following website:  
<https://www.huduser.gov/portal/datasets/il.html>

### Student Status Restrictions:





To be eligible for the low-income housing tax credit program, the household cannot consist entirely of full-time students unless meeting one or more of the five exceptions noted below:

- at least one member of the household must receive assistance under Title IV of the Social Security Act;
- at least one member must be enrolled in a job training program receiving assistance under the Work Force Investment Act or another similar federal, state, or local program;
- the household must include at least one single parent with minor children;
- all members of the household are married and can file joint tax returns;
- or at least one member of the household has exited the foster care system.

**Unit Size Standards:** To determine compliance with unit size standards, the Agent will follow consistent occupancy guidelines that take into account the size and number of bedrooms needed based on the number of people in the household. Occupancy standards serve to prevent over- or underutilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that tenants are treated fairly and consistently and receive adequate housing space. The following maximum occupancy standard will be applied.

UNITS SIZE	NUMBER OF PEOPLE
Studio	1 - 2
1 Bedroom	1 - 3
2 Bedroom	2 - 5
3 Bedroom	3 - 7
4 Bedroom	4 - 9

### Violence Against Women Act (VAWA)

This law protects victims of domestic violence, dating violence, sexual assault, or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported.

VAWA also provides that an incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking does not qualify as a serious or repeated violation of the lease nor does it constitute good cause for terminating assistance, tenancy, or occupancy rights of the victim.





Owners may divide a lease in order to evict, remove, or terminated the assistance of the offender while allowing the victim, who is a tenant or lawful occupant, to remain in the unit.

Federal regulations additionally requires that a certification form be provided to (1) all residents at move-in, and (2) to each household in the event that eviction or termination actions are commenced against the household.

Staff must retain all documentation relating to an individual's domestic violence, dating violence or stalking in a separate file that is kept in a secure location.

Note: This documentation must not be incorporated into the standard applicant or resident file for the household.

The following points stated in VAWA are provided to guide site and district/regional staffs in the determination of appropriate action steps for each case:

- An applicant's status as a victim of domestic violence is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance and admission.
- An incident or incidents of actual or threatened domestic violence will not be taken as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.
- Criminal activity directly relating to domestic violence engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.
- Assistance may be terminated or a lease divided in order to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against household/family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain. Eviction or termination action against individuals must be in accordance with procedures prescribed by federal, state, and local law.

In the event that one household member is removed from the unit because he/she engaged in acts of domestic violence, an interim recertification must be processed by staff in a timely manner and in accordance with federal regulations to reflect the change in household composition.





- The provisions protecting victims of domestic violence should not limit the owner, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.
- The owner's authority to evict or terminate the assistance is not limited to a victim that commits unrelated criminal activity. If the owner can show an actual and imminent threat to other tenants or those employed at or providing services to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option available to owner. It is not the purpose of VAWA to protect unlawful individuals.

### Screening Procedures

**Screening Process:** To obtain information about an applicant's ability to meet the essential requirements of tenancy, the Agent may attempt to secure background information from the following sources:

- References from landlords in the last two years or from the last two successive tenancies, whichever is more inclusive.
- Record of prior criminal history.
- References from a credit bureau.
- Verification of income either from a present employer, appropriate agency, financial institution or other appropriate party.
- Verification of a disability from an applicable professional when the applicant requests an accessible unit, 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 specific design features of a unit, or to verify the qualification for a program. The Agent will not make inquiries regarding an applicant's ability to comply with the terms of the lease, including caring for the unit, unless past tenancy history or other evidence suggests that applicant is unable to satisfy some term of the lease.

**Criminal Background Checks Guidelines:** In order to ensure the selection of reliable, responsible residents, criminal background checks are conducted as part of the tenant selection process.

- Generally, due to cost considerations, criminal background checks should not be requested until all other tenant selection procedures and criteria are verified and satisfied. If the applicant is ineligible or is rejected for any other reason, criminal background checks should not be done. If the applicant is eligible and is otherwise approvable, the criminal background check should be the last step in the screening process.
- The following procedures should be applied:





- Ensure that the head of household and all adult members (all those age 18 and over) have signed and completed an authorization form for the release of information.
- Do criminal background checks on all applicants who are 18 years old or older. This includes heads of household, spouses, children over 18, and any other adult members of the household who intend to occupy the unit.
- List the complete name, Social Security number, date of birth, and present address for each adult member of the applicant household and submit this information to the investigation agency that performs the criminal background checks for your site.
- The following guidelines should be used in the evaluation of criminal background checks:
  - In the event of a negative finding, i.e., a record of criminal conviction, always discuss the finding and the status of the application with your district or regional supervisor.
  - In the event that the conviction is non-violent in nature, occurred at least three years prior to application, and appears not to place the owner, property, managing agent, and/or tenants at risk, the regional office may direct site personnel to approve the application and finalize processing.
  - Applicants may be rejected if:
    - Conviction is drug related;
    - Conviction is for violent crime;
    - Conviction is for robbery or burglary;
    - Conviction is for fraud;
    - Conviction is for arson; and/or
    - There exists an outstanding warrant in combination with one or more convictions. [If the record indicates an outstanding warrant, the issue can be discussed with the applicant; however, if other supporting documentation indicates that rejection would be prudent, that action should be taken.]

A regional supervisor may consider making an exception for one of the above findings if the offense occurred at least 5 years prior to application, the individual has participated in a counseling or rehabilitation program, and other processing information supports approval.

- If the report indicates an arrest record, but no convictions, the applicant must be given an opportunity to discuss the record.
- At this point, the application should be reviewed to confirm full cooperation with the entire screening process: forthright responses to interview questions, ability to control family members' behavior, complete accuracy of all submitted documentation, willingness to abide by lease and house rules, etc., to assure satisfaction of all screening criteria.

Note: a rejection must be based on documentable facts like poor landlord references, bad





credit/rental history, unsatisfactory housekeeping standards, record of conviction(s), etc. An arrest is not a conviction, and care must be taken to support a rejection of an applicant with an arrest record with additional screening documentation.

**Mitigating Circumstances:** If an applicant claims that past tenancy related problems were the result of a disability and that some condition has changed making such behavior unlikely to recur, the Agent will consider evidence supporting such claims. All applicants are responsible for providing verification for such claims. In instances where the applicant claims that some services or treatment will be available to enable the applicant to correct the problem behavior, the development will require verification that such services are available and that the applicant is likely to continue to use such services or treatment.

Mitigating circumstances will be verified and the individual performing the verification must corroborate the reason given by the applicant for unacceptable tenancy related behavior and indicate that the prospect for lease compliance in the future is good because the reason for the unacceptable behavior is either no longer in effect or otherwise controlled.

- Where an applicant claims that prior unacceptable tenancy related behavior resulted from alcohol abuse or use of illegal drugs, acceptable verification of mitigating circumstances would have to establish that: (As applicable) There is no current illegal use, within the last year, of controlled substances. If such use is documented, applicant must present evidence that such use has stopped and is unlikely to recur.
- (As applicable) There is no current abuse of alcohol and abuse is unlikely to recur.
- During the period for which the applicant has claimed no current use, the applicant's behavior in the previously unacceptable tenancy related area must have been acceptable.

In any case of confirmed, continued, unacceptable tenancy-related behavior, despite the cessation of drugs or alcohol use, an applicant may be rejected.

An Agent may consider an applicant's credit history, primarily in cases where rental history is not available. Where bad credit is the basis for rejection, mitigating circumstances may include: (i) a representative payer or other reliable third party who would take written responsibility for payment, or (ii) evidence that such poor credit was the result of a disability that is now under control, or (iii) evidence that credit problems were the result of other circumstances that no longer exist and there is reason to believe that applicant will now pay the rent promptly and in full. All relevant mitigating circumstances and factor will be clearly documented in the applicant's file.





An applicant's ability and willingness to pay rent must be demonstrated through an identifiable source of sufficient income to pay rent and prior rental history. The lack of credit history, as opposed to poor credit history, is not sufficient justification to reject an applicant. The management agent shall have the right to request information reasonably needed to verify the mitigating circumstances, even if such information is of a confidential nature (e.g. doctors' reports). If the applicant refuses to provide or give access to such further information the management agent may choose not to give further consideration to the mitigating circumstance.

**Prohibited Screening Criteria:** The Agent may not screen applicants for eligibility on the basis of the following:

- **Physical Examinations.** The Agent will not require physical examinations or medical testing as a condition of admission.
- **Meals and Other Services.** The Agent will not require tenants to participate in a meals program.
- **Donations or Contributions.** The Agent will not require a donation, contribution or membership fee as a condition of admission, except that cooperative housing projects may charge a membership fee. Owners may not require any payments not provided in the lease.
- **Disability Status.** Except as discussed earlier, it is unlawful to make an inquiry to determine if an applicant for a dwelling unit, a person intending to reside in that dwelling unit after it is rented or made available, or any persons associated with the applicant, has a disability, or to make inquiry as to the nature or severity of an identified disability.

### Application to Housing

The lottery application period will be announced publicly and coordinated by GA DCA. Applications will be accepted for a period not to exceed 30 days.

The application form:

- Solicits all the necessary information to determine program eligibility;
- Provides the opportunity to state the need or desire for an accessible unit;
- Provides notice of the right to a reasonable accommodation of a disability;
- Includes the Equal Opportunity logo and slogan, as well as the Accessibility logo, if required;
- Includes the non-discrimination statement; and
- Provides the opportunity to indicate eligibility for a preference.

Failure to respond to the Agent's reasonable requests for documentation or information to





process the application may result in withdrawal of an application from further processing. The Agent may make exceptions to the procedures described herein to take into account circumstances beyond the applicant's control, including medical problems or extreme weather conditions.

The Agent will offer aid to the applicant in completing the application, explain the tenant selection process, and explain the verification process with respect to preferences.

Every application must be completed and signed by the head of the household. Household members 18 years or older, including any live-in aide, must sign a release to conduct criminal, credit, and landlord history references, provided that credit information for live-in aide is not necessary because their income is not included in the household income calculation. Live-in aides are defined as a person who resides with a household member with a disability and who (a) provides necessary assistance in activities of daily living to such household member insofar as he or she requires such assistance on account of his or her disability; (b) is not obligated for support of the household member; (c) is paid for the fair value of such assistance; and (d) would not be residing in the unit except to provide such necessary assistance to the household member. All members of the household must be listed on the application form.

It is the policy of the Agent to guard the privacy of individuals in accordance with the Federal Privacy Act of 1974 and applicable state laws, and to ensure the protection of records maintained by the property concerning the applicants or tenants.

The Agent shall not disclose any personal information contained in its records to any persons or agencies other than authorized government agency unless the individual about whom information is requested has given written consent to such disclosure, or unless disclosure is otherwise in accordance with provisions in the state or federal privacy acts.

This privacy policy in no way limits the property's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for tenancy or to gather information to process reasonable accommodations requests under Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act.

The above policies in no way limit the right or duty of the Agent to report suspected abuse, neglect or other protective service or emergency reports. Additionally, such policies do not forbid management from sharing information in the public domain with relevant service or government agencies.

### **Rejection of Application**

Applicants not meeting all program or project eligibility requirements and/or not meeting the





screening criteria will be rejected. Written rejection notices will be mailed to applicants and will state the reason(s) for rejection and will notify the applicant that he/she has the right to respond to the owner/agent in writing or to request a meeting within 14 days to appeal the rejection. Additionally, the notice shall state that the applicant has the right to request a reasonable accommodation if the applicant believes that, with such an accommodation, the applicant would be eligible for admission and that the applicant was rejected for a reason arising from the applicant's disability.

### **Rejection Appeal Meetings**

Any meeting with the applicant to discuss the applicant's rejection will be conducted by an employee of the Agent who was not involved in the initial decision to deny admission. During these meetings, applicants will have the opportunity to provide additional supplemental information or documents relating to the reason(s) for rejection.

The Agent will send a written response to each applicant advising such applicant of the status of the application within 5 business days of the appeal meeting. Alternate formats for responding to an applicant with a disability will be provided upon applicant's request.

### **Application Processing**

Applications will be accepted only if they are completed on original GA DCA/Paths Management forms and bear the original signature of the head of household.

Applicants will be processed in strict compliance with GA DCA guidelines and requirements.

Applicants may submit applications in person at the site's management office, by mailing them to the site's management office, or in accordance with specific requirements of the site's re-marketing plan that will be stated in the outreach.

- In general, applications will be processed in accordance with the following steps: Review for completeness - Applications will first be reviewed for completeness. Incomplete applications will be returned to the applicant and will not be evaluated until the application is returned to the Agent with all required information.
- Preliminary determination of program ineligibility - Completed applications will be reviewed for income eligibility and compliance with any categorical eligibility requirements such as age or disability, if applicable. Applications determined ineligible,





pursuant to program guidelines, will be rejected in accordance with procedures outlined above.

- **Waiting list placement** - Once a fully completed application is determined to meet income eligibility requirements and the household composition is determined appropriate for a unit at the development, the applicant will be placed on the appropriate waiting list(s). Applicants eligible for accessible units may choose to be on lists for accessible and standard units. Assignment to a position on the waiting list will be based on this preliminary determination and will be formally verified as the applicant's name advances on the waiting list.
- **Formal verification** – If, after the preliminary determination of eligibility, the Agent determines that the formal verification of income, assets, or claimed priority status differs from the applicant's self-certification, the applicant may be:
  - Reassigned to another waiting list, i.e., smaller or larger bedroom size;
  - Reassigned to a different preference status; or
  - Determined to be ineligible.

**Population Served:** This development serves both family and elderly households.

### **Local Preferences**

The property will implement a local housing preference for those applicants who reside in DeKalb County at the time of application.

### **Other Preferences**

Applicants that have reasonable concern that there is a threat of imminent harm stemming from an incident of domestic violence, dating violence, sexual assault, or stalking and have documented these circumstances in accordance with VAWA requirements detailed in this plan will receive a processing preference for occupancy.

## **Wait List Management**

- The Agent will administer its waiting lists in accordance with GA DCA guidelines and policies.
- Waiting lists will be initially maintained as an electronic file and then migrated to a Yardi platform at GA DCA directions.





- Lottery:
  - The general public will be informed of the application lottery pursuant to GA DCA marketing requirements.
  - Applications for the lottery will be submitted online.
  - Applicants will be informed in writing of the cut-off date to submit all applications.
  - Applications will be date/time stamped upon receipt and assigned a reference number in chronological order.
  - Upon receipt of all applications after the cut-off date, pertinent household data will be recorded on an Excel spreadsheet.
  - This spreadsheet will be then electronically re-ordered to assign random waiting list numbers.
  - Each eligible applicant will be assigned a unique lottery/application number.
- Copies of waiting lists will be provided to GA DCA as required.
- Waiting lists will be organized by type of unit. "Type of unit" may be defined in several ways, including:
  - The number of bedrooms
  - The physical characteristics of the unit, such as accessible features.
  - The type of subsidy attached to the unit, such as project-based subsidy.
  - Units which are intended for occupancy by elderly persons.
- Each applicant must be placed on the appropriate waiting list(s) chronologically according to the assigned unique lottery/application number, which is computer-generated, within the applicable preference categories. Non-preference applicants shall be placed on the waiting list accordingly.
- The Agent's records will indicate the date the applicant is placed on the waiting list. All applicant file records, including the application, must be retained for a period of three (3) years.
- When an applicant pool is no longer adequate due to the closure of the waiting list, the list shall be re-opened in accordance with GA DCA guidelines
- Waitlist Notification
  - Initial Notification

The initial notification will be sent to residents based on their preferred method of contact (email, phone call, or mail), as indicated in their application. This initial notification informs them of their selection in the lottery and includes instructions for the next steps.

    - Email: An email will be sent to the resident informing them of their lottery





selection. The email will include basic information regarding the selection and direct them to schedule an in-person interview with the management office.

- Phone Call: A phone call will be made to the resident to personally notify them of their selection. During the call, the resident will be instructed to schedule an in-person interview with the management office.
- Certified Mail: A certified letter will be sent to the resident, informing them of their lottery selection. The letter will include basic information about the selection and direct them to contact the management office to schedule an in-person interview.

▪ **Response Deadline**

- Residents must respond within 15 days from the initial notification (via email, phone, or mail) to indicate whether they wish to proceed with the rental process.
- If the resident does not respond within the initial 15-day period, a second and final notification will be sent to them. The second notification will be sent via both email and certified mail to ensure the resident receives the notice.
- The final notice will include a 7-day deadline for the resident to respond. The letter and email will clearly state that failure to respond within this 7-day period may result in the forfeiture of their lottery selection.

▪ **Follow-up Email (After Response)**

Once the resident responds to the initial notification, a follow-up email will be sent to provide them with additional details and instructions. This email will ensure they have the necessary information to proceed with the next step.

## Conclusion

The Agent acknowledges that regulatory agencies may, from time to time, modify the requirements of their tenant selection regulation or policies. The Agent agrees that, upon reasonable notice, they will amend this plan to satisfy such changes.





**Attachment 1****Owner's Selection/Rejection  
Screening Criteria**

1. Inability or unwillingness to care for the unit.
  - Housekeeping standards that are not acceptable.
  - Damages caused by resident.
  - Unauthorized alterations.
  - Problems not reported to landlord for timely repairs.
2. Inability or unwillingness to pay rent in a timely manner.
  - Repeated late payments of rent.
  - History of nonpayment of rent.
  - History of other bad credit.
3. Inability or unwillingness to abide by the terms of our lease; some examples are:
  - Allowing unauthorized persons to live in residence.
  - Interfering with the right of quiet enjoyment of other tenants.
  - Providing false information.
  - Not able to control the behavior of all members of the household
  - Not recognizing the landlord's right to entry.
  - Not providing information necessary for processing.
4. History of drug abuse and other criminal activity, including but not limited to:
  - A household member evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction.
  - A household member currently engaged in illegal drug use.
  - Owner'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.
  - A household member is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal law, the Owner has established standards that prohibit admission to any Federally-assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program.
  - Owner determination that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
  - A household member is currently engaging in, or has engaged in drug-related criminal activity; violent criminal activity; other criminal activity that would threaten the health,





safety, or right to peaceful enjoyment of the premises by other residents; or other criminal activity that would threaten the health or safety of the Owner or any employee, contractor, subcontractor or agent of the Owner who is involved in the housing operations.





### **Owner's Selection/Rejection Screening Procedures and Documentation**

#### **1. Inability or unwillingness to care for the unit.**

**Procedure:**

- Contact previous landlords (possibly current landlord).
- Review credit bureau report for damages or judgments.

**Documentation:**

- Previous/current landlord verification form.
- Credit bureau report.

#### **2. Inability or unwillingness to pay rent in a timely manner.**

**Procedure:**

- Review latest six months' rent receipts, comparing to lease/rental agreement requirements.
- Contact previous/current landlords.
- Review credit history.

**Documentation:**

- Lease or rental agreement and rent receipts or canceled checks for most recent six months.
- Previous/current landlord verification form.
- Credit bureau report.
- Utility bills and receipts/canceled checks for most recent six months.

#### **3. Inability or unwillingness to abide by the terms of the lease.**

**Procedure:**

- Verify income and eligibility information.
- Conduct interview with all family members present.
- Contact previous/current landlords.
- Review credit history for judgments, etc.
- Conduct criminal background checks.

**Documentation:**

- Interview data sheet.
- Verification and other information.





- Credit and investigator's reports.

#### 4. History of drug abuse and other criminal activity.

##### Procedure:

- Interview applicant and family.
- Review public records.
- State sex offender registry.
- Conduct criminal background checks.
- Contact previous/current landlord.
- Contact shelters, caseworkers, etc. as indicated by applicant.

##### Documentation:

- Interview data record.
- Police/court records.
- Law enforcement agency.
- State sex offender registry information.
- Investigator's reports.
- Previous landlord statement (written or documented in writing by application processor).
- Individual's statements (written or documented in writing by application processor).
- Household members' statements (written or documented in writing by application processor).
- Record of conversations and/or statements from shelter workers, caseworkers, etc.










# Woodside Village PBV Waitlist MOU

Final Audit Report

2025-04-08

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