

Exhibit B-6 Waiting List Management

HUD Regulation – 24 CFR 880.603(b) (S8N Multifamily)

Determination of eligibility and selection of tenants. The owner is responsible for obtaining and verifying information related to income eligibility in accordance with 24 CFR part 5, subpart F, and evidence related to citizenship and eligible immigration status in accordance with 24 CFR part 5, subpart E, to determine whether the applicant is eligible for assistance in accordance with the requirements of 24 CFR part 5, and to select families for admission to the program, which includes giving selection preferences in accordance with 24 CFR part 5, subpart D.

(1) ... If no suitable unit is available, the owner will place the family on a waiting list for the project and notify the family of when a suitable unit may become available. If the waiting list is so long that the applicant would not be likely to be admitted for the next 12 months, the owner may advise the applicant that no additional applications are being accepted for that reason, provided the owner complies with the procedures for informing applicants about admission preferences as provided in 24 CFR part 5, subpart D.

AHFC Policy

1. NWA shall maintain an applicant waiting list that is ordered by date and time of application.
2. All other rules regarding opening and closing the waiting list will be the responsibility of NWA to specify in its operational manual.
3. AHFC will conduct a periodic waiting list review when it conducts other quality assurance measures to ensure that the waiting list is properly updated and applied in the applicant selection process.

1. Creating or Opening a List

HUD Regulation 24 CFR 882.513(b)

The PHA must maintain a waiting list for applicants for the Moderate Rehabilitation Program. This requirement may be met through the use of waiting lists for other subsidized housing programs such as the Existing Housing Program.

AHFC Policy

NWA will maintain and select all applicant families from the appropriate community-based or site-based waiting list.

2. Closing a List

HUD Regulation – 24 CFR 880.603(b) (S8N Multifamily)

(1) ... If the waiting list is so long that the applicant would not be likely to be admitted for the next 12 months, the owner may advise the applicant that no additional applications are being accepted for that reason, provided the owner complies with the procedures for informing applicants about admission preferences as provided in 24 CFR part 5, subpart D.

3. Archiving

NWA will archive waiting lists and supporting materials in accordance with HUD regulations and AHFC guidelines.

Numbered Memo

20-35 Adelaide Administrative Plan Updates