

## **Exhibit B-6 Waiting List Management**

### **HUD Regulation 24 CFR 880.603(b)**

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.

## **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.

## **1.A Public Notice**

### **AHFC Policy**

1. NWA will decide when to open a waiting list.
2. NWA will provide a minimum two week (14 calendar days) public notice prior to opening a waiting list when it is a limited time opening.
3. NWA may set a period for acceptance of applications, such as a number of days or weeks, depending on the anticipated number of applications needed.
4. NWA may choose not to accept applications in person at site locations when a waiting list reopens. NWA may choose one or all of the following

application submission requirements: 1) mailing; 2) drop-off at a designated location, 3) facsimile, or 4) on-line submission.

5. The public notice will provide details regarding any ranking criteria used to select applicants from a list.

## **1.B Organizing a List**

### **AHFC Policy**

An NWA waiting list will contain the following information.

1. Applicant name;
2. Date and time of application;
3. Qualification for any local preference;
4. Racial or ethnic designation of the head of household.

NWA may apply one of the following methods of ranking applications depending upon the number of applications needed and the number received. NWA may:

1. Apply a random numbering method to the entire list to rank each applicant and then choose the number of applicants that can reasonably be expected to be housed in the following 24 months; or
2. Rank applications for eligibility by date and time; or
3. Rank applications by a preference or combination of preferences and then by date and time of application; or
4. Rank applications for predefined income levels using date and time of application to meet income-targeting requirements.

## **2. Working a List**

NWA will develop a policy detailing how the waiting list will be generated and worked. 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.

## **3. Withdrawing an Applicant**

NWA will develop a policy describing the circumstances under which an applicant may be removed from the waiting list. The policy will include:

- When the waiting list may be updated or purged
- The circumstances under which an applicant may be reinstated to the waiting list

#### **4. Closing a List**

##### **HUD Regulation 24 CFR 880.603(b)(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.

##### **AHFC Policy**

1. NWA will decide when to close a waiting list.
2. NWA will provide a minimum two week (14 calendar days) public notice prior to closing a waiting list.

#### **5. Archiving**

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

#### **Numbered Memo**

21-20 Waiting List Opening/Closing Ads