

## **Exhibit 2-6 Waiting List Management**

### **HUD Regulation – 24 CFR 960.202**

(a) Selection policies, generally.

(1) The PHA shall establish and adopt written policies for admission of tenants.

(2) These policies shall provide for and include the following:

(iv) Objective and reasonable policies for selection by the PHA among otherwise eligible applicants, including requirements for applications and waiting lists (see 24 CFR 1.4), and for verification and documentation of information relevant to acceptance or rejection of an applicant, including documentation and verification of citizenship and eligible immigration status under 24 CFR part 5.

### **AHFC Policy**

1. AHFC complies with the regulations cited above in the creation and maintenance of its program waiting lists.
2. AHFC's waiting list procedures for Set-Aside programs may vary from those in this exhibit. See Chapter 11 and its exhibits for specific instructions.

## **1. Creating or Opening a List**

### **AHFC Policy**

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

### **1.A Public Notice**

### **AHFC Policy**

1. The Public Housing Director or designee will decide when to create or open a waiting list.
2. AHFC will provide a minimum two week (14 calendar days) public notice prior to opening a waiting list.
3. AHFC 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. AHFC may not accept applications in person at site locations when a waiting list reopens. AHFC 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.

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

1. Apply a lottery to the entire list to rank and then choose the number of applicants that can reasonably expected to be housed in the following 24 months; or
1. Screen applications for eligibility by date and time and application of any existing preferences or combination of preferences; or
2. Screen applications for predefined income levels using date and time of application to meet income targeting requirements.

### **1.B Merging Lists**

#### **HUD Regulation – 24 CFR 903.7**

What information must a PHA provide in the Annual Plan?

(b) A statement of the PHA's deconcentration and other policies that govern eligibility, selection, and admissions.

(2) Waiting List Procedures. The PHA's procedures for maintaining waiting lists for admission to the PHA's public housing developments. The statement must address any site-based waiting lists, as authorized by section 6(s) of the 1937 Act (42 U.S.C. 1437d(s)), for public housing. Section 6(s) of the 1937 Act permits PHAs to establish a system of site-based waiting lists for public housing that is consistent with all applicable civil rights and fair housing laws and regulations. Notwithstanding any other regulations, a PHA may adopt site-based waiting lists where:

- (i) The PHA regularly submits required occupancy data to HUD's Multifamily Tenant Characteristics Systems (MTCS) in an accurate, complete and timely manner;
- (ii) The system of site-based waiting lists provides for full disclosure to each applicant of any option available to the applicant in the selection of the development in which to reside, including basic information about available sites (location, occupancy, number and size of accessible units, amenities such as day care, security, transportation and training programs) and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types (e.g., regular or accessible) at each site;
- (iii) Adoption of site-based waiting lists would not violate any court order or settlement agreement, or be inconsistent with a pending complaint brought by HUD;
- (iv) The PHA includes reasonable measures to assure that adoption of site-based waiting lists is consistent with affirmatively furthering fair housing, such as reasonable marketing activities to attract applicants regardless of race or ethnicity;

- (v) The PHA provides for review of its site-based waiting list policy to determine if the policy is consistent with civil rights laws and certifications through the following steps:
- (A) As part of the submission of the Annual Plan, the PHA shall assess changes in racial, ethnic or disability-related tenant composition at each PHA site that may have occurred during the implementation of the site-based waiting list, based upon MTCS occupancy data that has been confirmed to be complete and accurate by an independent audit (which may be the annual independent audit) or is otherwise satisfactory to HUD;
  - (B) At least every three years the PHA uses independent testers or other means satisfactory to HUD, to assure that the site-based waiting list is not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist, and providing the results to HUD;
  - (C) Taking any steps necessary to remedy the problems surfaced during the review; and
  - (D) Taking the steps necessary to affirmatively further fair housing.

#### **AHFC Policy**

AHFC has established a mixture of site-based waiting lists and jurisdiction-based waiting lists.

### **1.C Organizing a List**

#### **AHFC Policy**

An AHFC waiting list will contain the following information.

1. Applicant name;
2. Family unit size (number of bedrooms for which family qualifies under PHA occupancy standards);
3. Date and time of application;
4. Qualification for any local preference;
5. Racial or ethnic designation of the head of household.

## **2. Working a List**

### **2.A Choosing a List Version**

#### **AHFC Policy**

1. AHFC will update the waiting list on a regular basis to assign waiting list positions.
2. AHFC will print a list when there are anticipated or available vacancies.

## 2.B Selection

### HUD Regulation – 24 CFR 960.206

Waiting list: Local preferences in admission to public housing program.

(c) Selection for particular unit. In selecting a family to occupy a particular unit, the PHA may match characteristics of the family with the type of unit available, for example, number of bedrooms. In selection of families to occupy units with special accessibility features for persons with disabilities, the PHA must first offer such units to families which include persons with disabilities who require such accessibility features (see §§ 8.27 and 100.202 of this title).

(e) Selection method.

(1) The PHA must use the following to select among applicants on the waiting list with the same priority for admission:

- (i) Date and time of application; or
- (ii) A drawing or other random choice technique.

(2) The method for selecting applicants must leave a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the PHA plan.

### AHFC Policy

1. AHFC will select and qualify applicant families to fully utilize its allocated budget.
2. AHFC will select as many families as needed to fill anticipated or available vacancies. A family is considered “selected” once an interview notification is sent to the family.
3. Once a family has been selected, AHFC will complete the eligibility process for that family.
4. If a family does not receive an offer of admission before the verifications in the file expire, the family will be returned to their place on the waiting list without penalty.

### 2.B.1. Date/Time

#### AHFC Policy

For those lists organized by date and time of application, AHFC will select applicants in the order they are listed on each bedroom size waiting list.

### 2.B.2. Lottery

#### AHFC Policy

For those lists organized by assignment of a random, lottery number, AHFC will select applicants in order of their lottery number.

### 2.B.3. Preferences

### HUD Regulation – 24 CFR 960.206

Waiting list: Local preferences in admission to public housing program.

(a) Establishment of PHA local preferences.

(1) The PHA may adopt a system of local preferences for selection of families admitted to the PHA's public housing program. The PHA system of selection preferences must be based on local housing needs and priorities as determined by the PHA. In determining such needs and priorities, the PHA shall use generally accepted data sources. Such sources include public comment on the PHA plan (as received pursuant to § 903.17 of this chapter), and on the consolidated plan for the relevant jurisdiction (as received pursuant to part 91 of this title).

**AHFC Policy**

For those lists with applicable preferences, AHFC will order families first by preference points and then by date and time of application.

**2.B.4. Targeted Admissions**

**AHFC Policy**

If selection of applicants by date and time of application is not sufficient to meet income targeting requirements, AHFC may choose to re-order its waiting lists for a program to serve extremely and very low income families first.

**2.C List Notations**

**AHFC Policy**

AHFC will document the status of each applicant family on the printed copy of the waiting list. Notations may include:

1. Applicants to be withdrawn due to failure to respond or meet eligibility requirements.
2. Applicants manually added to a list due to incorrect placement on another waiting list or factors that cause a family to be re-ranked. Any manual additions will be corrected electronically so that the applicant is correctly placed on the next generation of the waiting list.
3. Applicants requesting to be skipped due to family circumstances.
4. Notes regarding selection of particular families to meet income targeting or accessible unit needs.

## 2.D Applicant “Skip” Requests

### AHFC Policy

An applicant may request to be skipped for a specific time. Requests to be skipped on a waiting list must be based on reasonable mitigating or extenuating circumstances. Examples may include hospitalization, completion of a treatment program, a death in the family, short-term care of a family member outside the state, etc.

1. Skip requests are meant to be of short-term duration.
  - a. Local office staff may approve a skip request for 60 days or less.
  - b. Requests for more than 60 days must be approved by a supervisor or regional manager or designee.
  - c. Requests for more than 120 days must be approved by the Housing Operations Director.
2. When an applicant is skipped, it means that the applicant does not incur any penalty and may maintain his/her current waiting list position.
3. The applicant does not receive any “favored” placement on subsequent waiting lists and will be ranked according to the date/time of his/her application and any applicable preferences.

## 2.E Applicant Changes

### AHFC Policy

Applicants must provide AHFC with written notification of changes in family composition or mailing address. Applicants may provide unit accessibility needs verbally or in writing. AHFC will respond promptly to applicant changes.

## 2.F Exhausting a List

### AHFC Policy

If the number of applicants on a waiting list are insufficient to fill available or anticipated vacancies, AHFC will process existing applicants’ eligibility before proceeding to a new version of a list.

## 3. Withdrawing an Applicant

### HUD Regulation – 24 CFR 960.208(a)

The PHA must promptly notify any applicant determined to be ineligible for admission to a project of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination.

### AHFC Policy

AHFC will withdraw an applicant from a list:

1. If any notice or appointment letter to the applicant is returned by the postal service unopened or as undeliverable.
2. If an applicant requests to be withdrawn.
3. If an applicant declines an offer of assistance.
4. If an applicant reports changes that make the applicant ineligible for that list.
5. If an applicant fails to submit required verifications or attend an eligibility appointment.
6. During the period a family is receiving rental assistance, they may not apply to the same community's public housing waiting list from which they were housed.

### **3.A Waiting List Updates**

#### **AHFC Policy**

1. AHFC will mail waiting list update letters to applicants on an as needed basis.
2. Update letters will specify a response deadline date.
3. Failure by an applicant to respond will result in withdrawal of the applicant from the waiting list.
4. AHFC will not send further notification to an applicant when an applicant is withdrawn for failure to respond.

### **3.B Application Reinstatement**

#### **AHFC Policy**

1. An applicant may request reinstatement to a waiting list within a reasonable time from the date of withdrawal.
2. Requests for reinstatement must be based on reasonable mitigating or extenuating circumstances.
3. If an applicant is reinstated, AHFC will use the applicant's original date and time of application when returning the applicant to a waiting list.

## **4. Closing a List**

#### **AHFC Policy**

1. The Public Housing Director or designee will decide when to close a waiting list.
2. AHFC will provide a minimum two week (14 calendar days) public notice prior to closing a waiting list.
3. Once a list is closed, AHFC will not accept applications for that list.

## **5. Archiving**

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

### **Numbered Memo**

20-27 Exhibit 2-6 Waiting List Management