

## **Exhibit 5-1 Unit Offers**

### **HUD Regulation - 24 CFR 960.407**

Selection preference for mixed population developments. (a) The PHA must give preference to elderly families and disabled families equally in determining priority for admission to mixed population developments. The PHA may not establish a limit on the number of elderly families or disabled families who may be accepted for occupancy in a mixed population development.

### **Alaska Statute - AS 18.80.240**

Unlawful practices in the sale or rental of real property. It is unlawful for the owner, lessee, manager, or other person having the right to sell, lease, or rent real property

(1) to refuse to sell, lease, or rent the real property to a person because of sex, marital status, changes in marital status, pregnancy, race, religion, physical or mental disability, color, or national origin; however, nothing in this paragraph prohibits the sale, lease, or rental of classes of real property commonly known as housing for "singles" or "married couples" only;

(2) to discriminate against a person because of sex, marital status, changes in marital status, pregnancy, race, religion, physical or mental disability, color, or national origin in a term, condition, or privilege relating to the use, sale, lease, or rental of real property; however, nothing in this paragraph prohibits the sale, lease, or rental of classes of real property commonly known as housing for "singles" or "married couples" only;

### **AHFC Policy**

AHFC will offer units in accordance with Fair Housing guidelines. Families will also be selected for units of appropriate size based on AHFC's Occupancy Standards.

## **1. Unit Offer Order**

### **HUD Regulation - 24 CFR 945.303(e)**

Appropriateness of dwelling unit to family size. This part may not be construed to require a PHA to offer a dwelling in a designated project to any family who is not of appropriate family size for the dwelling unit. The temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family size.

### **HUD Regulation – 24 CFR 960.206**

(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).

(d) Housing assistance limitation for single persons. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a resident family may not be provided a housing unit with two or more bedrooms.

(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.

### **HUD Regulation – 24 CFR 960.407**

Selection preference for mixed population developments. (b) In selecting elderly families and disabled families to occupy units in mixed population developments, the PHA must first offer units that have special accessibility features for persons with disabilities to families who include persons with disabilities who require the accessibility features of such units (see §§ 8.27 and 100.202 of this title).

### **AHFC Policy**

AHFC will balance the needs of applicants on a waiting list with the needs of current residents requiring or requesting a transfer. See the Transfer Policy exhibit for the prioritization of unit offers. AHFC will offer units to applicants as follows:

1. The first qualified applicant in sequence on the waiting list (regardless of family size) is made one offer of a unit of appropriate size and type.
2. The applicant must accept the vacancy offered or provide good cause for refusal of the unit.
3. An applicant who provides good cause for refusing a unit may receive a second unit offer, if available, or be placed in the “pool files”.
4. An applicant who refuses the offer of a second unit will be withdrawn from the waiting list.

## **2. Determining Family Needs**

Each AHFC location may choose to use a set of basic questions to determine family needs when a variety of unit locations or features are available.

## **3. Unit Offers**

If multiple units are available, AHFC will consider a family's needs (see above) when extending a unit offer.

### **AHFC Policy**

1. AHFC will house families expeditiously.
2. AHFC will not hold units for families.
3. AHFC will extend unit offers to qualified applicants as follows.
  - a. In person, if the family is present in the office at the time of eligibility.
  - b. By telephone.
  - c. By email or text message.
  - d. By mail if the family does not have any other method of contact.

Once a verbal, text, or email offer has been made, the family has until the close of business on the following day to accept or decline the unit. If the unit is offered by mail, the family has five (5) calendar days from the date of the offer letter to respond.

### **3.A Unit Acceptance**

If a family accepts the offer of a unit, AHFC will schedule the pre-occupancy briefing to coincide with the availability of the unit. See the Pre-Occupancy Briefing chapter for information.

### **3.B Unit Rejections**

A family may decline a unit offer for good cause. A second rejection will result in the removal of the family from that waiting list.

### **3.C No Unit Available**

The absence of an available unit for a family does not constitute a rejection. Applicant files that are not offered a unit are returned to the waiting list with the original date and time of application.

#### **4. Documentation**

AHFC will document unit offers and archive these in accordance with Applicant Archiving procedures.

#### **Numbered Memo**

17-29 Exhibit 5-1 Unit Offers