

9.0 MANAGING THE WAITING LIST

9.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

9.2 *ORGANIZATION OF THE WAITING LIST*

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, score, and then in order of date and time of application; and
- C. Any contacts between the Housing Authority of the City of Moultrie and the applicant will be documented in the applicant file.

9.3 *FAMILIES NEARING THE TOP OF THE WAITING LIST*

When a family appears to be within 30 days of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority of the City of Moultrie must notify the family in writing of this determination and give the family the opportunity for an informal review.

9.4 *PURGING THE WAITING LIST*

The Housing Authority of the City of Moultrie will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Housing Authority of the City of Moultrie has current information, i.e. applicant's address, family composition, income category, and preferences.

9.5 *REMOVAL OF APPLICANTS FROM THE WAITING LIST*

The Housing Authority of the City of Moultrie will not remove an applicant's name from the waiting list unless:

- A. The applicant requests that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 *MISSED APPOINTMENTS*

All applicants who fail to keep a scheduled appointment with the Housing Authority of the City of Moultrie may be sent a notice of termination of the process for eligibility.

The Housing Authority of the City of Moultrie may allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Housing Authority of the City of Moultrie will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.7 *NOTIFICATION OF NEGATIVE ACTIONS*

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of the City of Moultrie, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of the City of Moultrie system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority of the City of Moultrie will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

PREFERENCES

The Moultrie Housing Authority will select families based on the date and time of their application, within each bedroom size category, base on our local housing needs and priorities.

- A. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared by Local Governing Officials or otherwise formally recognized pursuant to State and Federal Disaster Relief Laws.**
- B. Applicants living in Colquitt County with an adult family member enrolled in an employment training program, currently working twenty (20) or more hours a week, or attending school on a full-time basis. This preference is extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work or unemployment.**
- C. Applicants currently not living in Colquitt County with an adult family member enrolled in an employment training program, currently working twenty (20) or more hours a week, or attending school on a full time basis. This preference is extended equally to all elderly families and all families whose head or spouse is receiving income based on their inability to work.**
- D. Applicants living in Colquitt County**
- E. Applicants not living in Colquitt County.**
- F. All other applicants.**

Moultrie Housing Authority reserves the right to make adjustments to the waiting list in such cases that require judgment beyond the defined preferences in the current Admissions and Continued Occupancy Policy.

All adjustments require the approval of the Executive Director and can be made only in cases where special needs or unforeseen circumstances arise.

The residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

Based on the above preferences, all families in preference A will be offered housing before any families in preference B; all families in preference B will be offered housing before any families in preference C; all families in preference C will be offered housing before any families in preference D; and , all families in preference E will be offered housing before any families in preference F.

The date and time of application will be noted and utilized to determined the sequence within the above-prescribed preferences

Not withstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

In the case of a federally declared disaster, the Moultrie Housing Authority reserves the right for its Executive Director to suspend its preference system for whatever duration the Executive Director feels is appropriate and to admit victims of the disaster to a program instead of those who would be normally admitted. Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing.

- 10.1 ACCESSIBLE UNITS:** Accessible units will be first offered to families who may benefit from the accessible features. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8