

HOMEOWNERSHIP PROGRAM

Chapter 9 –Waiting List Management for Homeownership Program

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Chapter 9 –Waiting List Management Policy for the Homeownership Program

9.1 Homeownership Waiting List Management Policy Statement

Pursuant to the Native American Housing Assistance and Self-Determination Act of 1996, as amended (“NAHASDA”), the Duck Valley Housing Authority (“DVHA”) shall maintain a written waiting list for all eligible applicants who have applied for a specific housing program. The DVHA administers the Homeownership Program for eligible enrolled members of the Shoshone-Paiute Tribes.

It is the policy of the DVHA to allow applicants to apply for more than one program. Each housing program has separate waiting lists. Applicants that have provided all the required information and are found to be eligible after third party verification, will be placed on the program waiting list(s) they request. Incomplete applications will not be accepted. Applicants that are not eligible will be notified in writing of the reasons for ineligibility for participation in the DVHA Homeownership Program.

9.2 Management of Waiting Lists

9.2.1 The waiting lists shall be date stamped and updated on at least a monthly basis. Selection is by date received subject to an applicant meeting all eligibility requirements (*see* Ch. 10, Homeownership Selection).

9.2.2 DVHA shall notify the Applicant that she/he has been added to the Waiting List and the Applicant may be advised of their position on the list, upon request.

9.2.3 Each applicant will be responsible for keeping the DVHA informed as to any changes regarding their current address, contact information, changes in family composition, financial status, and any other requirement that is necessary to updating their application. Failure to update their application with current information every 12 months will be grounds for removal from the waiting list.

9.2.4 The DVHA will re-verify each applicant’s eligibility based on the updated information at the time they are selected for an available unit. The applicant must be eligible at the time of admission.

9.2.5 When a unit becomes available the next eligible family on the waiting list that meets all eligibility criteria will be notified of the vacancy. The family will be given ten (10) business days to accept or reject the unit.

9.2.6 If the Applicant fails to respond within this timeframe or rejects the unit they will maintain their position on the waiting list and the next eligible family will be notified and given the same opportunity to accept or reject the unit.

9.2.7 The Applicant that rejected the unit the first time will be given one more opportunity to accept or reject the next available unit. If they reject both offers, this will constitute two refusals and the family will be moved to the bottom of the waiting list. The date of the final refusal or failure to respond will become their new application date.