Procedure for Opening and Closing the Waiting List

# General

1. Keeping the entire public housing or voucher waiting list open when an applicant's average wait exceeds two years consumes an excessive amount of staff time and gives applicant families unrealistic expectations.

2. PHA is permitted to close all or a part of their waiting lists, depending on factors such as their turnover rate, existing vacancy patterns, and the way preferences are structured in their Admissions and Continued Occupancy Policy.

# Sub-Lists (public housing and project-based voucher properties)

1. In practice, the public housing waiting list is divided into sub-lists by apartment size and type and income tiers (Lower Income, Very Low Income and Extremely Low Income) as follows

1. Designated elderly buildings have waiting lists broken down by apartment size (number of bedrooms) Note: Only elderly (Head of Household or spouse 62 or older) families may be housed at these buildings
2. Mixed population buildings have waiting lists broken down by apartment size (number of bedrooms) Note: Elderly and disabled single persons have a priority for admission to these buildings over single persons who are not elderly or disabled.
3. Accessible and adaptable apartments have community-wide lists, broken down by apartment size (number of bedrooms). Note: These apartments are to be leased first to current residents and second to applicants who most need the accessibility features of the apartments.
4. General occupancy apartments for families and persons with disabilities who do not require accessible apartments, are broken down by apartment size (number of bedrooms).
5. Within each of these property and unit types the list is then divided by applicant income Tiers, then preferences, and finally date and time of application/ application number.

 2. The Section 8 Housing Choice Voucher waiting list is not divided into sub-lists but is maintained in order by the preferences and then date and time of application or application number as set forth in the Administrative Plan.

**When a List or Sub-List may be Closed**

1. A list or sub-list may only be closed if there are sufficient applications in the top preference category to fill projected vacancies for one year.
2. It is permissible to have only preference lists open, to close lists by bedroom size, by apartment type (elderly, non‑elderly), or by property (PVC) etc.
3. PHA will use the following method to determine whether the waiting list(s) may be partially or completely closed. PHA may elect to close lists by property (site-based lists only), by type (elderly or non‑elderly) or by bedroom size or any combination of these factors.
4. The waiting list for accessible and adaptable apartments will never be closed

**How to Determine When the Waiting List May Be Closed**

1. Staff will compute the average number of move‑outs per year by type and size of apartment over the past two years.
2. The waiting list is then examined to determine how many applicants there are already in the preference categories in PHA's preference system (in PHA's ACOP and Administrative Plan), and the category of preferences for which applicants qualify.
3. If the number of applicants in the preference categories is less than the average number of move‑ins per year, the waiting list may not be closed.
4. If the number of applicants in preference categories is equal to or greater than the average number of move‑ins per year, the waiting list may be closed because the average wait of a new applicant would be more than one year.
5. At any point after the waiting list has been closed, if the number of applicants drops below the average number of move‑ins per year, PHA will reopen the waiting list and begins to take new applications.
6. PHA may elect to accept applications only from individuals who qualify for preference categories.
7. When the waiting list is to be closed or re‑opened, a sign will be placed in the lobby and an advertisement will be placed in all newspapers used to make PHA’s announcements including non-English print media if appropriate for the eligible population of the area.
8. The sign and ad will indicate which waiting lists are affected (By program, type, location and bedroom size) and what restrictions apply (e.g. Preference holders).
9. All signs and advertisements must comply with PHA’s **Procedure for Affirmative Marketing**.
10. All advertisements will be made in English and other languages as dictated by the needs of the local market area.
11. When the waiting list is closed, PHA will not maintain a list of individuals who wish to be notified when the waiting list is re-opened.