

HOUSING ORGANIZATION ACTIVITIES

1 ELIGIBILITY AND REGISTRATION

- Review *Standards and Guidelines with Indicators*
- Review *Accreditation Readiness Survey*
- Determine organization support for accreditation
- Submit *Eligibility Determination Form*
- Appoint Accreditation Coordinator
- Complete *Accreditation Readiness Survey*
- Submit *AHA Board Registration for Candidacy Form*
- Submit Pre-Candidate Fee

2 ACCREDITATION APPLICATION

90 DAYS WITH MAX /30 DAY EXT

- Complete Accreditation Coordinator Training
- Establish Accreditation Committee
- Review Accreditation Application with Committee
- Prepare narratives and compile supporting evidence utilizing *Narrative Guidance, Standards and Guidelines with Indicators* and *Common Documentation*
- Upload completed application and supporting evidence to AHA Board provided link

3 ACCREDITATION REVIEW AND SITE VISIT

90 DAYS WITH MAX /30 DAY EXT

- Pay review and site visit fee
- Plan and establish site visit agenda, dates and times collaboratively with AHA Board staff
- Respond to pre-site visit review questions
- Complete site visit per agenda
- Submit evaluation of accreditation experience
- Submit comments regarding Organization Review Team report

4 ACCREDITATION DECISION

QUARTERLY AHA BOARD OF DIRECTOR MEETINGS

AFFORDABLE HOUSING ACCREDITATION ACTIVITIES

- 1 • Provide consultation via phone or email per Housing Organization request
- Review *Eligibility Determination form*
- Confirm eligibility with Housing Organization
- Review *Registration for Candidacy Form*
- Inform Housing Organization of accreditation timelines upon acceptance of *Registration of Candidacy*
- Open link for Housing Organization submission
- Assign Accreditation Specialist

- 2 • Provide consultation via phone or email per Housing Organization request
- Review Application for completeness
- Establish Organization Review Team

- 3 • Review Application responses, narratives and evidence¹
- Plan and coordinate site visit with Accreditation Coordinator
- Compile pre-site visit questions¹
- Conduct site visit to include entrance conference, tours, interviews and exit conference¹
- Compile Summary Findings report for verbal feedback at exit conference¹
- Complete Organization Review Team Report for AHA Board of Directors review and evaluation¹

- 4 • Review Application responses, narratives and evidence¹
- Determine Accreditation decision
- Communicate decision to Housing Organization
- Monitor Annual Accreditation Report
 - Accredited Organizations: Submit Accreditation Report every 12 months for 5 years
- Develop action plan for organizations not accredited
 - Organizations Not Accredited: Submit additional information within 9 months according to Action Plan