



What Should I Expect from the Accreditation Process?

This guidance takes you through a typical timeline to achieve accreditation.

Affordable housing accreditation is a self-evaluation of your organization's overall management of its operations. Accreditation reviewers look at the documentation you've compiled during this self-evaluation to determine and verify if you are meeting the 8 industry standards and 47 guidelines.

Accreditation Activities Pre-Registration:

- Discuss interest in accreditation with Board members and senior staff.
- Form Accreditation Committee and appoint Accreditation Coordinator.
- The Accreditation Coordinator can download the Accreditation Coordinator Manual: <https://housingaccreditation.org/wp-content/uploads/2017/07/AHAB-Accreditation-Coordinator-Manual-2019.pdf>
- Review Preparing for Accreditation Video: https://www.youtube.com/watch?v=YzaOpgsN_IM&t=2s
- Review Tips for compiling documentation and writing narratives: <https://housingaccreditation.org/wp-content/uploads/2017/07/Narratives-and-Documentation.pdf>

Scenario for a January 1st date to begin your process for becoming accredited

January 1st (Day One):

Register for Accreditation on our website:

<https://housingaccreditation.org/resources/>

January 1 – March 30 (90 calendar days):

- Work on your accreditation narratives and upload documentation per the Accreditation Coordinator Manual.
- Review the sample site visit schedule and tailor it to your organization. Share and discuss dates with AHAB reviewers for site visit travel planning.
- Site visits include talking with staff, board members, observing a board meeting, and talking with residents and community stakeholders.
- Two external participant meetings with AHAB reviewers will be scheduled during the site visit – one to talk with residents, and one to talk with community stakeholders. These meetings last

approximately 60-90 minutes. Reach out to residents and community stakeholders who may be able to participate in these meetings.

March 30 – April 20 (21 calendar days):

- AHAB Reviewers confirm site visit logistics and dates with you to take place in approximately 30 days.
- AHAB Reviewers take approximately 2-3 weeks to review your application.
- AHAB Reviewers communicate what additional information may be needed on site or prior to site visit occurring.

May 1-4 (2-3.5 calendar days):

- Site visit occurs with verbal report out of observations.

May 5-30 (14-21 calendar days):

- AHAB Reviewers compile draft final report and send to applicant organization for identification of any errors or omissions.

May 30-June 7 (7 calendar days):

- Applicant organization reviews draft report and sends any edits for errors or omissions.

June 7:

- AHAB CEO sends Final Report to AHAB Board of Directors for review
- AHAB Board of Directors puts Applicant Organization on Agenda for next quarterly meeting.
- **The AHAB Board meets January, April, August and November of each year.**
- **Final reports completed within three weeks prior to a quarterly board meeting will be placed on that upcoming meeting agenda.**