

HOUSING ORGANIZATION ACTIVITIES

1 REGISTRATION - Day 1

- Review *Standards and Guidelines with Indicators*
- Determine organization support for accreditation
- Appoint Accreditation Coordinator
- Submit *Registration Form*

2 ACCREDITATION APPLICATION - 30 to 60 days

- Download the Accreditation Coordinator Manual
- Delegate up to 8 additional staff to help with narratives
- Prepare narratives and compile supporting evidence utilizing *Narrative Guidance, Standards and Guidelines with Indicators* and *Common Documentation*
- Upload completed application and supporting evidence into the online portal

3 ACCREDITATION REVIEW AND SITE VISIT - 14 days

- Plan and establish site visit agenda, dates and times collaboratively with AHAB staff
- Complete site visit per agenda
- Submit evaluation of accreditation experience
- Submit comments regarding Organization Review Team report

4 ACCREDITATION DECISION - 14 days after Final Report *AHAB DIRECTOR MEETING*

AFFORDABLE HOUSING ACCREDITATION ACTIVITIES

- 1 • Provide consultation via phone or email per Housing Organization request
- Open portal for Housing Organization submission
 - Provide orientation to navigating the portal

- 2 • Provide consultation via phone or email per Housing Organization Request
- Review Application for completeness
 - Appoint Peer Review Team

- 3 • Plan and coordinate site visit with Accreditation Coordinator
- Review all narratives and documentation
 - Conduct site visit to include entrance conference, interviews and exit conference
 - Complete Organization Final Report for Organization review for errors and omissions

- 4 • Determine Accreditation decision
- Communicate decision to Housing Organization
 - AHAB sends out press release
 - AHAB provides accreditation badge to Housing Organization
 - AHAB monitors Annual Accreditation Report