

HOUSING ORGANIZATION ACTIVITIES

1 REGISTRATION - Day 1

- Review *Standards and Guidelines with Indicators*
- Appoint Accreditation Coordinator & Form Team
- Submit *Registration Form*
- Pay *Pre-Candidacy Fee*
- Download the Accreditation Coordinator Manual

2 ACCREDITATION APPLICATION - 30 to 60 days

- 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
- Respond to completion of application questions

3 ACCREDITATION REVIEW AND SITE VISIT - 14 days

- Establish site visit agenda, dates and times collaboratively with AHAB
- Respond to pre-site visit review questions
- Complete site visit per agenda
- Submit evaluation of accreditation experience
- Submit comments regarding Organization Review Team report
- Pay *Site Visit & Review Fee*

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

- *Annual Accreditation Fee* due in October

AFFORDABLE HOUSING ACCREDITATION ACTIVITIES

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

- 2 • Provide consultation via phone or email per Housing Organization Request
- Review Application for completeness
- Establish and Prep Organization Review Team
- Notify you when the application is considered complete

- 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 • AHAB Board meets and determines accreditation decision
- Communicate decision to Housing Organization
- AHAB sends out press release
- AHAB provides accreditation badge to Housing Organization
- AHAB monitors Annual Accreditation Report