

Example

Set-Aside Reassignment Policy and Procedure

Assigning Lower Set-asides

- Management will inform applicants and current residents of the specific set-asides in place at their property, and notify them of the option to apply for lower set-asides.
- Approved applicants may be housed in the available unit of their choice for which they meet the minimum and maximum income requirements. Applicants may opt to remain on waitlist until a lower set-aside becomes available.
- Existing Residents will be informed of the option to put their name on the waitlist(s) for the next available lower set-aside(s) of their choice.
- When Residents come to the top of the waitlist and a lower set-aside for same bedroom size is available, an Initial Certification will be required to confirm they qualify for the new set-aside.
- Upon compliance approval systems will be updated to reflect the program swaps and the resident and accountant will be notified of the new rent amount

Assigning Higher Set-asides

- Households whose income rises in place in excess of 140% of the current income limit after move-in will be placed on a list for the next available higher set-aside.
- When the household comes to the top of the list for the next higher set-aside, management will confirm current income level and reassign the set-asides according to bedroom size and income. The resident and accountant will be given appropriate notice of the rent increase.