



AGENDA MEMO

SUBJECT: **Waitlist Drawing Procedure**

MEETING DATE: **4/7/2025**

STAFF CONTACT: **Anne Chase**

Overview:

The Silverton Housing Authority Adopted Section 200: SJDA Homeownership Program into the Silverton Affordable Housing Guidelines on February 10th, 2025. This program governs the property at 735 Martha Rose Street in the Anvil Mountain Subdivision including ownership and use requirements and sale procedures. On March 25, 2025, the current owner, 9318 Development Ventures, San Juan County and the Silverton Housing Authority filed an Affordability Covenant on the property. The Housing Authority will be responsible for enforcing the covenants. According to the Silverton Affordable Housing Guidelines (SAHG) and the Affordability Covenants filed at Reception No.155850, the property must be sold to a household earning less than 80% Area Median Income according to the procedures outlined in the SJDA Homeownership Program Sections of the SAHG.

The Application Period for this 2025 Waitlist Drawing was duly noticed in the Silverton Standard 21 days prior to the closing of the Application Period. The Silverton Housing Authority accepted applications from February 11th, 2025, until March 11th, 2025, and received a total of four applications. After reviewing for completeness, income verification, and bonus entry qualification, all four applicants were admitted into the Waitlist Drawing and received the maximum number of entries of four each, see Applicant List below. Applicants were assigned Applicant ID Numbers during the application process for privacy matters. To learn more about the application process, qualification standards, and ownership use requirements, you may review the Silverton Affordable Housing Guidelines Section 200 [here](#).

The Silverton Housing Authority received no appeals, grievances or accommodation requests prior to the March 31st deadline concerning the 2025 SJDA Homeownership Program Waitlist Drawing. The Waitlist Drawing will be conducted according to the Waitlist Drawing Procedure in Section 204: Waitlist Creation and Management Procedure of the Silverton Affordable Housing Guidelines (see below).

The Silverton Housing Authority received one volunteer for the Third-Party Waitlist Drawing Supervisor and they confirmed they are not associated with the Silverton Housing Authority, Town of Silverton, San Juan Development Association or aware of anyone who has applied to the Waitlist Drawing at the time of volunteering.

Motion or Direction:

Motion to approve the Official Applicant List for the 2025 SJDA Homeownership Program Waitlist Drawing.



OFFICIAL APPLICANT LIST

2025 SJDA Homeownership Program Waitlist Drawing

April 7, 2024

Applicant ID	Application Status	Number of Entries
MR25-37	Accepted	4
MR25-53	Accepted	4
MR25-28	Accepted	4
MR25-72	Accepted	4

The Silverton Housing Authority will conduct a Waitlist Drawing during the April 7th, 2025, Special Meeting following the procedures of the Silverton Affordable Housing Guidelines.

The Silverton Housing Authority did not receive any appeal or grievance applications prior to the April 7th, 2025, Special Meeting for the 2025 SJDA Homeownership Program Waitlist Drawing.

Issued on March 18th, 2025, by:

Anne Chase, Director

Approved on April 7, 2025, by the Silverton Housing Authority Board:

Dayna Kranker, SHA Chair

Attest: Melina Marks, Secretary

Section 204: WAITLIST CREATION AND MANAGEMENT PROCEDURE

204.1 Definitions:

1. **Waitlist** - The order in which Applicants are ranked to be considered for the opportunity to purchase a housing unit.
 - a. Admission to the Waitlist does not constitute an official offer, nor does it create any right or expectation that the Applicant will be eligible to purchase a Housing Unit. Placement on the Waitlist is solely for the purpose of determining potential future consideration and does not guarantee that the Applicant will be offered the opportunity to purchase a Unit. All offers to purchase are subject to availability, eligibility requirements, and compliance with applicable laws, policies, and procedures. Inclusion on the Waitlist is not a commitment by the Housing Authority to provide or offer housing.
2. **Waitlist Drawing** – Applications will be randomly selected through the following procedure in Section 204.2 to determine the order of Applicant placement on the Waitlist.
3. **Applicant List** – An official list of the status of Applicants by their Applicant ID Number duly noticed in the Waitlist Application Drawing Public Notice.
4. **Unaffiliated Third-Party Supervisor** - An individual or entity that has no direct or indirect affiliation with the Silverton Housing Authority, Town of Silverton, San Juan Development Association, or San Juan County, this includes current or former employees, board members, or immediate family members of such individuals. Responsibilities include supervising the Waitlist Drawing to ensure fairness in the administration of the Waitlist Drawing Procedure.

204.2 Waitlist Drawing Procedure

- A. The Waitlist Drawing must be conducted at a duly noticed public meeting of the Silverton Housing Authority.
- B. The meeting must meet Board quorum in addition to the presence of the SHA Chair or designee, the SHA Secretary or designee, one SHA Staff member, and one unaffiliated third-party to be present to witness the entire process and verify the assignment of entries to each Applicant and that each Applicant's entry(ies) is entered into the entry container.
 - i. Unaffiliated third-party: an individual or entity that has no direct or indirect affiliation with the Silverton Housing Authority, Town of Silverton,

San Juan Development Association, or San Juan County. This includes current or former employees, board members, or immediate family members of such individuals.

- C. The SHA Board shall make a motion to approve, or to approve with conditions, the Applicant List prior to the assignment of entries.
- D. Upon Board approval of the Applicant List, the SHA Secretary or designee shall assign one or more entry numbers to each Applicant, as specified in the adopted Applicant List. Each assigned entry number will be added to the entry container as it is assigned.
- E. The entry container shall be solid and non-transparent, and entries shall be sufficiently mixed.
- F. After the SHA Chair or designee, SHA Secretary or designee, and the unaffiliated third party verify that all entries have been placed in the entry container, the unaffiliated third party shall thoroughly mix the entries and then draw them one at a time. The order in which entries are drawn will determine the Waitlist order. If an Applicant has multiple entries, only the first entry drawn will determine their placement on the Waitlist. Any additional entries for that Applicant will be recorded but will not affect the Waitlist order. The drawing process shall continue until all entries have been drawn from the entry container.
- G. The official Waitlist shall be posted on the front door of the Silverton Town Hall immediately following the adjournment of the SHA Board meeting and shall remain posted for a minimum of twenty-four (24) hours. Within twenty-four hours of the Waitlist Drawing, SHA Staff shall notify Applicants of their Waitlist position via email in the order established by the Waitlist.

204.3 Waitlist Management

- A. The Waitlist shall be maintained in accordance with the following guidelines:
 - 1. The Waitlist shall be of public record of the Silverton Housing Authority;
 - 2. Applications shall be permanent files;
 - 3. All communication between SHA Staff and Applicants shall be documented in the Applicant file.
 - 4. All Applications will be maintained in the order of the Waitlist.
- B. **Waitlist Implementation and Termination** – When the Property appears to be within ninety (90) days of the desired closing date, SHA Staff will contact and direct the Applicant in the first position of the Waitlist to complete the Buyer Approval Process.

1. **Buyer Approval Process:**

- i. Completion of the Income Verification process of Section 104, if it has not been completed within the past thirty (30) days, to confirm or deny Income Qualification for the Property.
- ii. Obtaining a Prequalification letter from mortgage lender if applicable or showing proof of available funds to purchase the property.
- iii. If an Applicant passes the Income Verification Process or mortgage Prequalification / proof of funds, the Applicant will formally be offered the Property for purchase. If Applicant does not pass the Income Verification Process or mortgage prequalification / proof of funds, the Applicant will be removed from the Waitlist and the next Applicant on the Waitlist will begin the Buyer Approval Process.
- iv. Reasonable Accommodation: Applicants may request a reasonable accommodation in accordance with the Americans with Disabilities Act if they require modifications to the Buyer Approval Process. Requests for accommodation must be submitted to the Silverton Housing Authority Staff upon initiation of the Buyer Approval Process, who will review and determine accommodation.

2. **Waitlist Termination** - Upon Sale of the Property, the Waitlist will be terminated and the remaining Applicants on the Waitlist will be notified of such termination. The Waitlist for the SJDA Homeownership Program is non-transferable to other SHA Housing Programs.