



KOAE LOTTERY PROCEDURES

LOTTERY DRAWING – ~~June 24, 2019~~ **JULY 1, 2019**

Accepting/Verifying Complete Applications

Mark Development (“MDI”) will review applications for completeness and eligibility, as stated in the Tenant Selection Plan. The applicant will be notified if the application is accepted, denied or if additional information is required, within 10 days of the date the application was submitted. Accepted applications will be sent a confirmation letter by mail, stating the application has been accepted along with the application number, also referred to as a household ID number.

Lottery Drawing and List

MDI will use a computer-generated random lottery to rank all complete and eligible applications with no regard for the various preference pools.

The list of all complete and eligible applications sorted by lottery rank number constitutes the general lottery pool. Several additional lists will be created for applicants who qualify for specific preferences, sorted by lottery rank number, lowest number to highest number (i.e. there is no separate drawing for each pool, applicants receive only one lottery rank number which determines their position on each preference list.)

There will be 4 total pools. (See Attachment 1 for an example)

- General Lottery Pool – this will feature all eligible applicants and identify their lottery rank
- Preference 1 Pool [only Persons working in the Koloa Tax map, ranked in lottery order]
- Preference 2 Pool [only Persons living on the island of Kauai, ranked in lottery order]
- Preference 3 Pool [only Residents of the state of Hawaii, ranked in lottery order]

****Applicants with a Housing Choice Voucher have priority within each Preference Pool****

Selections will be made beginning with the applicant with the lowest lottery rank number in the first preference pool, moving through that list before proceeding to the next preference pool.





MDI shall publish the final lottery list including the lottery rank assigned to each application number in the general pool list and the resulting ranked preference lists for each preference pool. Lottery results shall be posted on MDI's website within seven (7) days after the lottery is performed and shall not include the names of applicants but only the lottery rank and application numbers.

Application Verification Before Unit Offering

For the sake of efficiency, MDI may request documentation from multiple applicants with similar rankings; however applicants will be approved or disqualified only in rank order by preference pool. Proceeding through the list beginning with the applicant with the lowest lottery rank number in the first preference pool, and moving through that list before proceeding to the next preference pool, MDI will determine whether each applicant meets eligibility requirements in accordance with the Tenant Selection Plan.

Unit Assignment

Applicants shall have the opportunity to choose a unit in the order based on the ranked preference and general pool(s). Applicants have the option to defer their choice until another unit is available. The applicant may maintain their position on the waitlist, however it is not suggested as a household's situation may change in a way that results in a loss/disqualification of preference status, income requirements, or other project requirements resulting in removal from the waitlist.

If an applicant's information changes after an application is submitted, MDI shall verify that the applicant is still eligible for any preferences, income, and project requirements. If the application information has changed in a way that results in a loss of any preference status, over income, or does not meet project requirements, the applicant may be removed from the relevant preference/waitlist and the available unit shall be offered to the next eligible applicant.

In some cases, applicants who are eligible for the overall project may not qualify for any of the remaining available units because of household size or income category requirements or other factors. If there is no appropriate unit available for the next eligible applicant, the applicant may maintain their position on the list while MDI processes the next eligible applicant for whom there is an appropriate available unit.

Response Deadline

An applicant who has been selected to choose a unit will be notified in writing by MDI and have at least ten (10) days to respond. If the applicant fails to respond by a specific date, the application for a unit shall be considered rejected. Written notice shall be provided to applicants whose applications are rejected due to a lack of response.





MARK DEVELOPMENT, INC.

3165 Waialae Avenue, Suite 200, Honolulu, Hawaii 96816

Ph: (808) 735-9099

e-Fax: (781) 295-3427

Disqualification and Appeals

Applicants who are not able to demonstrate eligibility shall be notified in writing of their disqualification. Disqualification letters shall inform applicants that they may appeal to MDI with a request for reconsideration within seven (7) days from the date of receipt of the disqualification letter. In the case of an appeal or request for reconsideration, MDI shall follow procedures outlined in the Tenant Selection Plan. Typically, this will require holding an appropriately sized unit for the disqualified Household while MDI evaluates the request for reconsideration (within seven (7) days from receipt of the request).





ATTACHMENT 1
EXAMPLE OF LOTTERY RESULTS

| <u>Name</u> | <u>Application #/Household ID</u> | <u>Preference</u> |
|-------------|-----------------------------------|-------------------|
| Applicant A | 1234 | 1 |
| Applicant B | 2345 | 3 |
| Applicant C | 3456 | 1 |
| Applicant D | 4567 | 2 |
| Applicant E | 5678 | 2 |
| Applicant F | 6789 | 1 |

General Lottery Pool

| <u>Application number</u> | <u>Lottery Rank Number</u> |
|---------------------------|----------------------------|
| 3456 | 1 |
| 5678 | 2 |
| 4567 | 3 |
| 6789 | 4 |
| 2345 | 5 |
| 1234 | 6 |

Preference 1 Pool

| <u>Application number</u> | <u>Lottery Rank</u> |
|---------------------------|---------------------|
| 3456 | 1 |
| 6789 | 4 |
| 1234 | 6 |

Preference 2 Pool

| <u>Application number</u> | <u>Lottery Rank</u> |
|---------------------------|---------------------|
| 5678 | 2 |
| 4567 | 3 |

Preference 3 Pool

| <u>Application number</u> | <u>Lottery Rank</u> |
|---------------------------|---------------------|
| 2345 | 5 |

