

ADMISSIONS AND OCCUPANCY POLICY

SECTIONS 7.0 AND 8.0

7.0 Taking Applications

8.0 Eligibility for Admission

7.0 TAKING APPLICATIONS

Reporting Requirements of the Violence Against Women Act

The Violence Against Women Act (VAWA) requires the Housing Authority notify public housing tenants of their rights under this law, including their right to confidentiality and the limits thereof. The Housing Authority will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at the annual reexamination. The notice also will inform tenants of the Housing Authority's confidentiality requirements.

VAWA will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance. The notice will explain the protections afforded under the law and inform each applicant of the Housing Authority's confidentiality requirements.

Public Notice and Outreach Efforts

Families wishing to apply for Public Housing or other managed housing assistance will be required to complete an application for housing assistance. When the Housing Authority is accepting applications, it will give public notice, in conformance with HUD requirements that families may apply for housing assistance. The public notice will state where and when to apply, the type of assistance available, and any limitations on who may apply, including the restrictions on noncitizens with ineligible immigration status (Section 214). This will be done by publishing the pertinent information in a newspaper of general circulation, in minority media, and other suitable means. The notice will include the Fair Housing slogan and will be in compliance with Fair Housing requirements.

The suspension of acceptance or processing of applications also will be publicized in the same manner. The announcement will specify the effective date of the suspension.

Closing the Waiting List

The Housing Authority may suspend taking applications, or may accept only applications meeting criteria adopted by the Housing Authority, if it believes it would not be possible to offer assistance to additional Applicants within one year of taking their applications.

Re-opening the Waiting List

The waiting list will be re-opened when the Housing Authority determines that above conditions no longer exist.

Application Process

Applications are taken to compile a waiting list. Due to the demand for housing in the Housing Authority jurisdiction, the Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list. The Housing Authority also may choose to use the lottery system for adding only a specific number of applicants to the waiting list.

The application constitutes the basic record of each Applicant for admission. Each Applicant is required to supply the information requested on the application form and to sign the application certifying the accuracy of the information provided.

Applicants generally will be advised that they can be placed on the Housing Authority's combined waiting list, which serves both Managed Housing and tenant-based Section 8 assistance. If it has been determined that there is a specific need for Applicants for a specific program, however, the waiting list may be opened only for Applicants to that program. Applications for any special program (e.g., Bessie Coleman SRO Housing complex) will only be accepted from those applicants that meet the criteria for the specific targeted population.

The Housing Authority will inform Applicants about preferences, if any, for the program for which they are applying. Applicants will be given an opportunity to show they qualify for available preferences.

Applicants will be notified of the requirements to submit evidence of citizenship or eligible immigration status. They will also be advised of their right to declare their ineligibility for eligible immigration status.

Completed applications will be accepted for all applicants and the Housing Authority will verify the information. In the case of a lottery, pre-applications will be received and only a specific number selected at random for addition to the waiting list.

The completed application will be dated and time stamped upon its return to the Housing Authority. In the case of a lottery, the order in which the Applicants are randomly selected will be used in lieu of the date and time stamp.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements. The Housing Authority uses either its TDD or the California relay system for individuals who are hearing-impaired.

The application process involves two phases. The first phase involves placement of the family on the waiting list. This process requires the family to declare any preferences to which they may be entitled.

When the family is selected for placement on the waiting list, either by acceptance of an application in a general opening of the list or by lottery selection, the Housing Authority will notify the family in writing of placement on the waiting list.

In the event two or more Applicants with identical preferences are eligible for placement on the waiting list, their order of placement will be determined by the date and time of application or by the order in which the family was randomly selected in the lottery process.

The Housing Authority will not take any of the following actions because an Applicant has applied for received or refused other housing assistance (e.g. Section 8 tenant based assistance):

1. Refuse to list the Applicant on the managed housing waiting list, unless the waiting list was opened for a different program only;
2. Deny any admission preference for which the Applicant is currently qualified;
or
3. Remove the Applicant from the waiting list.

The Applicant will be removed from the waiting list when:

1. The Applicant becomes ineligible;
2. The Applicant refuses three suitable vacant units. (Refer to subsection on "Right of Refusal");
3. The Applicant fails to respond in a timely manner to the Housing Authority's attempts to contact the Applicant for information, updates, or to determine continued interest (See "Accommodations for the Disabled" below); or
4. The Applicant requests in writing to be removed.

The Applicant may at any time report changes in his or her applicant status including changes in family composition, income, or preference factors. The Housing Authority will annotate the Applicant's file and will update her or his place on the waiting list.

The second phase is the final determination of eligibility, which takes place when the family nears the top of the waiting list. The Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into one of the managed housing programs.

7.1 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family is among the top 20 families on the waiting list, the family will be asked to provide current information regarding income and other eligibility factors. At this time, the family will also be asked to sign HUD-9886, Authorization for Release of Information/Privacy Act Notice, and may be required to sign other specific authorization forms when information is needed that is not covered by the standard HUD form (e.g., Notice and Consent for the Release of Information and the Applicant's/Tenant's Consent to the Release of Information). A family's refusal to sign the required consent forms and to supply required information may result in denial of eligibility or termination of housing benefits.

It is at this time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

7.2 PURGING THE WAITING LIST

The Housing Authority will update and purge its waiting list at least bi-annually to ensure that the pool of applicants reasonably represents the interested families for whom the Housing Authority has current information, i.e., applicant's address, family composition, income category, and preferences.

7.3 PROVIDING NECESSARY DOCUMENTATION

All applicants who fail to keep a scheduled appointment with the Housing Authority will be sent a notice of denial of admission, and given the right to request an informal review.

The Housing Authority will allow the family to request a reschedule for good cause. No more than one opportunity will be given to reschedule without good cause, except for requests under reasonable accommodation. When good cause exists for missing an appointment, the Housing Authority will work closely with the family to find a more suitable time.

If the family misses the rescheduled appointment, the applicant family will be sent a notice denying admission and they family will be offered the opportunity to an informal review before being removed from the waiting list.

7.4 RIGHT OF REFUSAL

If an Applicant presents the Authority with clear evidence that acceptance of the offer of a suitable vacancy or other housing assistance will result in undue hardship not related to considerations of race, color, creed, age, sex, religion,

handicap or national origin, refusal of the offer will not count as one of the two to which the Applicant is entitled. [Refer to Section 9.6 Rejection of Unit for the family's placement on the Waiting List after rejecting a unit.]

An Applicant will NOT be considered to have been offered a unit under the following circumstances:

- The unit is not the proper size and type, and residency would only be temporary (e.g. a specially-designed unit awaiting a handicapped tenant).
- The unit contains lead-based paint, and accepting the offer could result in subjecting the Applicant's children under six years of age to lead-based paint poisoning.
- The Applicant is unable to move at the time of the offer and presents clear evidence, which substantiates this situation to the Authority's satisfaction. Examples include:
 - A doctor verifying that the Applicant has just undergone major surgery and needs a period to recuperate.
 - A court verifying that the Applicant is serving on a jury, which has been sequestered.
 - The Applicant accepts assistance in the Section 8 tenant-based assistance program.
 - Accepting the offer would create an undue hardship for the family for reasons of employment, day care, or medical facilities.

The Housing Authority will verify that the Applicant-claimed circumstances exist.

If a family refuses three offers of an appropriate unit, the family will no longer be considered for managed housing. To be considered again for managed housing, the family will be required to reapply for housing assistance when the Authority is accepting applications.

Accommodation for the Disabled

If the Applicant fails to respond to the Housing Authority's request for information, the Applicant may be removed from the waiting list. If the Housing Authority determines within 120 days that the failure to respond was caused by a disability, the Applicant will be returned to the Applicant's original place on the waiting list prior to being removed. Only the Executive Director may grant an exception to the time limit.

If the Applicant would have come to the top of the list, and received assistance if he or she had not been removed, the Applicant will be placed at the top of the list for the next available assistance.

7.5 NOTIFICATION OF NEGATIVE ACTIONS

The Housing Authority, in writing, will notify any applicant whose name is being removed from the waiting list that they have 14 calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that her or his name will be removed from the waiting list if he or she fails to respond within the timeframe specified. The Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that his or her failure to respond to a request for information or updates was caused by a disability, the Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

There are five eligibility requirements for admission to managed housing. The family must:

1. Qualify as a family,
2. Have an income within the income limits,
3. Meet citizenship/eligible immigrant criteria,
4. Provide documentation of Social Security numbers, and
5. Sign consent authorization documents.

In addition to the eligibility criteria, families must also meet the Housing Authority screening criteria in order to be admitted to housing.

In addition, the Housing Authority has adopted certain preferences for managed housing units. The preferences are discussed below in the section titled "Tenant Selection and Assignment Plan".

8.2 VIOLENCE AGAINST WOMEN ACT AND PUBLIC HOUSING ASSISTANCE

The Violence Against Women Act (VAWA) prohibits denial of admission to Esperanza to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U. S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission to public housing (Esperanza).

Definitions related to VAWA and Public Housing:

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim;
- Someone the victim is dating or has dated;
- Someone to whom the victim is related by blood, marriage, or adoption (including the victim's parent, grandparent, child, grandchild, brother, or sister);
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

[Note: The definition of "dating violence" is no longer a separate term, but is included in the definition of "domestic violence" given above.

Stalking means:

- To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
- To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
- In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

Immediate family member means, with respect to a person:

- A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
- Any other person living in the household of that person and related to that person by blood and marriage.

8.3 ELIGIBILITY CRITERIA

A. Family status.

1. A **family with or without children**. A group of people related by blood, marriage, adoption or who live together in a stable family relationship and

can provide evidence thereof. To qualify as a family when proposed family members are not related by blood, marriage, adoption, or other operation of the law, the AHA will require applicants to demonstrate that the individuals have lived together previously, or certify that each individual's income and other resources will be available to meet the needs of the family.

- a. Children temporarily absent from the home due to placement in foster care are considered family members.
- b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining unit size but are not considered family members for determining income limit.

2. An **elderly family** is:

- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
- b. Two or more persons who are at least 62 years of age living together; or
- c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near-elderly family** is:

- a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
- b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
- c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family** is:

- a. A family whose head, spouse, or sole member is a person with disabilities;
- b. Two or more persons with disabilities living together; or
- c. One or more persons with disabilities living with one or more live-in aides.

5. A **displaced family** is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A **remaining (adult) member of a tenant family**.
7. A **single person**, not an elderly or displaced person, is a person with disabilities, or the remaining adult member of a tenant family.

B. Income eligibility

1. To be eligible for admission to Esperanza, the family's annual income must be within the low-income limit or less set by HUD. Only 25 percent of residents can have incomes in the low-income category, which is between 50 percent but not exceeding 80 percent of median; the remaining must have incomes that do not exceed 50 percent of the median.

There is one exception to the resident income composition at Esperanza. If there are no eligible families on the waiting list and the Housing Authority has published a 30-day notice of available units in at least one newspaper of general circulation, families above the applicable income limit may be housed. They must vacate the unit if an eligible family applies.

2. To be eligible for admission to Eagle Village, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.

Income eligibility for the Housing Authority's other management complexes (i.e., Independence Plaza, Condominiums, Lincoln/Willow Stanford House, 460 Buena Vista, and the FACSA-owned properties at 745 Lincoln Avenue and 1416 Sherman Street) vary because of the type of funding used to finance the purchase of each complex.

3. For families admitted to Esperanza and whose income is "extremely low-income", which is 30 percent of the median income for the area, may be admitted to the units as part of the new federal requirements for income targeting.
4. Income limits apply only at admission and are not applicable for continued occupancy with the exception of Esperanza. At Esperanza, the AHA will terminate tenancy of over-income families, whose incomes exceed 80 percent of the median incomes, with the following exceptions: families

receiving the earned income disallowance or families whose head of household or spouse is elderly or disabled.

5. A family may not be admitted to any managed housing complex without meeting the income requirements of the Housing Authority.
6. If the Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
7. Income limit restrictions do not apply to families transferring within the Esperanza Public Housing complex.

C. Citizenship/Eligibility Status

1. To be eligible, each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for assistance. (See Section 12.7 for calculating rents under the noncitizen rule)
 - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible for housing assistance, all family members six years of age and older must provide Social Security numbers or certify that they do not have numbers.

E. Signing Consent Forms (applicable only to Esperanza and tenants with a Housing Choice Voucher)

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Housing Authority to obtain from state wage information collection agencies any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
 - b. A provision authorizing HUD or the Housing Authority to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

8.4 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in compliance with the lease. The Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
 1. History of meeting financial obligations, especially rent;
 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect

the health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;
 5. Having committed fraud in connection with any federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:
1. A credit check of all adult family members;
 2. A rental history check of all adult family members;
 3. A criminal record check on all adult household members, including live-in aides. This check will be made through local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the Federal Bureau of Investigation's National Crime Information Center;
 4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of the unit. The inspection may also consider any evidence of criminal activity; and
 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to managed housing.

8.5 GROUNDS FOR DENIAL

The Housing Authority is not required or obligated to assist an applicants, including an individual family member, who:

- A. Fails to meet any of the eligibility criteria;

- B. Is not citizens or cannot submit evidence of citizenship or eligible immigrant status;
- C. Does not supply information or documentation required by the application process;
- D. Refuses to sign consent forms for obtaining information;
- E. Has failed to respond to a written request for information or to a request to declare their continued interest in the program;
- F. Does not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- G. Has a history of disturbing neighbors or destruction of property;
- H. Has a history of not meeting financial obligations, especially rent;
- I. Is a former assisted housing recipient who has left a housing program owing a balance to the Housing Authority or other housing authority and has not repaid the family's debts in full or is not current on a repayment agreement;
- J. Has committed fraud, bribery or any other corruption in connection with any federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from (In such cases, the Housing Authority may refer the family's file or record to the proper authorities for appropriate disposition.);
- K. Has been evicted from public housing or been terminated under the Section 8 program for cause in the past five years;
- L. Has been evicted within the last three years from assisted housing because of drug-related criminal activity involving the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, or distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- M. Has a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- N. Has engaged in or has threatened abusive or violent behavior towards any Housing Authority staff or residents;

- O. Is illegally using a controlled substance or is abusing alcohol, based on the Housing Authority's determination that there is reasonable cause to believe that the person's pattern of illegal substance use or alcohol abuse may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority may waive this requirement if the family member:
1. Demonstrates to the Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 2. Has successfully completed supervised drug or alcohol rehabilitation programs; or
 3. Has otherwise been rehabilitated successfully.
- P. **Denied for Life:** Has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

8.6 VAWA AND DENIAL OF ASSISTANCE

Notification and Victim Documentation

The Housing Authority acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the Housing Authority's policies. If the Housing Authority makes a determination to deny admission to public housing to an applicant family, the Housing Authority will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include one of the following elements:

1. A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, or
2. A police or court record documenting the actual or threatened abuse, or
3. A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing

the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to the Housing Authority within 14 business days after the Housing Authority issues its written request. If the applicant is unable to submit the required documentation, he or she may request an informal review (See Section 8.5 A) and request an extension which must be in writing before the 14 business days time period expires. If the applicant so requests, the Housing Authority will grant an extension of 14 calendar days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the application, the Housing Authority determines the family is eligible for assistance, no informal review will be scheduled and the AHA will proceed with admission of the applicant family.

Perpetrator Removal or Documentation of Rehabilitation

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the Housing Authority will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit, or (b) that the family provide documentation that the perpetrator has successfully completed or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

Housing Authority Confidentiality Requirements

All information provided to the Housing Authority regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

8.7 INFORMAL REVIEW

- A. If the Housing Authority determines that an Applicant does not meet the criteria for receiving housing assistance or assistance was denied based on an unfavorable history that may be the result of domestic violence or stalking, the Housing Authority will promptly provide the Applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the Applicant may request an informal review of the decision within 14 calendar days of the denial. The notice also will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The Applicant must be given the opportunity to present written or oral objections to the Housing Authority's decision. The Housing Authority must notify the Applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The Applicant family may request that the Housing Authority provide for an Informal Hearing after the family has notification of an Immigration and Naturalization Service (INS) decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the family within 30 days of receipt of the Notice of Denial or within 30 days of receipt of the INS appeal decision.

For the Applicant family, the Informal Hearing Process above will be utilized with the exception that the family will have up to 30 days of receipt of the Notice of Denial of Assistance, or of the INS appeal decision.