

| Old Policy | New Policy | When Change Needs to be Made | Location in ACPD | Annual or One-Time Change |
|---|---|------------------------------|------------------|---------------------------|
| <p>Head-to-Head</p> <p>Families interested in making applications for any of the PHA's programs must complete a written application form when applications are taken. Applications will be made available in an accessible format upon request from a person with a disability.</p> <p>Applications will be mailed to interested families upon request.</p> <p>The application process will involve two (2) phases. The first is the "initial" application for assistance (referred to as a pre-application). This first phase results in the family's placement on the waiting list.</p> <p>The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time the PHA ensures verification of all HUD and PHA eligibility factors is current. The PHA will screen all members of the family, ages eighteen (18) and up.</p> <p>All family members, ages eighteen (18) and up will be screened by the PHA (through the local police department). To ensure that no member of the family has committed a drug-related criminal activity or violent criminal activity.</p> | <p>Head-to-Head</p> <p>Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PHA Occ CB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application (Notice PHH 2009-36).</p> <p>PHA Policy</p> <p>Depending upon the length of time between the date of application and the availability of housing, the PHA may use a one- or two-step application process.</p> <p>A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.</p> <p>A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.</p> <p>AHA will only accept electronic applications via the on-line application available at www.ablencna.org. AHA will partner with appropriate libraries and community service partners to ensure that all individuals interested in applying for housing assistance have computer access. In order to ensure the application process is accessible to all applicants, requests for Reasonable Accommodations will be considered for elderly applicants (62 and over), applicants with disabilities and applicants with limited English proficiency (LEP).</p> <p>Applicants will be placed on the waiting list based on the information provided in the electronic application form. The date and time the completed electronic application is submitted will be the date and time the applicant will be placed on the waiting list. The system will not accept an incomplete application. Applicants will receive a confirmation number once a completed application is submitted.</p> | TBD | page 3-1 | one time |
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| <p>"Initial" Application procedures (24 C.F.R. 982.204(b))</p> <p>The PHA will utilize a preliminary application form (pre-application). The information is to be filled out by the applicant whenever possible. To provide specific accommodation to persons with disabilities, a staff person may complete the information over the telephone. It may also be mailed to the applicant and, if requested, it will be mailed in an accessible format. Translations will be provided for Spanish speaking applicants by staff. The purpose of the pre-application is to permit the PHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. The pre-application will contain questions designed to obtain the following information:</p> <ol style="list-style-type: none"> Names of adult members and ages of all members; Gender and relationship of all members; Street address and telephone numbers; Mailing address (if P.O. Box or other than permanent address); Amount(s) and source(s) of income received by household members; Information regarding disabilities relating to program requirements (i.e., deductions); Information related to qualification for preferences; Social Security numbers; | <p>PHA Policy</p> <p>Initial Application (pre-application) Process:</p> <p>The Application process will involve two phases. The first is the "initial" application for assistance (referred to as a pre-application). The purpose of the pre-application is to determine placement on the waiting list. The pre-application may contain questions designed to obtain the following information:</p> <ul style="list-style-type: none"> Names and ages of all members of all members in the household; Sex and relationship of all household members; Street address and phone numbers; Mailing address (if P.O. Box or other permanent address); Amount(s) and source (s) of income received by household members; Information regarding disabilities to determine qualifications for allowances and deductions; Information related to qualification for preference or special admissions; Social Security Numbers Race/ethnicity; Citizenship/eligible immigration status; Arrest/Convictions for drug related or violent criminal activity; Request for specific accommodation needed to fully utilize program and services; Previous address; Current and previous landlords names and address; Emergency contacts and their address and Program integrity questions regarding previous participation in HUD programs. <p>Families will be required to provide the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. This phase results in the family's placement on the waiting list.</p> | TBD | page 3-9 to 3-10 | one time |
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| <p>9. Race/ethnicity;</p> <p>11. Citizenship/eligible immigration status;</p> <p>11. Arrests/Convictions for drug related or violent criminal activity;</p> <p>12. Request for specific accommodation needed to fully utilize program and services;</p> <p>13. Previous address;</p> <p>14. Current and previous landlords names and addresses;</p> <p>15. Emergency contact person and address; and,</p> <p>16. Program integrity questions regarding previous participation in HUD programs.</p> <p>Duplicate applications, including applications from a segment of an applicant household, will not be accepted. Unless the PHA's waiting list is closed, it will accept an application from any person or family who wants to apply, even if an information discussion indicates that the applicant may not be eligible. Pre-applications will not require an interview. The information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.</p> | <p>Pre-application may not require an interview. The information on the application may not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified. Applicants must respond to requests from the PHA to update information on their application.</p> <p>Final Determination of Eligibility (Full Application):</p> <p>The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. Under this Phase the families will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list. At this time the PHA ensures that verification of all HUD and PHA eligibility factors is current in order to determine the family's eligibility for Public Housing.</p> <p>Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may also use a one- step application process.</p> <p>A one-step process may also be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.</p> <p>AHA will only accept electronic applications via the on-line application available at www.ablencna.org. AHA will partner with appropriate libraries and community service partners to ensure that all individuals interested in applying for housing assistance have computer access. In order to ensure the application process is accessible to all applicants, requests for Reasonable Accommodations will be considered for elderly applicants (62 and over), applicants with disabilities and applicants with limited English proficiency (LEP).</p> <p>Applicants will be placed on the waiting list based on the information provided in the electronic application form. The date and time the completed electronic application is submitted will be the date and time the applicant will be placed on the waiting list. The system will not accept an incomplete application. Applicants will receive a confirmation number once a completed application is submitted.</p> | TBD | page 3-9 to 3-10 | one time |
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| <p>Applicants are required to inform the PHA in writing within ten (10) working days of changes in family composition, income and address. Applicants are also required to update application information, or to determine their continued interest in assistance by coming into the office and completing an application update form at least once every six (6) months.</p> <p>Failure to provide information, mandatory updates or to respond to mailings will result in the applicant being removed from the waiting list.</p> | <p>Applicants are required to inform the PHA in writing within ten (10) working days of changes in family composition, income and address. Failure to provide information, mandatory updates or to respond to mailings may result in the applicant being removed from the waiting list.</p> | TBD | page 3-9 to 3-10 | one time |