

NOTICE

The Cheyenne Housing Authority is proposing updates to the Admissions, Compliance and Occupancy Policies (ACOP). This Notice is to inform you that the Cheyenne Housing Authority Board of Commissioners has opened the Public Comment Period for acceptance of comments on the proposed updates.

Section(s) of the ACOP proposed for update include:

- Section 6.0: Required Postings
- Section 8.5: Informal Review
- Section 9.6: Missed appointments
- Section 9.7: Reinstatements
- Section 10.2.C: Exceptions to Occupancy Standards
- Section 10.8: Rejection of a Unit

The proposed revisions are available for review on the Cheyenne Housing Authority website at www.cheyennehousing.org or at the Cheyenne Housing Authority's offices:

- In Cheyenne at 3304 Sheridan Street, Cheyenne, Wyoming. The office is open from 8:30 AM to 5:00 PM Monday through Friday, closed from 12:00 PM to 5:00 PM every Wednesday and closed all day on the second and fourth Wednesday of the month.
- In Laramie at 1265 North 3rd Street, Laramie, Wyoming. The office is open from 10:00 AM to 12 Noon, and from 1:00 PM to 5 PM Monday through Friday. The office is closed every Wednesday from 12 Noon to 5 PM for training.

Comments on the proposed revisions to the ACOP are to be submitted in writing (US Mail, email, or hand delivered to the Cheyenne Housing Authority) before 12 NOON Monday July 6, 2020 to:

Sarah Smith
Deputy Director
3304 Sheridan Street
Cheyenne, WY 82009
ssmith@cheyennehousing.org

6.0 *REQUIRED POSTINGS*

In each of its offices, the Cheyenne Housing Authority will post, in a conspicuous place, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Policy
- J. Fair Housing Poster

8.5 *INFORMAL REVIEW*

- A. If the Cheyenne Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Cheyenne 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, in writing, an informal review of the decision within fourteen (14) calendar days of the denial. The Cheyenne Housing Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Cheyenne 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 Cheyenne Housing Authority's decision. The Cheyenne Housing Authority must notify the applicant of the final decision in accordance with its Grievance Policy.

10.2.C.EXCEPTIONS TO OCCUPANCY STANDARDS

Processing Exceptions

All requests for exception to the occupancy standards must be submitted in writing.

In the case of a request for exception as a reasonable accommodation, CHA will encourage the resident to make the request in writing using a reasonable accommodation request form. However, CHA will consider the exception request any time the resident indicates that an accommodation is needed whether or not a formal written request is submitted.

Requests for a larger size unit must explain the need or justification for the larger size unit, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source, unless the disability and the disability-related request for accommodation is readily apparent or otherwise known.

If the request was made by an applicant family, the decision to approve or deny the request will be made within 30 days of receipt of the request. If the request was made by a family currently housed in public housing, the decision to approve or deny the request will be made within 30 days of receipt of the request. Approved requests may require a transfer to a larger size unit. CHA cannot guarantee that the family will be transferred to a unit at their current housing location.

If a request is denied, the family will be advised in writing of their right to grievance in accordance with the Grievance Policy.

In the event that adding eligible family members to the lease results in exceeding the maximum number of persons allowed in the unit, the resident shall have the right to request a transfer to a larger unit. The Public Housing Specialist will place the family on the transfer wait list. The additional household member(s) will be added if such person(s) are eligible as determined pursuant to this policy, and the resident meets all other requirements and conditions.

10.8 REJECTION OF UNIT

If the applicant does not accept the offer, he/she will be removed from the Waiting List.

9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Cheyenne Housing Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program (including mail that is returned as undelivered or undeliverable); or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 MISSED APPOINTMENTS

All applicants who fail to respond to or keep a scheduled appointment with the Cheyenne Housing Authority will be removed from the waiting list for failure to respond. (It is the applicant's responsibility to ensure that their current mailing address is on file with the Cheyenne Housing Authority.)

Meetings will begin promptly at the scheduled time. Applicants who are late for the scheduled meeting will be denied participation in the meeting and the Cheyenne Housing Authority will consider them to have missed the meeting.

The Cheyenne Housing Authority will allow the family to reschedule within 24 hours for good cause. Generally no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Cheyenne Housing Authority will work closely with the family to find a more suitable time.

9.7 REINSTATEMENTS

Applicants removed from the waiting list due to non-response can be reinstated upon request within 15 days of the cancellation. If the cancellation was due to non-response of action required, the completed action must accompany the request for reinstatement (i.e. completed paperwork must be returned in order to be reinstated). The reinstatement timeframe may be extended to 30 days in the case of extenuating circumstances beyond the applicant's control. At its sole discretion, CHA may request documentation to support the extenuating circumstances.