Notification to Tenant: SHERA Administrative Review Outcome (Redetermination Notice)

Last Updated: October 28, 2021

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| **Purpose:** | This notice should be used to describe the outcome of an administrative review conducted by the owner. |
| **To:** | Tenant Head of Household |
| **From:** | Property Owner / Authorized Agent on Letterhead |
| **Timing (When to send):** | After the owner reviews the request. |
| **Subject:** | SHERA Administrative Review Outcome (Redetermination Notice) |
| **Attachments:** | N/A |

***TEXT BELOW:***

*From Owner to Tenant on Owner/Property Manager Letterhead*

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**SHERA Administrative Review Outcome**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Owner/Property Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Household Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, City and Zip:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This notice is to inform you of the outcome of our administrative review you had requested based on the SHERA Tenant Ineligibility Notice we issued on \_\_\_\_\_\_\_\_\_(DATE). The administrative review was conducted by \_\_\_\_\_\_\_\_\_\_\_, who was not the initial reviewer of eligibility.  After reviewing your statement and your supporting documentation:

* **ELIGIBLE**   
  We believe your household is eligible to participate in the SHERA Program and will submit an application on your behalf for SHERA rental assistance. We will notify you when your application is successfully submitted.
* **NOT ELIGIBLE**

We have confirmed that your household is ineligible to participate in the SHERA Program because:

* + Your household income exceeds the program income limit (80% of Area Median Income).
  + Your application requested assistance (1) with rent that is not yet overdue; (2) for more than 18 total months of rent; or (3) with rent for months not included in the eligible SHERA period, which started on April 1, 2020.
  + Your household received, or has been approved to receive, other benefits that cover the same expenses requested through SHERA for the same time period.
  + Your household is ineligible for another reason (explained below).

Other reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Even if we have confirmed that you are ineligible for SHERA Program assistance, please notify us if your circumstances change, as your eligibility status may also change.  We are committed to discussing your situation and options available to you, including the ones listed below.

If you have any questions about this notice or for assistance understanding this notice, language assistance, or reasonable accommodations, please contact *[insert phone number and email address of contact]*.

**OTHER HOUSING ASSISTANCE RESOURCES AVAILABLE TO YOU**

* **Regional Administering Agency (RAA):** RAAs administer the Emergency Rental Assistance Program (ERAP) which offers help to eligible households with rental arrears, prospective rent, moving costs and utility costs.
  + **Website**: To find your RAA go here: <https://hedfuel.azurewebsites.net/raa.aspx>.
* **COVID Eviction Legal Help Project (CELHP):**Throughsix regional legal aid programs CELHP assists low-income tenants with referrals, legal information, and legal representation for COVID-related evictions statewide in Housing Court. A lawyer can advise you about the law, refer you to resources, fill out and file court papers, and represent you. A lawyer can help advise you before a case gets to court or if a case is in court.
  + **Website**: <https://evictionlegalhelp.org/>
* **Community Mediation Centers**:  You can get free pre-court mediation  for COVID-19 related lease disputes between you and your landlord. Mediation is a confidential, voluntary and non-judgmental process where a neutral third party (the mediator) helps people resolve differences based on what is important to them.
  + **Website**: <https://www.resolutionma.org/housing>
* **Housing Consumer Education Centers** (HCEC): HCECs can refer you to other resources pertaining to housing stability.
  + **Website:** To find your regional HCEC go here <https://www.masshousinginfo.org/>

