

APPROVED: March 26, 2013

HUMAN RELATIONS COMMISSION (HRC)
City Hall, Municipal Court Room
Tuesday, February 26, 2013
MINUTES

Commissioners present: Michael Thomson, Nancy Greenman, Leonor Rodriguez, Jay Sluiter, and Kim Whitley

Commissioners absent: Tina Dodge Vera (excused), Javier Cervantes (excused)

Staff present: Wes Hare, City Manager

Others present: Jennifer Sanders, Chief Operations Officer for Linn-Benton Housing Authority

CALL TO ORDER

Chair Kim Whitley called the meeting to order at 7:03 p.m.

INTRODUCTION OF NEW COMMISSION MEMBER

Whitley introduced Jay Sluiter to the group. Sluiter told the group a little about himself, explaining that he has lived in Oregon for seven years and in Albany for two. He is a retired school teacher, principal, and engineer. Sluiter said that he is a member of the Airport Advisory Commission and that he teaches people how to fly airplanes. He shared that he is looking forward to this experience.

The rest of the group introduced themselves to Sluiter, describing when and how they became a part of the Commission.

APPROVAL OF MINUTES

November 27, 2012

MOTION: Michael Thomson made a motion to approve the minutes; Nancy Greenman seconded. Approved 5-0.

SCHEDULED BUSINESS

BUSINESS FROM THE PUBLIC

None.

Linn-Benton Housing Authority

Jennifer Sanders introduced herself to the group. Sanders explained how the Linn-Benton Housing Authority (LBHA) runs the Section 8 program and various other housing projects. She said statistics show that their programs are not helping the minority groups in proportion to the population. In addition to the Hispanic population, they want to reach out to the Hawaiian, African American, Asian, and Native American Indian populations. There is a long waiting list for all of the programs. Their goal is not to acquire more applicants but to get the word out to the minority populations that there are housing assistance options for them. It appears that a lot of Hispanics don't seek out assistance from LBHA because they are undocumented and fear they would not qualify. Sanders wants to educate them that they can still qualify even if only one member of their household (such as a child born here) is a citizen. Another reason the minority levels could be down is that their programs are not user-friendly. Sanders said that they are in the process of trying to change that and they have a volunteer helping with the process. Sanders shared that they have only one Spanish-speaking employee.

Sanders asked about the Commission and what they do. Greenman read the Commission's mission as summarized at the beginning of the Draft Annual Report. Whitley described the different events the group sponsors and attends. Greenman talked about the information the group has acquired from the surveys they conduct. Whitley listed the main issues that have been presented to the group including complaints about public transportation, the police department, lack of housing, and the type of activities for the youth.

Sanders said that it is important for LBHA to make connections with groups such as this Commission to get the word out to the populations that are least likely to apply that there are housing programs available.

Sanders explained that the main program LBHA administers is the Section 8 Housing Choice Voucher, which is funded through the U.S. Department of Housing and Urban Development (HUD). LBHA has 2,416 vouchers that are administered throughout Linn and Benton Counties, with 35 vouchers specifically for veterans and 100 vouchers for people with disabilities. The vouchers all work the same way: eligible families find their own rental units in the existing housing market and pay a portion of the rent and utilities, generally equal to 40 percent of their adjusted monthly income. The Housing Authority pays the landlord the balance of the rent.

Sanders went on to say that there is no time limit with the program. Funding is set, but the amount of money available changes every year. With the recent budget cuts, they have had to cut back on what each family receives, but this helps to prevent them from having to drop families altogether. Also, because of budget cuts, they have had to find creative ways to do the same amount of work with less people. LBHA has 3,500 applicants on the waiting list. As people drop out of the program, they pull from the waiting list. Three thousand five hundred can sound unmanageable, but they can check off about 100 people from the list when they are filling, for instance, ten vouchers due to people relocating or becoming ineligible. Sanders explained that it is better to keep adding to the waiting list rather than shutting down the application process and reopening it when the list is smaller. They have tried that in the past, and it created chaos with people misunderstanding what was happening. She said that applicants wait an average of three years.

Greenman asked what people do for the three years they could be waiting.

Sanders said that there is a big gap between services. They will refer people to other programs such as the Community Services Consortium (CSC), but the other programs have waiting lists as well. The Section 8 program gives priority to families with a terminally ill member and preference is given to those who are pregnant or have small children, but usually vouchers are given out by order date. The average turnaround is 40 applicants a month.

Leonor Rodriguez asked Sanders if the Hispanic Advisory Council (HAC) could come to LBHA's facility and have Sanders make a presentation to the group. Sanders took Rodriguez' information and will get back to her after checking schedules.

Greenman suggested that LBHA have a presence at the next Festival Latino. She also suggested that, as another avenue for outreach, Sanders attend the Tuesday evening community meals at the First Christian church from 4:30 to 6:30 p.m.

Sanders explained to the group about the other housing projects that LBHA implements to assist low-income families. LBHA owns houses in Linn County that are earmarked for the mentally ill. The County determines who lives at the houses. At one of the houses, the County checks in with residents and even makes sure that they are taking their medications. Sanders said that they also have complexes in Albany for senior citizens, with one complex having 200 individuals on the waiting list. A flat amount is set for rent, and applicants qualify according to their income.

Whitley asked how the group could help Sanders get the information out. Sanders gave applications and informational handouts to the group for distribution (see agenda file). Whitley asked City Manager Wes Hare if the handouts could be displayed at City Hall. Hare said that they could and that he would take it upon himself to do that. Whitley also requested that the handouts be included with the minutes that are posted online. Sanders also provided handouts in Spanish. Rodriguez took some of them to handout to her clients. Sanders said that the group could call her anytime to receive more.

Hare asked Sanders how the 211 system affected their programs. Sanders said that she was not aware of anyone crediting the 211 service for directing them to LBHA, but that didn't mean that it hadn't.

Whitley thanked Sanders for educating the group about the housing programs. She also said that she was looking forward to when Anna Benson from the Housing Authority could come and share about the Family Self Sufficiency Program.

Review of Draft 2012 HRC Annual Report

Whitley asked the group if they had any updates for the report. Michael Thomson asked whether or not the group had conducted any surveys during the year. The group responded that they thought there had not been. Thomson said that he thought the group needed to somehow convey to the City Council that the complaints the Commission hears most about is the public transportation system. Whitley said that it would probably be best to compile their data before bringing it up with the Council. Thomson agreed. Hare shared that, because the city is now officially an urbanized area, we will be receiving \$700,000 more a year for transit services. Whitley asked if there was going to be some process in deciding how those dollars are spent. Hare responded that a Metropolitan Planning Organization (MPO), which is a collection of jurisdictions, is forming to make decisions on how the money is used. Even though the different jurisdictions are helping with the planning process, the City of Albany is the only jurisdiction operating the transit system. Whitley said that maybe the group's participation should be to help advertise that process.

Hare also shared that because of our official status there was discussion with Sanders regarding a task force currently working on the allocation of an annual allotment that we will now receive from HUD for housing-related purposes and such things as disability access.

Greenman asked what the transit budget is now. Hare responded that the amount is about two million; so with the new funds, it will be about a 30 percent increase.

Rodriguez said that one of her clients complained to her about an incident that frightened her while she and her children were attempting to ride the bus to get to an appointment. The woman did not make a formal complaint to the transit system because she only speaks Spanish and can neither read nor write. Whitley asked Hare if there was a way this woman could make her complaint heard. Hare responded that the woman could ask for him and that a City employee could translate for her.

Discussion of ideas for field trips and the purpose for the trips

Whitley requested that this be postponed until next month, and the group agreed.

DEBRIEFS

Martin Luther King, Jr., Event at Linn-Benton Community College (Tuesday, January 15)

Whitley said that the event went well. She noted, though, that it was difficult to read the assigned portion of the letter because of the distracting environment in the college hall. Whitley said, too, that it was interesting to know that the environment was similarly distracting when the letter was originally read. Hare shared that he had attended the event and found it very moving and powerful. Greenman agreed and said that it was well organized.

Greenman passed out invitations for the second annual Martin Luther King, Jr., event, "Continue the Dream" Project that will be at the Albany Public Library on Thursday, March 14, 2013, from 4:00 p.m. to 6:00 p.m. (see agenda file).

Whitley verbally invited the group to attend LBCC's first Unity Celebration set for the next day, Wednesday, February 27, at 4:00 p.m. in the Diversity Achievement Center. The celebration is to honor recipients of the Analee Fuentes Unity Awards for Diversity and Social Justice.

Human Relations Award Presentation (Wednesday, January 23)

Whitley said that Thomson had sent a synopsis of the recipient to the group through e-mail. Thomas reported that the recipient, Miao Zhao, was very appreciative of receiving the award. He said that he explained about her work with the InReach Clinic and that Mayor Sharon Konopa expounded on her other work. Whitley said that, because of the newspaper write-up, the award received a lot of exposure that could boost participation for next year.

UPDATES

Other Volunteer Opportunities

None.

Hispanic Advisory Council (HAC)

It was reported that Rodriguez is the new co-chair for the HAC.

Rodriguez talked about the Health Navigator project starting in Benton County. She said that those announcing the project were very motivating to listen to and sounded excited about the project. Rodriguez said that she wishes the program was in Albany. Whitley explained that Linn County has contracted with the Benton County Community Health Center to have the service available here as well. Albany will have the same service model.

Calendar of Events: 2013

No new additions at this time.

BUSINESS FROM THE COMMISSION

None.

NEXT MEETING DATE

Tuesday, March 26, 2013, 7:00 p.m.

Greenman pointed out that this date is during Spring Break. Rodriguez said that she will not be able to attend. Whitley said that she will send out an e-mail to the group to survey who will be here that day and what dates work best for them. Depending on the response, the meeting could be changed.

ADJOURNMENT

Whitley adjourned the meeting at 8:21 p.m.

Respectfully submitted,

Signature on file

Gina Burrese
Administrative Assistant

Reviewed by,

Signature on file

Wes Hare
City Manager



HOUSING OPPORTUNITIES for low income households

BROWNSVILLE

- Pioneer Court - 62 years of age or older or
Handicapped/disabled, regardless of age
- Riverside Park - Mixed Housing
(for any low-income household)

SCIO

- Thomas Creek- Mixed Housing
(for any low-income household)

How to rent these units

1. To be placed on the waiting list for these units, you must be low-income. The income limits change every year. Please call our office to find the income limit for your household size.
2. Complete the rental application available at our office and provide two landlord references.
3. When the appropriate unit for your household becomes available you will be notified by mail.

Contact us:

Linn-Benton Housing Authority
1250 SE Queen Avenue
Albany, Oregon 97322
Website: www.l-bha.org

Telephone: 541-926-4497
TTY: 7-1-1
Email: mail@l-bha.org

"We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, or national origin."

PROPERTIES OWNED AND MANAGED BY LBHA PROPERTY MANAGEMENT

Clayton Meadows Senior Apartments, Albany:

Built in 2001 and located at 2080 Queen Ave. S.E., Albany, Clayton Meadows has 50 one and two bedroom apartments, all electric including air conditioning. There are three handicap accessible units and one unit designed for sensory impaired. The three story building has an elevator and locked security access. There is a large community room with kitchen and laundry facilities are located on each floor. A limited number of garages and storage rooms are available to rent for an extra fee. Small pets are allowed with adherence to the pet policy. There is a garden space (vegetable and flowers) and an attractive patio area. No smoking is allowed on the property. Income is required for these units; however, if using Section 8, all income requirements are waived. Contact Info: 541-791-9175



Camas Commons Apartments, Corvallis:

Built in 2002 and located at 5140 S.W. Meadow Flower Dr., Corvallis, Camas Commons offers affordable family living. The duplexes and triplexes feature fully equipped kitchens, washer and dryer hook ups, handicap accessible units, energy efficient design and appliances, located on the bus route near a shopping center, a large community room with full kitchen and playroom, laundry facilities and outdoor play areas including a tot playground and half-court basketball. This is a quality affordable housing community developed in partnership by Willamette Neighborhood Housing Services, Inc. and the Linn Benton Housing Authority. No smoking is allowed on the property. Income is required for these units; however, if using Section 8, all income requirements will be waived. Contact Info: 541-753-6885



River View Place Senior Apartments, Albany:

Built in 2009 and located at 635 Third Avenue S.W., Albany, one block from the Albany Senior Center. River View Place Senior Apartments has studio, and one and two bedroom apartments all electric, including air conditioning. There are handicap accessible units, including sensory impaired. The five story building has an elevator and locked security access to the building and the parking lot. There is a large community room with kitchen and laundry facilities are located on each floor. Small pets are allowed with adherence to the pet policy. Enjoy the music of River Rhythms in your home! No smoking is allowed on the property. Income is required for these units; however, if using Section 8, all income requirements will be waived. Contact Info: 541-791-7398



PROPERTIES OWNED AND MANAGED BY LBHA PROPERTY MANAGEMENT



Cottage Creek, Albany:

Built in 1998 and located in East Albany, 1&½ blocks from Pacific Blvd., near Eleanor Park. Cottage Creek is designed to serve elderly and disabled individuals only and features 12 studio apartments and 3 two-bedroom cottages. Each unit has a private patio or deck over-looking picturesque Periwinkle Creek. Cottages are equipped with washer/dryer hookups and the second bedroom is an upstairs loft. Eight of the studio units are located on the ground floor and are handicapped-adaptable. Each floor (4 units) shares a washer and dryer and a common living/dining room for relaxation and conversation. Income is required for these units, however, if using Section 8, all income requirements will be waived.

Cypress Gardens, Lebanon:

Built in 2003 and located on Cypress Court off Airport Road in Lebanon. Cypress Gardens has eight studio apartments designed for persons with disabilities. Income is required for these units, however, if using Section 8, all income requirements will be waived.

Subsidized by Rural Development (formerly Farm Home Administration)

Rents are based on 30% of the adjusted household income.



Riverside Park, Brownsville:

Located in the beautiful small town of Brownsville, Riverside Park has two duplexes which make up 3-two bedroom units and 1-three bedroom unit. Built in townhouse style, each has a private patio, washer/dryer hookups and landscaped common grounds.

Pioneer Court, Brownsville:

Also located in downtown Brownsville, four one-bedroom units designed for elderly/disabled use offer private patios, landscaped common grounds, coin-operated laundry room, and handicap accessible bathrooms. Close to the library, post office, shopping and medical care, these units are subsidized by Rural Development as described above.

Thomas Creek Court, Scio:

Situated next to lovely Thomas Creek are 4-one bedroom units and 4-two bedroom units. Coin-op laundry room, landscaped common grounds and central location to schools and shopping, these units are subsidized by Rural Development as described above.

RENTAL CRITERIA

The LBHA Property Management will rent to anyone who submits a completed application for any available unit, meets the standards set in these pages for the complex for which they've applied, and agrees to abide by the rules and regulations set forth in the rental or lease agreement and corresponding Tenant Handbook, if applicable.

1. The LBHA Property Management has adopted a Uniform Rental Capacity Guideline of 2 (two) people per bedroom per rental. Consistent with ORS 90.262(3), deviations may be made from this guideline as is reasonable on a case by case basis. The Housing Authority will consider factors including the size of the bedrooms, the overall size of the dwelling unit and the number and ages of the additional persons in determining whether or not a waiver of the Uniform Rental Capacity is appropriate. Living rooms or other rooms without doors, exterior windows, and closets do not count as bedrooms. Without a written waiver of the Uniform Rental Capacity, no more than two people can move into a one bedroom unit, four people into a two bedroom unit, six people into a three bedroom unit, and eight people into a four bedroom unit.
2. Each applicant 18 years of age or over must provide a photocopy of 1) their Social Security card and 2) one piece of picture identification when completing a full application. For those in the household under 18 years of age, a photocopy of their Social Security Card must be attached. **Attach this identification to your application. If copy of identification is not attached to your application, it will be returned to you unprocessed.** It is the responsibility of the applicant to provide all documentation requested. We can not look up phone numbers or addresses. **Incomplete applications will not be processed.** All members of the household under the age of 18 must also be listed on the application and are the responsibility of the signers of the rental agreement.
3. If we have no available units, your application will be taken and placed on a waiting list in the order it is received. If your contact information changes, be sure to inform us in writing so we can contact you when a unit is available.
4. **A non-refundable \$15 applicant screening fee may be required for each person 18 years of age or older listed before your application can be processed.** This fee is to cover the cost of obtaining information about the applicant, including a credit check from the company CBI Equifax. You will be notified as to when to pay this fee. **Please do not send in the fee(s) with your pre-application.**
5. We can not reserve a unit available for rent without a signed contract. Once your application has been approved, ***you must sign the rental agreement and pay the security deposit within 24 hours*** to secure the rental unit. **Rent begins the day the unit is ready and available.**
6. Applicant screening will involve a credit report, verification of information and reference by **current and former** landlords, verification of income as provided on the application form, criminal history check, and your demeanor during application process. We will purchase a credit report from CBI Equifax Credit Information Services, Box 740241, Atlanta, GA 30374, 1-800-685-1111. Any recorded FED's (evictions) in which the court ruled in favor of the landlord may disqualify you immediately. A criminal record may disqualify you immediately. Any unpaid collections or judgments shown may disqualify you immediately. It is your responsibility to contact the credit service if you are denied housing based on their report. The rental unit you applied for will be placed back on the market while you work with the credit service. You will be advised if, based on the information received, you do not meet our criteria.
7. Follow the directions on the application form and print all information in **blue or black ink**. Any applications filled out with pencil will not be processed and will be returned to you. Be sure to complete both sides of the application, and sign all required areas.

WE HAVE NO EMERGENCY OR IMMEDIATE ASSISTANCE AVAILABLE.



8. You **must** have a landlord reference from your **current and previous** landlords. A negative reference or any eviction is grounds for denial of your application. The term "any eviction" is to be construed as an eviction in which the tenant did not prevail. If you do not have two rental references of longer than three continuous months each or have never rented, you may be required to pay double the security deposit for your unit **-and-** provide two professional references on your behalf **-and-** you may need a co-signer for your account. If a co-signer is needed, they will need to pay a non-refundable \$15.00 fee to cover the cost of obtaining a second credit report. If you have been a homeowner within the last two years, you may need to provide a payment history from your mortgage company of the last year.

9. You must have a steady source of income or current section 8 assistance (except Riverside Park, Thomas Creek Court, Pioneer Court). List all sources of income **and corresponding address(s)**. We must verify all sources of income. If you are a student, be prepared to provide us with grant or scholarship award letters, financial aid contracts, and/or student loan papers.

Gross income requirements are 1 ½ times the rent amount for Cottage Creek; 2 times the amount of monthly rent for Camas Commons; and 2 times the amount for Clayton Meadows.

(This income requirement may be waived provided the applicant can 1) demonstrate previous rental/mortgage payments were equal to or more than our rent amount and 2) that payments were made in a timely manner or 3) you are currently receiving section 8 assistance. A letter from your landlord/mortgage company may be required to verify this information. Residential reference provided must have been for no less than three consecutive months.)

10. If your application is accepted, the Project Manager may need to make a visit to your current home. This visit is designed to check your housekeeping habits and the condition of your current rental/home.

11. If you give any false, incomplete, inaccurate, or *unverifiable* information on your application, your application may be denied or your tenancy subsequently terminated.

STEPS TO BECOMING A RESIDENT:

1. ***Review the applicant screening criteria.***
2. Complete the pre-application form.
3. *When notified that a unit will be available*, pay the non-refundable applicant screening fee(s).
4. Be prepared to wait at least seven (7) days as credit checks and verifications often take that long.
5. Make arrangements for the Project Manager to visit your current home.
6. If approved, be prepared to sign the rental agreement in which you will agree to abide by all rules and regulations of the development and pay the required deposits, fees, and other applicable monies.

REJECTIONS

If your application was rejected due to information received from a credit report you should:

1. Contact the supplier of the information whose name and address have been provided in this criteria.
2. Correct any incorrect information through the supplying agency.
3. Request that the credit company submit a corrected credit report to this office.
4. Upon receipt of the corrected information, your application will be re-evaluated and processed for the next available unit.

If you disagree with a decision to deny your application, you may contact us to discuss the denial.

If the denial is based in whole or in part on the information received from the credit reporting agency, we are not required to state a reason for denial of an application other than informing you of the credit reporting agency's contact information.

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

(Confidential Information. This information will not be disclosed or released, except as permitted by law.)

If you have a disability (disability may include physical, mental or other) and need:

- ◆ a change in our policies or procedures
- ◆ a change in the way we communicate with you or give you information, for example, appropriate auxiliary aids, Text Telephone- TTY, qualified sign language interpreters for persons with speech or hearing impairments, or alternate format for vision impairment.

You can ask for this change, which is called a "REASONABLE ACCOMMODATION"

If you can show that you have a disability and if your request is reasonable, you can ask for this change. If you would like the owner of your apartment to make modifications in your apartment or to some other part of the property to accommodate a disability, let us know. We can make reasonable attempts to negotiate with the owner to make such modifications.

If your request is reasonable and if it is not too difficult to arrange, we will try to make the changes you need.

We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension of time. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs.

If we turn down your request, we will explain our decision, and you may give us additional information.

If you need help in filling out a REASONABLE ACCOMMODATION REQUEST FORM, or if you want to give us your request in another way, we may be able to help you.

The Linn-Benton Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or physical or mental disability. The person responsible for insuring compliance with civil rights, and Section 504 regulations is the Executive Director of the Linn-Benton Housing Authority. He/She may be reached at (541) 926-4497.

LINN-BENTON HOUSING AUTHORITY PROPERTY MANAGEMENT RENTAL PRE-APPLICATION

For Office Use Only
 Application Taken by: _____
 Name _____
 BR Size 1 2 3 4
 Date Received: ____ / ____ / ____
 Time Received: ____ am/pm
 Receipt sent: _____
 Check for incomplete areas.

Please read the rental criteria sheets provided **BEFORE** you fill out this application and return it. THANK YOU!

Please mark the properties you are interested in:

Return Completed Form to:
 Linn-Benton Housing Authority
 1250 SE Queen Avenue
 Albany, OR 97322
 (541) 928-6901

CORVALLIS:
 CAMAS COMMONS

LEBANON:
 CYPRESS GARDENS
 (STUDIOS/DISABLED)

SCIO:
 THOMAS CREEK COURT

ALBANY:
 RIVER VIEW PLACE
 (ELDERLY 55+/DISABLED)
 CLAYTON MEADOWS
 (ELDERLY 55+/DISABLED)
 COTTAGE CREEK
 (ELDERLY / DISABLED ONLY)

BROWNSVILLE:
 RIVERSIDE PARK (FAMILY)
 PIONEER COURT
 (ELDERLY/DISABLED)

NOTE: The information you give is used to determine your eligibility. **ALL AREAS MUST BE FILLED IN OR MARKED 'NOT APPLICABLE' (N/A).** Incomplete pre-applications will be returned and families will NOT be placed on any waiting lists until it is received completed. **Please use ink and print your information legibly. Pre-applications that are not legible or that are completed in pencil will be returned to the applicant.**

Household Composition: List all persons **WHO WILL BE** living in your home beginning with the head of household.

Legal Name	Sex	Relation to Head	Date of Birth	Age	Place of Birth	Social Security #
1.		SELF	/ /			
2.			/ /			
3.			/ /			
4.			/ /			
5.			/ /			
6.			/ /			

Street Address: _____ City: _____ State: _____ Zip: _____
 Mailing Address (if different): _____ City: _____ State: _____ Zip: _____
 Phone Numbers: Home: (____) _____ - _____ Work: (____) _____ - _____ Message: (____) _____

ALL CORRESPONDENCE WILL BE MAILED TO MOST RECENT ADDRESS PROVIDED ON ANY LBHA APPLICATION



HOUSEHOLD INCOME: List all income, wages or benefits received by members of your household (do not include food stamps).

\$ Per Month	Source (AFS, Work, SSA, etc.)	Employer Name AND Address	Employer Phone #	PERSON RECEIVING \$

ARE YOU CURRENTLY RECEIVING SECTION 8 ASSISTANCE? YES NO (Circle One)

Do you receive Food Stamps? No Yes If Yes, how much each month? \$ _____
 List all assets & value (bank accounts, trust funds, etc.): _____

Have you or anyone in your household:

Applied with this office before? No Yes If yes, when? _____

Received housing assistance through any other office? No Yes

Committed fraud in connection with receiving Housing Assistance? No Yes

Do you or anyone in your household owe money to any Public Housing Agency? No Yes

If yes to any above question, When? _____ Where? _____

Has any household member been arrested for, convicted or charged with:

Possession, manufacture or distribution of a controlled substance? No Yes

Any crime other than minor traffic violations? No Yes

If yes to any of the above, please give explanation and any arrest or conviction dates: _____

Have you **EVER** been evicted (where the Landlord prevailed) with an FED (Forcible Entry and Detainer) for **ANY** reason?

No Yes

If yes, your application may be denied. We generally do not rent to applicants who have had an FED eviction in the past.

Please explain any FED here: When? _____ Why? _____

IF YOU OWE MONEY TO A PUBLIC HOUSING AGENCY OR COMMITTED FRAUD IN CONNECTION WITH HOUSING ASSISTANCE OR IF YOU HAVE ENGAGED IN ILLEGAL ACTIVITY YOU MAY BE DETERMINED INELIGIBLE.

Do you require a rental with special features? No Grab Rails Wheelchair Accessible No Stairs

Other: _____ 

Please indicate what size unit(s) you are interested in:

Studio 1 bedroom 2 bedroom 3 bedroom 4 bedroom

Do you need a Live-In-Aide? Yes No

The Linn-Benton Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or physical or mental disability. The person responsible for insuring compliance with civil rights, and Section 504 regulations is the Executive Director of the Linn-Benton Housing Authority. He/She may be reached at (541) 926-4497.

If I have a change of address or phone number I will contact the Housing Authority immediately with those changes. I further understand that if I am found eligible and my name comes to the top of the list, I will be contacted by phone or mail and be given a Property Management Full Application packet and landlord reference forms to complete and return by a specified date. My receipt is my proof of application to be considered for LBHA Property Management Units.

Initial that you have read this statement: _____

I / We certify that ALL information provided on this preapplication is true & correct to the best of my knowledge.

Signature of Head of Household

Date

Signature (Everyone Over 18)

Date

Signature of Co-Head or Spouse

Date

Signature (Everyone over 18)

Date

THE PRE-APPLICATION IS PLACED ON THE WAITING LISTS BY DATE & TIME OF RECEIPT.

ASSESSMENT OF HOUSEHOLD DEMOGRAPHICS

Name of Head of Household (HOH)

Name of Household Member #2

Name of Household Member #3

Name of Household Member #4

Name of Household Member #5

Name of Household Member #6

Name of Household Member #7

THIS FORM TO BE COMPLETED BY APPLICANT/TENANT

You have applied for, or currently reside in, a rental housing unit located in a development operating under the "Low-Income Housing Tax Credit" (LIHTC) Program of Section 42 of the Internal Revenue Code. The collection of certain tenant data is authorized by the Housing & Economic Recovery Act of 2008, and will be furnished to the U.S. Department of Housing & Urban Development (HUD). Each household must be offered the opportunity to disclose their race, ethnicity, and disability status. Parents/guardians are asked to disclose on behalf of all children in the household who are under the age of 18. There is no penalty for those households who do not wish to provide the requested information. However, all adult members (18 years or older) must sign/date at the bottom of this form as proof that the option to disclose was made available.

(A) Racial Categories*	Check all that apply for each household member						
	Member #1 (HOH)	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7
1. White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Black or African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. American Indian or Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(B) Ethnic Categories*	Check all that apply for each household member						
	Member #1 (HOH)	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7
1. Hispanic or Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Not Hispanic or Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(C) Disability Status*: Are any household members disabled according to the Fair Housing Act? Yes No

*Please refer to the attached page for definitions of race, ethnicity, and disability.

I/we were given the opportunity to furnish the above-listed information for our household but chose not to.
(Do NOT check this box if your household furnished the data requested in sections A, B, and C above.)

Head of Household Signature

Date

Signature

Date

Signature

Date

Signature

Date

The following racial and ethnic definitions are modeled after the OMB-approved form, "Race and Ethnic Data Reporting Form" (HUD-27061), used by the U.S. Department of Housing and Urban Development (HUD):

A. Household members can select one or more of the following applicable racial definitions:

White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American."

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

B. Household members can select one of the following applicable ethnic definitions:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic" or "Latino."

Not Hispanic or Latino - A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The following definition of "disabled" comes directly from the Fair Housing Act:

C. Per the Fair Housing Act, the definition of disabled is:

- A physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. For a definition of "physical or mental impairment" and other terms used in this definition, please see 24 CFR 100.201, available at: http://www.fairhousing.com/index.cfm?method=page.display&pagename=regs_fhr_100-201
- "Handicap" does not include current, illegal use of or addiction to a controlled substance.
- An individual shall not be considered to have a handicap solely because that individual is a transvestite.

The housing credit agency administering its low-income housing credit program must, to the best of its ability, provide this disability status information, pursuant to 42 U.S.C. 1437z-8. However, it is the tenant's voluntary choice whether to provide such information, and questions to the tenant requesting the information must so state. If the tenant declines to provide the information, the housing credit agency shall use its best efforts to provide the information, such as by noting the appearance of a physical disability that is readily apparent and obvious, or by relying on a past year's information. For purposes of gathering this information, no questions with respect to the nature or severity of the disability are appropriate.

General Information or Things You May Need to Know About Section 8

- What is Section 8?* This is a federally funded program to help low income families pay their rent. Generally, families pay 30% of their income towards rent and utility costs while the Housing Authority pays the balance of the rent to the landlord. The Housing Authority does not supply the apartment or house; each family finds their own home. The assistance stays with the family even when they move.
- What is a Waiting List?* We can only serve a set amount of households and when we have filled our programs we begin a waiting list. Interested people must complete a pre-application to be placed on the waiting list. It will be filed by date & time and you will receive a letter of receipt. When your pre-application reaches the top of the list, you will be notified by mail. You must submit requested information and documents in a timely manner to be eligible to participate in our rental assistance program.
- How Long Will I Wait?* Your receipt will give the best estimate we have for how long it will be.
- Do I Need to Update?* The Housing Authority will be contacting you by mail so be sure we have your current address at all times. **If you do not respond to our letter your name will be removed from the list.**
- Special Preferences?* Households with a minor, an elderly or handicapped member are placed before households with only adult members. We offer a *special preference* for households who are within the following definition. Terminally ill—A household member who is likely to die within two years in spite of medical treatment.

The Linn-Benton Housing Authority has NO emergency or immediate assistance available

DECLARATION OF CITIZENSHIP OR ALIEN REGISTRATION STATUS

New Federal Regulations (effective June 19, 1995) allow assistance only to new applicants who are:
Citizens; or

Non-citizens who have eligible immigration status.

BEFORE receiving any type of assistance all applicants will be required to provide the following information/documentation:

Non-Citizens If 62 yrs of age or older, the signed declaration of eligible immigration status, and proof of age document will be sufficient. All other non-citizens will be required to submit the following evidence: 1. Signed declaration of eligible immigration status and, 2. INS documents of eligible immigration status and, 3. A signed certification consent form.

U.S. Citizens A signed declaration of your U.S. citizenship.

INCOME LIMITS: EFFECTIVE FY 2012

**BENTON
COUNTY**

PERSONS	ANNUAL	MONTHLY
1	26000	2167
2	29700	2475
3	33400	2783
4	37100	3092
5	40100	3342
6	43050	3588
7	46050	3838
8	48950	4079
9	51950	4329
10	54900	4575

LINN COUNTY

PERSONS	ANNUAL	MONTHLY
1	20550	1713
2	23500	1958
3	26450	2204
4	29350	2446
5	31700	2642
6	34050	2838
7	36400	3033
8	38750	3229
9	41100	3425
10	43450	3621

FAIR MARKET RENTS FY 2013

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Linn	469	543	734	1069	1172	1347	1524
Benton	450	578	757	1115	1341	1542	1743

VOUCHER PAYMENT STANDARD:

EFFECTIVE 10-01-2012

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Linn	480	575	720	980	1200	1400	1600
Benton	495	610	755	1080	1300	1450	1700

MOBILE HOME SPACE PAYMENT STANDARDS:

BENTON COUNTY 332
LINN COUNTY 304

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

(Confidential Information. This information will not be disclosed or released, except as permitted by law.)

If you have a disability (disability may include physical, mental or other) and need:

- ◆ a change in our policies or procedures
- ◆ a change in the way we communicate with you or give you information, for example, appropriate auxiliary aids, Text Telephone- TTY, qualified sign language interpreters for persons with speech or hearing impairments, or alternate format for vision impairment.

You can ask for this change, which is called a "REASONABLE ACCOMMODATION"

If you can show that you have a disability and if your request is reasonable, you can ask for this change. If you would like the owner of your apartment to make modifications in your apartment or to some other part of the property to accommodate a disability, let us know. We can make reasonable attempts to negotiate with the owner to make such modifications.

If your request is reasonable and if it is not too difficult to arrange, we will try to make the changes you need.

We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension of time. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs.

If we turn down your request, we will explain our decision, and you may give us additional information.

If you need help in filling out a REASONABLE ACCOMMODATION REQUEST FORM, or if you want to give us your request in another way, we may be able to help you.

The Linn-Benton Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or physical or mental disability. The person responsible for insuring compliance with civil rights, and Section 504 regulations is the Executive Director of the Linn-Benton Housing Authority. He/She may be reached at (541) 926-4497.

OFFICE USE ONLY

LINN-BENTON HOUSING AUTHORITY PRE-APPLICATION



SECTION 8 RENTAL ASSISTANCE

PLEASE NOTE: If you or any member of your household requires any assistance with this process please inform the Housing Authority. All areas must be filled in or marked "not applicable" (N/A). Incomplete forms will NOT be accepted or placed on the waiting list. Your application date for the waiting list will be the date this completed form is RECEIVED by our office. A Head of Household who is under 17 years old MUST provide proof of emancipation or proof of adult recognition by another social service agency.

Name _____
BR Size _____ HA Pref _____
Comp # _____
Time Rec'd _____ am/pm

HOUSEHOLD COMPOSITION (List all persons who WILL BE living in the assisted unit, INCLUDING AN UNBORN CHILD.)
Only include children who will be with you 50% of the time or more.

Legal Name	Sex	Relation to Head	Date of Birth	Age	Place of Birth	Social Security #	*Ethnicity Circle one	**Race Circle one or more
1.		SELF	/ /				1 2	1 2 3 4 5 6
2.			/ /				1 2	1 2 3 4 5 6
3.			/ /				1 2	1 2 3 4 5 6
4.			/ /				1 2	1 2 3 4 5 6
5.			/ /				1 2	1 2 3 4 5 6
6.			/ /				1 2	1 2 3 4 5 6
7.			/ /				1 2	1 2 3 4 5 6

* Ethnicity: (1) Hispanic or Latino (2) Not Hispanic or Latino

** Race: (1) White (2) Black/African American (3) American Indian/Alaskan Native (4) Asian (5) Native Hawaiian/Pacific Islander (6) Other
Race and Ethnicity information is optional and will not be used to determine eligibility. Statistical purposes only.

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different): _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Msg. #: (____) _____ Work #: (____) _____

1250 QUEEN AVE SE • ALBANY, OR 97322 • PHONE: (541) 926-4497 • FAX: (541) 926-3589 • RELAY: 711

ALL CORRESPONDENCE WILL BE MAILED TO MOST RECENT ADDRESS PROVIDED ON ANY LBHA APPLICATION

OFFICE USE ONLY

Receipt _____ Log Book _____ Income Limits _____ Entered _____ Double Check _____

Are you **OR** any member of your household: (Please check all that apply)

- Disabled or Handicapped, Who? _____
- Terminally Ill, who? _____
- Age 62 or over Pregnant In the process of securing legal custody of any individual who is under 18 years of age

HOUSEHOLD INCOME: List all income, wages or benefits received by members of your household.

Recipient of Income	Source (TANF, WORK, SS, etc.)	Gross Monthly Income

This pre-application is for placement on the waiting list only. Final eligibility will be verified and determined at the time your family reaches the top of the waiting list. If you owe money to a Public Housing Agency, have committed fraud in connection with housing assistance, are required to register as a sex offender, have engaged in illegal drug or violent criminal activity, have been terminated for previous participation in the Section 8 program or have given false information you may be determined ineligible.

I/We certify that ALL the information provided on this pre-application is true and complete to the best of my knowledge. I understand that giving false or misleading information on this application can result in the determination that I am ineligible for rental assistance. I understand that it is my responsibility to notify the Housing Authority, IN WRITING, if I have a change in address or family composition and that failure to reply to any correspondence, requests for updated information or appointments by given deadlines may result in my application being made inactive on the Section 8 Assistance Waiting List.

Signature of Head of Household	/ /
Signature of Co-Head or Spouse	/ /
	Date
	Date

The Linn-Benton Housing Authority does not discriminate on the basis of race, color, national origin, religion, sex, familial status, or physical or mental disability. The person responsible for insuring compliance with civil rights, and Section 504 regulations is the Executive Director of the Linn-Benton Housing Authority. He/She may be reached at (541) 926-4497.

Información General o Cosas que podría necesitar saber de Sección 8

- ¿Qué es Sección 8?** Este es un programa fundado por el gobierno para ayudar familias con ingresos bajos pagar su renta. Generalmente, familias pagan 30% de su ingreso hacia la renta y gastos para utilidades, y el Housing Authority paga el saldo de la renta y utilidades al dueño. El Housing Authority no suministra el apartamento o casa; cada familia busca su propia hogar. La asistencia permanece con la familia, incluyendo si se muda.
- ¿Qué es una lista de espera?** Solamente podemos servir una cantidad específica de hogares y cuando nuestros programas están llenos creamos una lista de espera. Gente interesada debe que completar una pre-aplicación para estar en la lista de espera. Se presentará por fecha y hora y usted recibirá una carta de recibo. Cuando su aplicación llega a la encima de la lista, recibirá una carta por el correo. Usted tiene que proporcionar cualquier información solicitada y documentos tan pronto como posible para estar eligible participar en nuestro programa de asistencia de vivienda.
- ¿Por cuánto tiempo necesito esperar?** Su recibo es la mejor estimada que tenemos.
- ¿Necesito hacer actualizaciones?** El Housing Authority se contacta por correo, entonces no se olvide proporcionarnos con su dirección corriente. **Si usted no responde a nuestra carta, su nombre se quita de la lista.**
- ¿Preferencias especiales?** Hogares con un menor, o un miembro anciano o discapacitado se les da una preferencia antes de hogares con solamente miembros adultos. Ofrecemos una *preferencia especial* para hogares que están en la definición siguiente. Enfermo terminal—Un miembro de la familia que es probable que muera entre dos años a pesar de tratamiento medical.

El Linn-Benton Housing Authority NO TIENE asistencia inmediata o de emergencia.

DECLARACIÓN DE CIUDADANÍA O ESTADO DE REGISTRACIÓN EXTRANJERO

Nuevas regulaciones federales (efectivos 19 de junio, 1995) permiten asistencia solamente a solicitantes nuevos quienes son:

Ciudadanos; o

Personas que no son ciudadanos pero tienen estado eligible de inmigración.

ANTES de recibir cualquier tipo de asistencia, todos solicitantes tienen que proporcionar la información/documentación siguiente:

Personas que no son

ciudadanos

Si tienen 62 años o más, la declaración de estado eligible de inmigración (firmada) y un documento que pruebe su edad puede servir. Todas otras personas que no son ciudadanos están requeridas proporcionar la prueba siguiente: 1. Declaración firmada de estado eligible de inmigración y, 2. Documentos de INS de estado eligible de inmigración, y 3. Una forma firmada de certificación consentimiento.

Ciudadanos de los E.E.U.U

Una declaración firmada de su ciudadanía de los E.E.U.U.

LIMITES DE INGRESO: EFECTIVO AF 2012

BENTON COUNTY

PERSONAS	MUY BAJO	POR MES
1	26000	2167
2	29700	2475
3	33400	2783
4	37100	3092
5	40100	3342
6	43050	3588
7	46050	3838
8	48950	4079
9	51950	4329
10	54900	4575

LINN COUNTY

PERSONAS	MUY BAJO	POR MES
1	20550	1713
2	23500	1958
3	26450	2204
4	29350	2446
5	31700	2642
6	34050	2838
7	36400	3033
8	38750	3229
9	41100	3425
10	43450	3621

MERCADO JUSTO DE ALQUILER AF 2013

EFECTIVO 10-01-2012

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Linn	469	543	734	1069	1172	1347	1524
Benton	450	578	757	1115	1341	1542	1743

ESTANDAR DE PAGO DE COMPROBANTE:

EFECTIVO 10-01-2012

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Linn	480	575	720	980	1200	1400	1600
Benton	495	610	755	1080	1300	1450	1700

MOBILE HOME SPACE PAYMENT STANDARDS:

BENTON COUNTY 332
 LINN COUNTY 304

NOTICIA DE DERECHO A UNA ACOMODACIÓN RAZONABLE

(Información confidencial. Esta información no estaría divulgada o liberada, excepto como permitido por la ley.)

Si tiene usted discapacidad (discapacidad podría incluir física, mental, u otro) y necesita:

- ◆ un cambio en nuestras políticas o procedimientos
- ◆ un cambio en como comunicarnos con usted o darle información, por ejemplo, medios auxiliares adecuados, Text Telephone- TTY, traductores calificados de lenguajes de signos para personas con impedimentos de discurso o de la audencia, o formas alternativas para impedimentos de visión.

Usted puede pedir para este cambio, que se llama una “ACOMODACIÓN RAZONABLE”

Si usted puede mostrar que tiene discapacidad y si su pedida es razonable, usted puede pedir para este cambio.

Si su pedida es razonable y no es demasiada difícil organizar, hacemos un esfuerzo de hacer los cambios que necesita. Usted puede pedir una forma de Petición para Acomodación Razonable de contacto con el Housing Authority.

Hacemos una decisión tan pronto como posible, por lo menos entre treinta (30) días, a menos que si darnos permisión de extender el tiempo. Nos pondremos en contacto consigo si necesitamos más información o verificación o si queremos discutir otras maneras de satisfacer sus necesidades.

Si no aceptamos su pedida, explicaremos nuestra decisión y usted puede darnos más información.

Si usted necesita ayuda en llenar la forma de PETICIÓN PARA ACOMODACIÓN RAZONABLE, o si quiere usted darnos su pedida en otra forma, es posible que podamos ayudarle.

OFFICE USE ONLY

LINN-BENTON HOUSING AUTHORITY PRE-APLICACIÓN



SECCIÓN 8 ASISTENCIA DE ALQUILER

ATENCIÓN: Si usted o otro miembro de su familia requiere asistencia con este proceso, favor de informar el Housing Authority. Todas las areas tienen que ser llenadas o marcadas "no es aplicable" (N/A). Formas incompletas NO serían aceptadas o añadidas a la lista de espera. Su fecha de aplicación para la lista de espera será la fecha de que RECIBIMOS la forma completa. La información que nos da usted es usada para determinar su elegibilidad preliminar. Un Representativo de la Familia que tiene menos de 17 años TIENE QUE proporcionar prueba de emancipación o reconocimiento como adulto por otra agencia de servicios sociales.

Name _____
BR Size _____ HA Pref _____
Comp # _____
Time Rec'd _____ am/pm

COMPOSICIÓN DE LA FAMILIA (Haga una lista de todas personas que VIVIRÁN en la unidad asistida, INCLUYENDO UN NIÑO NO NACIDO.)

Nombre legal	Sexo	Relación al Rep.	Fecha de nacimiento	Edad	Lugar de nacimiento	# de Seguridad Social	*Etnicidad Poner un círculo	**Raíz Poner un círculo.
1.		SELF	/ /				1 2	1 2 3 4 5 6
2.			/ /				1 2	1 2 3 4 5 6
3.			/ /				1 2	1 2 3 4 5 6
4.			/ /				1 2	1 2 3 4 5 6
5.			/ /				1 2	1 2 3 4 5 6
6.			/ /				1 2	1 2 3 4 5 6
7.			/ /				1 2	1 2 3 4 5 6

* Etnicidad: (1) Hispano o Latino (2) No Hispano o Latino

** Raíz: (1)Blanco (2)Negro o Afroamericano (3) Indigena America o Nativo de Alaska (4) Asiatico (5) Nativo de Hawai o Isleno del Pacifico (6) Otra Ethnia Y Herencia racial son opcional y no lo usan para determinar eligible. Solo se usan para estadisticos.

Dirección: _____ Ciudad: _____ Estado: _____ Zip: _____

Dirección de correo (si es diferente): _____ Ciudad: _____ Estado: _____ Zip: _____

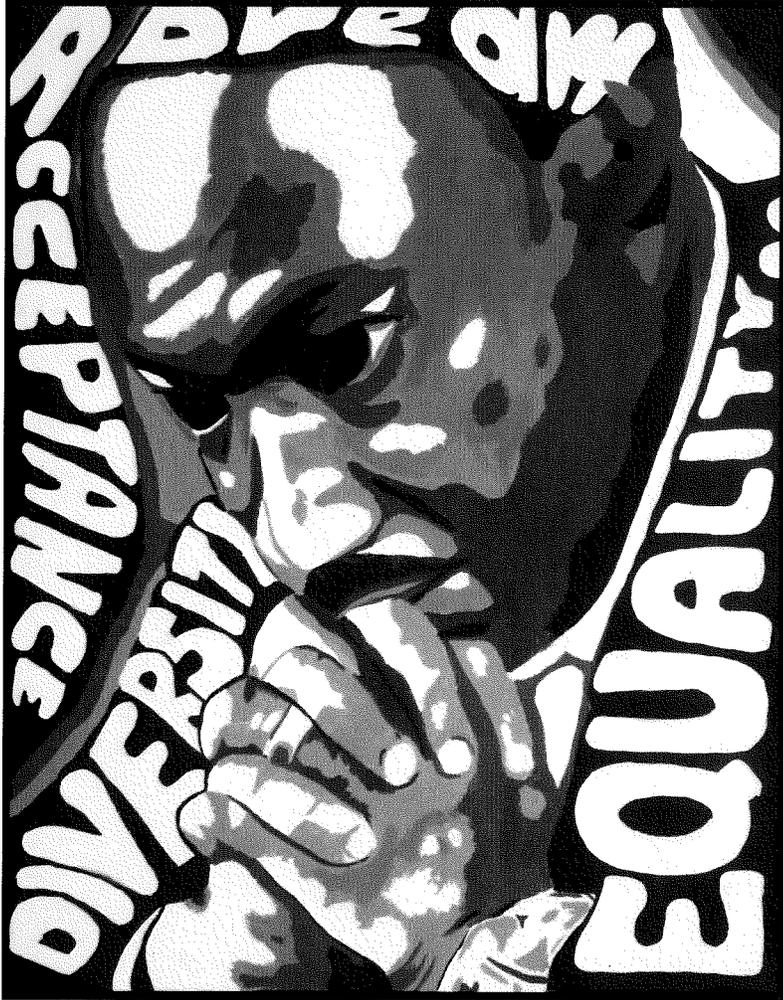
de teléfono: (____) _____ Mensaje #: (____) _____ Trabajo #: (____) _____

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Receipt Given _____ Log Book _____ Income Limits _____ Claim Check _____ CIS _____ Entered/WinFam _____ Double Check _____

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2012 artwork by Karen Guerrero



To
keep
alive
and
continue
the
legacy
of Dr.
Martin
Luther
King,
Jr.

Albany Peace Seekers invite you to

*Help us celebrate the 2nd Annual MLK
"Continue the Dream" Project.*

*Learn how GAPS students have responded creatively to
this timely theme.*

Open House

**Meeting Room of the Albany Public Library
Thursday, March 14, 2013, 4 to 6 PM**

*Join us for this informal, festive, and exciting event!
Come when you can, leave when you must.*