**Section 302.116 Required Notifications and Correspondence**

The Authority shall ensure it communicates clearly with an applicant about the application determination process, including acceptance, status of a pending application, and any reason for denying an application.

a) The Authority shall provide notice to an applicant upon finding that a submitted application is defective or should otherwise be considered ineligible, denied, or rejected.

b) The notice from the Authority shall explain the reason why an applicant's submitted application is defective or should otherwise be considered ineligible, denied, or rejected.

c) The notice shall contain the necessary information, process, accepted method, and deadline for the applicant to remedy any defective or deficient application as set out in Section 302.205, provided that remedy is possible.

d) All notice and correspondence required to be provided by the Authority shall be given promptly and without unnecessary delay to any applicant.