

**DRAFT APPEAL PROCESS-INFORMAL HEARINGS
(NON SECTION 8 TENANTS)
ALLIED DRIVE REDEVELOPMENT PROPERTY**

Application Form

- a. The application form will contain a section in which the applicant can indicate if they want a third party notified of the decision (both acceptance and denial).
- b. There will be space for the applicant to list the third party's name, address and phone number.
- c. The application will also include a place for the applicant to give permission for the confidential information to be shared with the names third party.
- d. If a third-party contact listed, that party would also receive notice of the scheduled informal hearing date/time/location.

Denial Letters

- a. The applicant will receive a written denial letter that includes a check-box for the applicant to indicate if they want to pursue an informal hearing.
- b. The denial letter will include the specific reasons for the denial and their right to pursue an appeal of the denial.
- c. The denial letter will be a two-part form so that applicant can keep a copy for their records while sending back the original indicating their desire to appeal the decision.
- d. A separate information sheet would be included with the denial letter that provides a description of the informal hearing process, procedures and timeline.
- e. The info sheet on the informal hearing process will include language that informs the applicant to begin gathering relevant data and documentation to support their appeal and not to wait for a hearing to be scheduled.
- f. Stone House Development will keep a copy of the denial letter for its records.
- g. Stone House Development will send a self-addressed envelope with the denial letter. Postage will need to be covered by the applicant.

The Informal Hearing

- a. Applicants will have the option of an oral informal hearing or submit only written appeal documentation.
- b. Applicants will have 21 calendar days from the date of the denial letter to elect to appeal the decision.
- c. The denial letter will include the specific deadline date for the appeal decision.
- d. Stone House Development staff will conduct the informal hearings. The person who is designated as the hearing officer **cannot** be the person (the underwriter) who made the determination of ineligibility or a subordinate of that person.

- e. The applicant may bring to the hearing any documentation or evidence s/he wishes and the evidence along with the data compiled by Stone House Development will be considered by the hearing officer.
- f. Two regularly occurring informal hearings per month will be scheduled. They will be canceled if not needed.
- g. The hearing officer will be responding to factual errors, current data/documentation, etc. and not reviewing the entire scoring of the original application as done by the underwriter.
- h. The hearing officer may rule in favor of the applicant, in favor of the denial, or remand the decision back to the underwriter.
- i. If the hearing officer rules in favor of the applicant, it would void the earlier denial decision of the underwriter, and the next available unit will be made available to the applicant
- j. If an applicant's appeal is affirmed, it does not necessarily mean the applicant will receive housing.
- k. Notice of the hearing officer decision will be sent out in the mail within three business days of the hearing date.

PLEASE NOTE: RECIPIENTS OF SECTION 8 WILL FOLLOW THE CDA'S ESTABLISHED APPEAL PROCEDURES FOR THE SECTION 8 HOUSING PROGRAM