



**SECTION 8 HOUSING ASSISTANCE PROGRAM  
INFORMAL REVIEW  
~Applicants Only~  
§982.554**

**WHEN A REVIEW IS REQUIRED TO BE OFFERED:**

The Housing Authority (HA) must give an applicant for participation the opportunity for an Informal Review if the applicant wishes to have any of the following HA decisions/determinations reviewed for compliance with the law, HUD regulations and HA rules or policies:

1. Denial of placement on the waiting list.
2. Denial of issuance of a Housing Choice Voucher.
3. Denial of participation in the program.

**WHEN A REVIEW IS NOT REQUIRED TO BE OFFERED:**

The HA is not required to provide the applicant an opportunity for Informal Review for any of the following:

1. Discretionary administrative determinations by the HA.
2. General policy issues or class grievances.
3. A determination of the family unit size under the HA subsidy standards.
4. An HA determination not to approve an extension or suspension of a Voucher term.
5. An HA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
6. An HA determination that a unit selected by the applicant is not in compliance with Housing Quality Standards (HQS).
7. An HA determination that the unit is not in accordance with HQS because of the family size or composition.

**REVIEW NOTICE**

The HA shall give an applicant prompt written notice of a decision and/or determinations requiring the opportunity for an Informal Review. The notice shall:

1. Include a brief statement of the reason for the decision.
2. Advise the applicant of his/her right to request an Informal Review if the applicant does not agree with the decision.

3. Specify that the request for an Informal Review must be made, in writing or verbally, within seven working days from the date of the notice.

If the request for an Informal Review does not meet the criteria for an Informal Review, the applicant will be promptly notified in writing.

If the request does meet the criteria to be eligible for Informal Review, the Review will be scheduled within ten days of the date of the request.

### **PROCEDURES:**

The Informal Review will be conducted in accordance with the following rules:

1. The review will be conducted by a member of the City Attorney's Office or any other such person as the HA may designate, other than the person who made or approved the decision under review or a subordinate of such person.
2. The person conducting the review will regulate the conduct of the review.
3. The applicant may be represented, at his/her own expense, by a lawyer or other representative.
4. The applicant shall be given an opportunity to present written or oral objections to the HA's decision.
5. The HA and the applicant will be given the opportunity to present evidence, and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.
6. The person conducting the review must provide the applicant, within ten (10) days of the review, the notice of decision. The notice of decision must briefly state the reason(s) for the decision. Factual determinations shall be based on evidence provided at the review.

