

## APPENDIX B

### PUBLIC HOUSING ADMISSIONS AND OCCUPANCY POLICY INFORMAL REVIEW PROCEDURES

(Applicants Only)

#### 1. Applicability

- A. The Somerville Housing Authority will provide an opportunity for an informal review regarding a decision denying assistance to an applicant, including a decision:
1. Denying placement on the waiting list.
  2. Denying participation in the Public Housing Program.
  3. Denying a preference in determining eligibility for the Public Housing Program.

The notice of denial shall contain the basis for the determination and will inform the applicant of his/her right to review the file.

- B. The Somerville Housing Authority is not required to provide an opportunity for informal review:
1. To review discretionary administrative determinations by SHA, or to consider general policy issues or class grievances.
  2. To review SHA's determination of the number of bedrooms determined under the standards established by the Somerville Housing Authority in accordance with HUD regulations.

#### II. Procedures

The Somerville Housing Authority shall give an applicant prompt written notice of a decision denying assistance to the applicant, including a decision of ineligibility for housing, ineligibility for any of the selection preferences adopted by SHA, or removal from or denying placement on the waiting list. The notice shall also state that the applicant may request in writing an informal review of the decision, and shall describe how to obtain the informal review.

The applicant must submit a written request for an informal review within twenty (20) days of mailing of notice of the decision denying assistance.

If the request does not meet the criteria, such as a failure to submit written request within twenty (20) days to be eligible for informal review, the applicant will be promptly notified in writing.

If the request meets the criteria, an informal review will be scheduled within thirty (30) days of the request.

The informal review shall be conducted by any person or persons designated by the Executive Director, other than a person who made or approved the decision under review or a subordinate of such person.

The applicant shall be given an opportunity to present written or oral objections to the Somerville Housing Authority's decision.

The Somerville Housing Authority shall notify the applicant in writing within fifteen (15) working days after the close of the informal review, of the final decision, including a brief statement of the reasons for the final decision.

If the Executive Director or his/her designee upholds the previous decision of the SHA, no further internal administrative process is available to the applicant.