

Applicant Rights
Appeal and Fair Hearing

As an applicant applying for Federal or State assistance you have the right to Appeal any decision made by the contracting agency (with the exception of a denial due to lack of funds). You have the right to file an appeal and request a fair hearing when your claim for assistance has been denied or is not acted on with reasonable promptness, except if the denial or lack of promptness is due to lack of funds. If you wish to file an appeal complete the form provided and return within 30 days from the date of the denial.

The request must be made in writing on the Fair Hearing Request form provided to you by your local contract agency, with detailed information about the error made by the local contracting agency in denying or not acting with reasonable promptness on the claim for assistance in question. You will be provided a copy of all documents submitted to the local contracting agency. The Appeal Form will be processed according to agency policy and you will be notified within 30 days of the results of the decision.

At the time of notification of the local contracting agency decision, If applicant is not satisfied with the findings they may request a Fair Hearing. The request for a Fair Hearing shall be in writing and filed within 30 days of the date of the denial or notification of the results of the Appeal process. You have the right to:

1. File an Appeal (Except for Lack of Funds)
2. Request a Fair Hearing once the appeal is completed
3. Be represented by an authorized representative, such as legal counsel, relative or a friend

If the Appeal and Fair Hearing by the local contracting agency results in your denial being upheld you have the right to request a review by the Tennessee Housing Development Agency (THDA). Request to THDA for a review may be made in writing, electronic mail, or telephone within thirty (30) days of the date of the written notification of the outcome of the hearing conducted by the local contracting agency. No request for a THDA review will be accepted until a hearing has been held by the local contracting agency in which you applied and were denied and those results have been sent to THDA. All requests to THDA for a review shall include all materials submitted to the local contracting agency and all other documents and communications between you the applicant and the local agency. Submit APPEAL REQUEST for THDA to:

Don Watt - Chief Programs Officer
Tennessee Housing and Development Agency
502 Deaderick Street, 3rd Floor
Nashville, TN 37243-0900
(615) 815-2032
Dwatt@thda.org

Please sign and date below and give this form to the UCHRA case worker who is taking your application for assistance to be placed in your file. It is your right to a copy of this information and at your request a copy will be given to you.

Applicant Signature

Date

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Appeal and Fair Hearing

Client Copy

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Semoine Pearson-Housing Program Manager
Tennessee Housing and Development Agency
502 Deaderick Street, 3rd Floor
Nashville, TN 37243-0900
(615) 815-2030
spearson@thda.org

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