

Attachment B

REQUEST FOR APPEAL TO EXECUTIVE DIRECTOR

This completed Request Form must be submitted to HAGC's Grievance Coordinator no later than fourteen (14) calendar days after an informal review or the date of the Hearing Officer's informal hearing decision. Late requests will not be processed unless the requestor demonstrates the delay was due to extraordinary circumstances beyond the requestor's control (proof of extraordinary circumstances shall be attached to this Request Form). Failure to submit a timely request is a waiver of the right to appeal. The HAGC Executive Director, or designee, will review the Hearing Officers decision to ensure that the decision was compliant with HUD regulations and HAGC's Administrative Plan and policies. On appeal, the Executive Director, or designee, shall only review the recording of, and the documents and evidence presented during, the informal hearing. New documents and evidence shall not be considered on appeal. See HAGC's Grievance Policy for more information.

Head of Household: _____

Last 4 digits of Social Security #: _____ Email: _____

Address:

Phone No: _____

Are you a: Program Participant Program Applicant HAGC Resident

Program: _____

Date of informal review or informal hearing: _____

Provide a clear and concise statement of the reason(s) for appealing the Hearing Officer's decision. This statement shall describe why HAGC's adverse action or decision was not compliant with HUD regulations and HAGC's Administrative Plan and policies, based upon the evidence and testimony provided during the informal hearing. (Please attach additional pages as necessary)

The Housing Authority of Gloucester County
Grievance Policy

Print Name

Signature

Date