



## Missouri State Assistance for Housing Relief Appeal Policy

The Missouri Housing Development Commission (“**MHDC**”) hereby notifies all beneficiaries of the Missouri State Assistance for Housing Relief Program (“**SAFHR**”) of their rights established by the following State Assistance for Housing Relief Appeal Policy (“**Appeal Policy**”):

Any landlord or tenant participant submitting an application for assistance under the SAFHR (“**Applicant**”) may appeal any initial determination that denies or limits eligibility of the Applicant under the SAFHR. Applicants that believe they were denied by the SAFHR program because they were determined to be ineligible during the application and verification process may appeal the decision by submitting their formal request to [**Compliance@mhdc.com**]. An Applicant’s request should include “Appeal” in the subject line of the email. The request should also include both landlord and tenant’s name, address requesting assistance, and preferred email/contact information. The written appeal shall state the reason(s) why the Applicant believes the application denial was in error. Appeals shall be submitted by fourteen (14) calendar days of the date of the application denial letter. The person conducting the appeal review may, but is not required, to request additional information from the Applicant in support of the appeal. The appeal decision regarding eligibility of the Applicant (“**Final Determination**”) by Compliance shall be issued via email to the address provided. The Final Determination is not subject to further appeal.