



## **Hearing Officer – Request for Services**

### **Scope of Work**

The purpose of this Request for Services is to contract with one or more qualified individuals and/or firms to conduct hearings/reviews for the City of Mesa Housing Authority Section 8 Housing Choice Voucher Programs.

The Scope of Work is outlined below. Any revisions in the Scope of Work shall be mutually agreed upon and shall be established by a document that shall be jointly executed and shall become an exhibit to any contract resulting from this Request.

- Comply with all applicable federal regulations, including but not limited to, 24 CFR 982.554 and 24 CFR 982.555 and the City of Mesa Housing Administrative Plan;
- Coordinate with the City of Mesa Housing Authority to schedule the date of each requested hearing within ten (10) working days of the receipt of the request;
- Conduct each hearing at 200 S. Center St. Bldg. 1, Mesa, AZ 85210 as requested by the City of Mesa Housing Authority, which will last approximately 30 minutes to one hour;
- If applicable, grant one continuance each to the City of Mesa Housing Authority or to the applicant/participant for good cause found by the hearing officer; any continuance is not to exceed thirty (30) days;
- Review on a thorough and impartial basis each case and materials presented by the applicant/participant and the City of Mesa Housing Authority;
- Render a decision on each case in writing and mail the written decision to the applicant/participant and the City of Mesa Housing Authority within ten (10) business days of the close of the hearing;
- Requires Two (2) years minimum industry experience in federal housing programs; and
- Invoice the City of Mesa Housing Authority a flat rate for each hearing conducted.

To view the City of Mesa Housing Administration Plan, follow this link:

<https://www.mesaaz.gov/home/showdocument?id=35258>