

# **HDLI's 2<sup>nd</sup> Annual Virtual 2-Day Comprehensive Grievance Process Training**

**August 14-15, 2024**

**12:00 PM – 4:00 PM ET each day (Via Zoom)**

**Provided by HDLI's CEO & General Counsel, Lisa L. Walker**

**Who Should Attend?** This comprehensive training is for seasoned hearing officers, new hearing officers, all staff involved with lease infractions, lease terminations, and evictions, and attorneys who provide guidance on, or litigate, the propriety of grievance hearings and decisions.

**What We Will Accomplish:** This training focuses on each component necessary to ensure that your PHA provides court-required due process at each stage of the public housing and Section 8 administrative review (grievance) processes. We provide useful course training materials and resources, including staff and hearing officer checklists and decisional templates. This serves as a refresher to information provided in last year's training, along with additions of new training material.

**All attendees receive personalized certificates of training. We cover:**

- ✓ **New this year!** Implications of notable grievance process decisions by judicial circuit (across the country)
- ✓ Creating a successful grievance process infrastructure
- ✓ Must-have terminology in pre-termination, termination, and eviction notices
- ✓ Reviewable v. nonreviewable decisions
- ✓ Holding and documenting informal settlement conferences (we provide templates!)
- ✓ Handling protracted hearing scheduling and rescheduling
- ✓ Role, recruitment, and selection of independent hearing officers
- ✓ Prehearing protocols - discovery and preparation for the hearing
- ✓ Step-by-step guide for holding the grievance hearing (we provide checklists!)
- ✓ Proper consideration of mitigating circumstances and reasonable accommodations
- ✓ Writing a defensible grievance decision (we provide templates!)
- ✓ Setting aside the hearing officer's decision

**Useful training materials and resources, including checklists and decision templates!**

*Q & A throughout to address your specific grievance process questions*

**Registration Form on Next Page**

# Registration Form for HDLI's Virtual Grievance Process Training

August 14-15, 2024

12:00 PM – 4:00 PM ET

Contact Person: \_\_\_\_\_

Agency/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of training attendees: \_\_\_\_\_

*If registering multiple people, please provide list of attendee names/emails to [hdli@hdli.org](mailto:hdli@hdli.org)*

**Registration Fee:**  \$545 per attendee for HDLI members

\$495 per attendee for **5 or more attendees from same agency**

\$725 per attendee if not an HDLI member

***Regrettably refunds cannot be provided after your registration is confirmed***

**TOTAL AMOUNT ENCLOSED:** \$ \_\_\_\_\_

Check to be mailed (Made payable to "HDLI")

Charge my credit card (VISA, MasterCard, and American Express accepted)

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**To Register: Email this form to [hdli@hdli.org](mailto:hdli@hdli.org)**

**Mail checks to: HDLI, 630 I Street, NW, Washington, D.C. 20001 (email form as well)**  
Registration confirmation will be provided.

**Questions?** Contact Tim Coyle at [tcoble@hdli.org](mailto:tcoble@hdli.org)