



## District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599  
(202) 535-1000

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**Tyrone Garrett, Executive Director**

### Office of Fair Hearings

#### Notice to Advocates: Virtual Hearings Offered due to COVID-19

In light of the current coronavirus pandemic and in an effort to protect the health and safety of our participants, staff, and other stakeholders, in person hearings are not being conducted at this time. Until we return to normal operation, DCHA will be offering virtual hearings. A virtual hearing is conducted through an electronic mechanism that allows video conferencing. Participants are permitted to opt out of a virtual hearing if they prefer to have their matter continued until normal office operations resume. Participants will be permitted to submit documents prior to their hearing. They will also be able to review documents upon which DCHA relied in coming to the determination which is the basis of the current grievance.

To ensure that the virtual hearing experience is organized, efficient, and thorough, the District of Columbia Housing Authority's Office of Fair Hearings will request that participants complete the attached Pre-Virtual Hearing Participant Questionnaire before their hearing. The Questionnaire consists of 8 questions which can be answered over the phone, or submitted via email at [hearings@dchousing.org](mailto:hearings@dchousing.org). The questionnaire takes approximately 10 to 15 minutes to complete, and it allows staff at the Office of Fair Hearings to determine what resources a participant may need to have an effective hearing. A copy of the Pre-Virtual Hearing Participant Questionnaire as well the Procedural Guidelines for Virtual Hearings has been enclosed for your reference.

We thank you for your patience and cooperation as we make every effort to protect your health and due process rights.

Sincerely,

Watson Fennell, Jr.  
Director, Office of Fair Hearings  
District of Columbia Housing Authority  
1133 North Capitol Street, NE, Suite 317  
Washington, DC 20002-7599  
[wfennell@dchousing.org](mailto:wfennell@dchousing.org)



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Tyrone Garrett, Executive Director

### Office of Fair Hearings

#### Notice of Pre-Virtual Hearing Participant Questionnaire

In light of the current coronavirus pandemic, and in an effort to protect the health and safety of our participants, staff, and other stakeholders, in person hearings are not being conducted at this time. Until we return to normal operation, DCHA will be offering virtual hearings. A virtual hearing is conducted through an electronic mechanism that allows video conferencing. You will be permitted to submit documents prior to your hearing. You will also be able to review documents upon which DCHA relied in coming to the determination which is the basis of your current grievance.

To ensure that your virtual hearing experience is organized, efficient, and thorough, we need additional information from you. It is vital that you contact the District of Columbia Housing Authority's Office of Fair Hearings no later than 10 calendar days from the date of this notice and complete the Pre-Virtual Hearing Participant Questionnaire. The Questionnaire consists of 8 questions which can be answered over the phone, or submitted via email at [hearings@dchousing.org](mailto:hearings@dchousing.org). The questionnaire takes approximately 10 to 15 minutes to complete, and it allows staff at the Office of Fair Hearings to determine what resources you may need to have an effective hearing. **Please note that you may opt out of a virtual hearing and have your matter continued.** Should you wish to opt out of the virtual hearing, please contact the District of Columbia Housing Authority's Office of Fair Hearings at [hearings@dchousing.org](mailto:hearings@dchousing.org). A copy of the Pre-Virtual Hearing Participant Questionnaire as well the Procedural Guidelines for Virtual Hearings has been enclosed for you and your legal counsel's review.

We thank you for your patience and cooperation as we make every effort to protect your health and due process rights.

Sincerely,

Watson Fennell, Jr.  
Director, Office of Fair Hearings  
District of Columbia Housing Authority  
1133 North Capitol Street, NE, Suite 317  
Washington, DC 20002-7599  
[wfennell@dchousing.org](mailto:wfennell@dchousing.org)

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Tyrone Garrett, Executive Director

### Pre-Virtual Hearing Participant Questionnaire

**Participant's Name:** \_\_\_\_\_ **Program:** Circle One **HCVP/ LIPH (Public Housing)**

*Instructions: This questionnaire is intended to ensure that virtual hearings are effective and that any challenges are identified and remedied in advance of the hearing. "You" refers to the participant. Please answer all questions.*

**1. Do you have internet access where you live?**

Circle One:            YES            NO

**2. What type of phone/device will you be using for your virtual hearing?**

Circle One:    Smartphone            iPad/Tablet            Laptop            Desktop

**3. Does your smartphone/ or other device have a camera/ webcam access?**

Circle One:            YES            NO

**4. Does your smartphone have cellular service?**

Circle One:            YES            NO

If no, do you use wireless: Circle One:            YES            NO

**5. Are you familiar with Cisco WebEx?**

Circle One:            YES            NO

**6. Can you download apps to your phone/device?**

Circle One:            YES            NO

**7. Do have an email address?**

Circle One:            YES            NO

