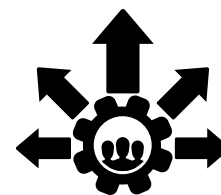


Using the Freedom of Information Act (FOIA) for Housing Advocacy



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Everyone has the right to request federal agency records or information under the Freedom of Information Act (FOIA). Federal agencies, subject to certain exceptions, must provide the information when it is requested in writing. In order to use FOIA, advocates do not need to have legal training or use special forms. All that is necessary is a letter.

SUMMARY

FOIA allows individuals and groups to access the records and documents of federal agencies such as HUD and the Department of Agriculture (USDA) Rural Development (RD). Requests must be made in writing. Each agency has its own practices and regulations. HUD's FOIA regulations are at 24 CFR part 15. USDA's regulations are at 7 CFR part 1 Subpart A.

FOIA does not provide access to the records and documents of parts of the White House, Congress, the courts, state and local governments or agencies, or private entities or individuals.

Records include not only print documents, such as letters, reports, and papers, but also photos, videos, sound recordings, maps, email, and electronic records. Agencies are not required to research or analyze data for a requester, nor are they required to create a record or document in response to a request. They are only obligated to look for and provide existing records. Agencies must, however, make reasonable efforts to search for records in electronic form. The term search is defined as reviewing, including by automated means, agency records (e.g., performing relatively simple computer searches).

A formal FOIA request might not be necessary. By law and presidential order, federal agencies are required to make a substantial amount of information available to the public. Before considering a FOIA request, advocates should explore the HUD or RD websites and be fairly

confident that the information sought is not already available online.

If advocates cannot find the information they seek on an agency's website, it might be readily available from agency staff in the field, regional, or headquarters offices. Rather than invoking the formal FOIA process, it is often quicker and easier to start with an informal approach. Simply call or email the agency office and ask for information. Formal, written requests generally trigger a slower, formal, bureaucratic process.

- HUD contact information can be found under the "Contact Us" tab on the HUD website, www.hud.gov.
- RD state offices, area offices, and local offices can be located at www.rd.usda.gov/contact-us/state-offices.
- USDA Service Centers (which might have an RD area office) can be found at <http://offices.sc.egov.usda.gov/locator/app>.

MAKING A FOIA REQUEST

If an informal request does not produce the desired information, a formal request may be necessary. A formal FOIA request can be simple and short, but it must be in writing. In your letter, state that you are making a request under the FOIA. Describe what you are looking for in as much detail as possible, including dates, names, document numbers, titles, types of beneficiaries you are concerned about, etc. Specify the format, paper or electronic, in which you would like to receive the requested information.

Request a waiver of any fees for copying or searching, explaining your organization's mission and its nonprofit status in order to demonstrate that you do not have a commercial interest in the information. Explain how this information will:

- Be of interest to more than a small number of people, and how your organization can distribute the information to many people.
- Lead to a level of public understanding of a HUD or RD activity that is far greater than currently exists.

Provide contact information for the individual or organization requesting the information, including mailing address, phone number, and email address. Ask the agency to provide detailed justifications for any information that it refuses to release. Include a statement that the law requires the agency to respond within 20 days indicating whether the request will be processed.

Formal requests must be in writing, but they can be made through email, by fax, or through postal mail.

HUD FOIA REQUESTS:

- To make a FOIA request of HUD headquarters, go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/foia/requests.aspx. If the response is not adequate, contact the FOIA Public Liaison for

HUD headquarters at <http://1.usa.gov/VEki0F>.

- To make a FOIA request of documents from a HUD field office, advocates should locate the appropriate person and address from the HUD FOIA Requester Service Centers webpage at <http://1.usa.gov/VEki0F>. If the response from the FOIA Requester Service Center is not adequate, contact the FOIA Public Liaison for the appropriate geographic region.

RD FOIA REQUESTS:

- To make a FOIA request for RD documents at either the local level or at RD headquarters, advocates can write to the RD FOIA Coordinator for their state. Contact information for RD FOIA Coordinators can be found at www.rd.usda.gov.

SAMPLE FOIA LETTER

Date

Agency/Program FOIA Liaison

Name of Agency or Program

Address

RE: Freedom of Information Act Request

Dear [name]:

Under the Freedom of Information Act, I am requesting copies of [identify the records as specifically as possible].

I request a waiver of fees because my organization is a nonprofit with a mission to [state the organization's mission and activities, demonstrating that it does not have a commercial interest in the information]. In addition, disclosure of the information will contribute significantly to public understanding of the operations and activities of HUD/RD.

[Explain how the information is directly related to HUD/RD, how the information will contribute to public understanding of HUD/RD operations or activities, and how you or your organization, as well as a broader segment of the public, will gain a greater understanding of these agencies by having the requested information. Describe the role and expertise of your organization as it relates to the information and how the information will be disbursed to a broader audience.]

As provided by law, a response is expected within 20 working days. If any or part of this request is denied, please describe which specific exemption it is based on and to whom an appeal may be made.

If you have any questions about this request, please phone me at _____.

Sincerely,

Your name

Address

- If you are not sure where the information is located, send the FOIA request to the RD FOIA Officer at RD headquarters in Washington, DC.

The Reporters Committee for Freedom of the Press provides an interactive tool to generate a FOIA request to any agency.

Timeline. Once a request is made, HUD and RD will log that request and provide a tracking number. The agencies must grant or deny a FOIA request within 20 working days of receiving it. This response simply shows whether or not the agency intends to provide the information. There is no time limit on actually providing the information; however, USDA's regulations require RD to provide an approximate date the information will be provided.

If HUD or RD deny a request, they must explain why and state that there is a right to appeal. If there are unusual circumstances, such as large numbers of records to review or staffing limitations, the agency can add an extra 10 days, and must give written notice.

Expedited requests. If there is imminent threat to life or physical safety, or if there is an urgent need to inform the public, advocates can ask for expedited processing. HUD and RD will issue a notification within 10 working days indicating whether a request will get priority and more rapid processing.

Denial of requests. Information can only be denied if it is exempt. The law lists nine exemptions, such as classified national defense information, trade secrets, personal information, and certain internal government communications. The letter denying a FOIA request must give the reasons for denial and inform the requester of the right to appeal to the head of the agency.

The "internal government communications" exemption might be relevant to housing advocates.

The intent of this exemption is to promote uninhibited discussion among federal employees engaged in policy-making. This exemption would apply to unfinished reports, preliminary drafts of materials, and other internal communications taking place as agency staff undertake a decision-making process.

Appeals. Decisions to deny a fee waiver, deny a request for expedited disclosure, or failure to release the requested information can be appealed. Appeals to HUD should be made within 30 days. A letter should be sent to the HUD official indicated in the denial letter and generally include a copy of the original request, a copy of the denial, and a statement of the facts and reasons the information should be provided. Specific information for appeals pertaining to fees or expedited processing are listed at <http://1.usa.gov/VEkXiM>.

To appeal an RD denial, advocates can send a letter to the RD official indicated in the denial letter within 45 days. If that appeal fails, advocates can appeal to the RD FOIA Officer. If still not satisfied, advocates should write to the Rural Housing Service Administrator. The agency has 20 working days to make a decision regarding an appeal. ■

FOR MORE INFORMATION

Public Citizen's Freedom of Information, <http://www.citizen.org/Page.aspx?pid=5171>

Reporters Committee for Freedom of the Press FOIA, <http://bit.ly/VEktsY>

HUD FOIA webpage, <http://1.usa.gov/VEjBEA>

USDA RD FOIA webpage, <http://www.dm.usda.gov/foia/poc.htm>

General Services Administration, Your Right to Federal Records, http://www.gsa.gov/graphics/staffoffices/Your_Right_to_Federal_Records.pdf

Department of Justice FOIA website, <http://www.foia.gov>