



# Public Housing GRIEVANCE/HEARING REQUEST

In some cases you may appeal a decision that that has a negative impact on you. Use this form to request a hearing with the Public Housing Manager. **YOU MUST MAKE YOUR REQUEST WITHIN 10 BUSINESS DAYS OF THE GRIEVABLE EVENT.**

- FOR APPLICANTS: you may request an informal hearing to dispute denial of admission. The hearing officer will be someone other than the person who made the decision.
- FOR CURRENT RESIDENTS: you may submit a grievance to dispute FHC action or failure to act involving the lease or policies which adversely affect your rights, duties, welfare, or status. The Property Manager will schedule an informal settlement meeting with you. If your grievance is not resolved through informal settlement, you may request a grievance hearing.

**MATTERS THAT ARE NOT SUBJECT TO THE GRIEVANCE PROCESS:**

- ✓ Disputes between tenants      ✓ Class grievances      ✓ Policy changes
- ✓ Eviction due to criminal activity or violent drug-related criminal activity

**REASONABLE ACCOMMODATION and other assistance:** Please let us know if you require reasonable accommodation in order to access and fully participate in the grievance and/or hearing process; or if you need information and materials in a different language or through other means of communication.

*I need reasonable accommodation or other help to participate fully:*      YES      NO

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ OTHER: \_\_\_\_\_

GRIEVABLE EVENT/ISSUE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**FOR STAFF TO COMPLETE:**

Grievance received with 10 days of event?      YES      NO

Grievance related to a grievable matter?      YES      NO      CITE ACOP: \_\_\_\_\_

\_\_\_\_\_

Informal settlement meeting scheduled within 10 days of receipt of grievance:      YES      NO

Summary of informal settlement issued within 10 days, including instructions on how to request formal hearing?      YES      NO