

## **CDBG-DR SAMPLE GRIEVANCE PROCEDURES**

### **Grounds**

You have the right to appeal any decision of the Project Manager and/or the City/County concerning the implementation of the Rehabilitation Program.

### **Methods and Time Limits for Initiating an Appeal**

A written complaint must be submitted to the City/County. The City/County has fifteen (15) calendar days from the receipt of the written complaint to provide a written response. If the complaint is legitimate given the federal regulations and Rehabilitation Policies and Procedures, the City/County will work to resolve the situation. All appeals should be submitted in writing to:

**Mayor or Judge/Executive  
City/County  
Street  
P.O. Box  
City/County, KY 40000**

### **Appeal to the State of Kentucky**

If the grievance cannot be resolved by the City/County within 60 days of the initial written complaint, the Owner or Contractor may file a written complaint to the Department of Local Government, Community Development Division, 1024 Capital Center Drive, Frankfort, Kentucky 40601, within thirty (30) days after you receive the review findings from the City/County.

If, in the unlikely event, the grievance cannot be resolved at the state level, the Owner or Contractor may chose to file suit in Circuit Court.

If you have any questions concerning these procedures, do not hesitate to contact:

Project Manager Name

Address

Phone