

**CDBG-DR 8-17**  
**Sample Grievance Procedures**

The following procedures outline the Subrecipient's process for affected persons to appeal the determination of eligibility and/or level of relocation benefits.

Grounds

You have the right to appeal any action of the Subrecipient for failure to properly determine your eligibility for, or the amount of, relocation benefits or payment for incidental expenses or certain litigation expenses.

Your acceptance of the amount offered to you by the Subrecipient does not limit your right to appeal its determination and seek a larger payment.

Methods and Time Limits for Initiating an Appeal

If your appeal concerns your eligibility for, or the amount of, a payment, you must file your written appeal within 60 days after the Subrecipient notifies you in writing of its determination on your claim.

The Subrecipient will send you a copy of the decision, a statement of the facts and legal basis upon which it is based, a description of how any new payments or relief will be provided to you, and, if your appeal was not totally granted, a statement of your right to appeal the Subrecipient's decision to the Department of Local Government.

Appeal to the State of Kentucky

If the Subrecipient denies your appeal, you are entitled to a review by the Department of Local Government. You may obtain a State review by sending a written request to the Department of Local Government within 30 days after you receive a letter containing the Subrecipient's decision, together with a written statement of the facts upon which the decision is based.

In a review of your appeal by the Subrecipient or the State, you have the right to be represented by a lawyer or other counsel, and you may appeal any final decision by the State to the courts.

If you have any questions concerning these procedures, please contact \_\_\_\_\_ (Contact Name) at \_\_\_\_\_ (Address) or \_\_\_\_\_ (Telephone Number).

\_\_\_\_\_  
Occupant's Signature

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Occupant's Address

\_\_\_\_\_  
Date