

SAMPLE GRIEVANCE PROCEDURE

I. GROUND

You have the right to appeal any action of _____ on the following grounds:

- 1. Failure to properly determine your eligibility for, or the amount of, a relocation or other payment due you under the Uniform Act;
- 2. Refusal to waive the time limit for filing a claim or the one-year purchase and occupancy requirement;
- 3. Failure to properly inspect the replacement dwelling; and
- 4. Failure to comply with a requirement of 24 CFR 42.209 (Availability of Comparable Replacement Dwelling Prior to Displacement).

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

II. METHODS AND TIME LIMITS FOR INITIATING AN APPEAL

If your appeal concerns your eligibility for, or the amount of, payment, you must file your appeal within 6 months after _____ notifies you of its determination on your claim.

If your appeal concerns an alleged failure to provide appropriate housing referrals or to properly inspect the replacement dwelling or to comply with 24 CFR 42.209 (Availability of Comparable Replacement Dwellings Prior to Displacement), you must file your appeal within 6 months after (a) your permanent move from your home or apartment; or (b) the end of the four-year occupancy period, whichever comes first.

If your appeal concerns _____'s refusal to waive the one-year purchase and occupancy requirement, your appeal must be filed within 30 days after the refusal.

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

Relocation Officer: _____
 Agency: _____
 Address: _____
 Telephone: _____

Occupant's Signature

Agency Representative

Occupant's Address

Date