

Chapter 7 Part 3 Form 1

**Shelton Housing Authority
306 C Street, PO Box 73
Shelton, NE 68876**

DECISION ON TENANT OR APPLICANT'S GRIEVANCE OR COMPLAINT

Date: _____

Dear _____ :

We have reviewed your grievance and/or your complaint dated _____. We have determined that your grievance and/or complaint should be disposed of by doing the following action:

We have come to propose this action for the following reason:

This determination is based on our having received the following specific information:

If you disagree with this determination, you may request an informal hearing within ten (10) days from the date of mailing of this letter by sending or delivering a request to the Executive Director at the above address. You may have access to your file before the hearing to see any information we have concerning your grievance. You have the right to present evidence at this hearing, including witnesses, and you may bring an attorney or other representative if you desire.

If you are not satisfied with the result of the informal hearing, you will be able to request an impartial hearing before the Grievance Panel. Information on how to request a Grievance Panel Hearing will be provided to you with the Informal Hearing decision.

Your right to a hearing does not stop you from exercising other rights if you believe you are being discriminated against based on race, color, religion, sex, marital status, national origin, handicap, or age.

An informal hearing will be held within ten (10) working days of your request.

Sincerely,