

City of Kennewick

Block Grant Advisory Committee

Grievance Procedure

The grievance procedure is intended to facilitate communication and exchange of information about access to and participation in the City's Community Development Block Grant (CDBG) and HOME Programs, Consolidated Plan, and Annual Action Plan. Grievances are also considered when evaluating program performance and developing program policies and procedures.

Access To and Participation in CDBG Activities

Citizens are encouraged to contact the subrecipients involved in the complaint before contacting the City of Kennewick Block Grant Advisory Committee and follow that organization's specific complaint procedures. If such contact cannot occur or the complaint is not resolved at that level, complaint should be made to the Block Grant Advisory Committee. Citizens who feel that they have been denied access to, or limited in their participation in Kennewick's Community Development Block Grant (CDBG) or HOME Program activities may file a written complaint with the Kennewick Block Grant Advisory Committee. Complaints regarding specific projects are addressed in consultation with the aggrieved subrecipient.

Complaints with a subrecipient or the Kennewick Block Grant Advisory Committee must be submitted in writing within 30 days of the date on which the person believes access has been limited or denied to any program or service carried out with CDBG or HOME funds. Attempts will be made to resolve the specific complaint by the staff of the Block Grant Advisory Committee. Staff may elevate a written complaint to the Management Services Director or City Manager if warranted. In the event the complainant is unsatisfied with the outcome of the complaint, the matter will be forwarded to the City Attorney for review and a final determination. All complaint responses will be in writing and forwarded to the complainant within 15 working days of the City's receipt of the complaint. Anticipated action to be taken regarding the complaint will be included in the response.

Complaints regarding anti-discrimination, affirmative action, fair housing, or other human rights executive orders, laws and regulations may also be filed with the Washington State Human Rights Commission and/or the US Equal Employment Opportunity Commission (EEOC).

Policies and Program Actions

Objections to program policies, audit or monitoring findings, or other action may be filed with the Block Grant Advisory Committee. Staff may elevate a written complaint to the Management Services Director or City Manager if warranted. In the event the complainant is unsatisfied with the outcome of the complaint, the matter will be forwarded to the City Attorney for review and a final determination. Responses to all written complaints regarding program policies and actions will be in writing and forwarded to the complainant within 15 working days of the City's receipt of the complaint.

Funding Decisions

Preliminary funding recommendations, including recommendations not to fund an activity, made by the Advisory Committee, may be commented on during the public hearing conducted annually to obtain comment. Applicants may request reconsideration of an application that has not been recommended for funding by making a written or verbal appeal to City Council during the public hearing.

Records

Complaints and other written comments regarding CDBG Advisory Committee activities are public information. Complaints and other comments are kept on file in the CDBG Coordinator's office and are part of the Consolidated Annual Performance and Evaluation Report.