

**GRIEVANCE/APPEAL INTAKE FORM**



[Appendix III – Grievance/Appeal Intake Form](#)

**GREATER HARTFORD RYAN WHITE PART A PLANNING COUNCIL**

151 New Park Avenue Suite 14A Hartford CT 06106  
Telephone No.: (860) 667-6388 Email: [RyanWhiteHartford@NCRMHB.org](mailto:RyanWhiteHartford@NCRMHB.org)

Submission of Part A Funding Grievance to Dispute Resolution or Administrative Discharge Appeal

Grievance/Appeal No. \_\_\_\_\_ Date received: \_\_\_\_\_

---

Above to be filled in by Planning Council Representative.

The undersigned party(ies) submit(s) the following dispute for resolution under the Grievance Procedures of the Greater Hartford Ryan White Part A Planning Council.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Your Name: \_\_\_\_\_

If you represent an organization, the name of the organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF GRIEVANCE:** Please explain the basis of the Grievance or Appeal, including the decision of the Planning Council that you dispute, the date the decision was taken by the Planning Council, how the decision affected you, and your reasons for disputing the decision. (Please use the back of the Form if more space is needed.)

\_\_\_\_\_

\_\_\_\_\_

**STATEMENT OF WHAT RESULT THE GRIEVANT WOULD LIKE:** Under the Grievance Procedures of the Greater Hartford Ryan White Part A Planning Council, the available remedy is modification of priority setting, reallocation procedures or reinstatement into the Council. (Please use the back of this Form if more space is needed).

\_\_\_\_\_

\_\_\_\_\_

There is no fee for filing this Grievance, but if this Grievance goes to mediation or arbitration, the Grievant may have to share the cost of mediation or arbitration. (See Grievance/Appeal Procedures)

**PLEASE SUBMIT THIS COMPLETED FORM TO EITHER OF THE CO-CHAIRS OF THE PLANNING COUNCIL, BY CERTIFIED MAIL TO THE PROJECT COORDINATOR, RYAN WHITE PART A PLANNING COUNCIL SUPPORT, 151 NEW PARK AVENUE SUITE 14A HARTFORD CT 06106, OR EMAIL TO RYANWHITEHARTFORD@NCRMHB.ORG**

**GRIEVANCE/APPEAL INTAKE FORM**



---

Space below this line is for use by Planning Council

Dismissed by Co-Chairs for lack of proper basis \_\_\_\_\_ Submitted to Steering Committee \_\_\_\_\_

Date of Steering Committee meeting \_\_\_\_\_

Result of Steering Committee meeting \_\_\_\_\_