

GRIEVANCE POLICY AND APPEALS PROCEDURES

Palm Beach County Board of County Commissioners Community Services Department ESG CARES Act Funding Program Grievance Notice Form

Grievances may be submitted by an ESG Program funding applicant who is aggrieved in connection with deviations from the established PROCESS for reviewing and awarding ESG Program funding applications. The amount of recommended awards may not be grieved through this procedure.

An applicant filing a grievance shall complete and submit this ESG Program Grievance Notice Form to the CSD Director within **three (3) business days** of the NCG Review Meeting. Applicants shall receive a written response within five (5) business days of the receipt of this form.

There are no administrative fees associated with filing this grievance.

When completed, submit this Grievance Notice Form via mail or email to the following. Add additional pages as needed.

Mr. James Green, Director
Community Services Department
810 Datura Street, First Floor
West Palm Beach, Florida 33401
JGreen1@pbcgov.org

Entity Filing Grievance:

From which process was there an alleged deviation?

Describe in detail the alleged deviation, including how applicant was directly affected.

What remedy does the applicant seek?

Authorized Agency Representative Name and Title

Agency Filing Grievance

Authorized Agency Representative Signature

Date