**INSTRUCTIONS:**

Complete this form and submit through Zengine ([Instructions on how to submit in Zengine](https://www.ctbos.org/wp-content/uploads/2020/10/Provider-Instr-Doc-Submission-LPSQ-v5.pdf)) no later than **3/31/21**. Please submit a separate form for each project and feel free to add rows as needed. Please note, as per the policy adopted by the CT BOS Steering Committee, the Grievance Committee will not consider grievances that are based on data changes made after the deadline or on disagreements with the evaluation standards adopted by the Steering Committee. In addition, you may only submit a grievance on a scoring factor if you previously submitted a Score Change Request form.

**Section 1: Agency Information**

Please complete the following:

|  |  |
| --- | --- |
| **Agency Name:** |  |
| **Project Name:** |  |
| **Grant Number:** |  |
| **Contact Name:** |  |
| **E-mail:** |  |
| **Phone number:** |  |

**Section 2: Description of Grievance**

Please provide the information requested below for **EACH** scoring factor you are grieving for the project. Please be sure to provide all information the grievance committee will need to understand and reach a decision regarding your grievance. Providing incomplete information may result in the committee not considering your grievance.

|  |  |  |
| --- | --- | --- |
| **a. Renewal evaluation scoring factor being grieved**  **(e.g. Spending on last year’s HUD grant):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Points available for scoring factor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Points awarded:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Description of grievance:** | | |
| **Action you are seeking from the grievance committee:**  **(e.g. CT BOS to award full points or partial points for the scoring factor or project to be exempted from corrective action, if applicable)** | | |
| **b. Renewal evaluation scoring factor being grieved:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Points available for scoring factor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Points awarded:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Description of grievance:** | | |
| **Proposed resolution of grievance:** | | |
| **c. Renewal evaluation scoring factor being grieved:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Points available for scoring factor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Points awarded:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Description of grievance:** | | |
| **Proposed resolution of grievance:** | | |