

Housing Stability Collective Grievance Form

Our Commitment

HSC is committed to maintaining a respectful and supportive environment where participants and the Housing Stability Collective staff and contractors feel safe raising concerns without fear of retaliation. All concerns will be taken seriously and handled with dignity, respect, and fairness.

Grievance Process

Grievances must be submitted within 10 business days of the incident or discovery of the concern. The Housing Stability Collective will provide a response within 10 business days of receiving the grievance. If additional time is needed, Housing Stability Collective will notify the individual.

Submit the completed form by email to sarak@hscmt.org.

Individual Information

Name

Date

Phone number

Email (optional)

I am a:

☐ Participant

☐ HSC staff member or contractor

☐ Other:

Grievance Details

1. What happened? Please include the date, time, location, and individuals involved.

2. Please provide any additional details about your concern.

3. What solution or outcome would you like to see?

Acknowledgment

The Housing Stability Collective will review your concern fairly and work toward a resolution that is satisfactory to both parties whenever possible. You may raise a concern in good faith without fear of retaliation.

Signature (optional)

Date

For Housing Stability Collective use only

Date received

Received by

Actions taken

Resolution

Date response provided

Reviewer signature

Date closed