

24 CFR 574.310(e): *Sponsors must also have an additional written Grievance Policy for grievances not related to Termination of Assistance. In the event of death of the HOPWA-eligible participant, if there are surviving family members: HOPWA assistance and supportive services shall continue during a reasonable grace period established by the Sponsor (no longer than one year).*

Under certain circumstances, it may be determined that this program is no longer appropriate for a participant.

Reasons for termination from the program may include but are not limited to:

- Substantial violations of program requirements;
- Violations of conditions of occupancy, such as damaging rental property, failure to pay the participant portion of rent, or breaking other lease agreements;
- Substantial violations of the program agreement including knowingly providing false information;
- Change in income eligibility.

Due process for termination from the program is as follows:

- 1) The project sponsor will provide written notice to the participant containing a clear statement of the reasons for termination.
- 2) The project sponsor will provide an opportunity for the participant to review the decision, allowing them to confront opposing witnesses, present written objections, and be represented by their own counsel or representative; this review must be presented to someone other than the person who made or approved the termination decision (or a subordinate of that person). The written notice will include instructions on how to submit this appeal.
- 3) The project sponsor will provide prompt written notification of the final decision to the participant.

I, _____ have read and understand the information above.
Client Name

Client Signature

Date

Witness

Date