

## **6301 FILING A COMPLAINT**

- 6301.1 Any resident of, or applicant for, DCHA housing who believes that he or she is aggrieved, or adversely affected, by an act or failure to act by the DCHA official, may file with the DCHA a complaint requesting an administrative determination of his or her rights.
- 6301.2 Any grievance concerning an eviction or termination of tenancy based upon a resident's creation or maintenance of a threat to the health or safety of other residents or DCHA employees shall be excluded from the grievance procedures.
- 6301.3 The complaint shall be mailed or personally presented either orally or in writing to the DCHA Central Office or to the office of the property in which the complainant resides during normal office hours, but not later than one (1) year after the DCHA act or failure to act that constitutes the basis for the grievance. The complaint shall state the particular grounds on which it is based and the action or relief requested. Upon request, DCHA will assist a complainant in putting his or her complaint in writing.
- 6301.4 Upon receipt of the complaint, the DCHA Central Office or the office of the property in which the complainant resides shall provide the complainant with information explaining the complainant's right to a fair hearing and outlining the District of Columbia's Low Rent Housing Grievance Procedures.

SOURCE: Notice of Final Rulemaking published at 33 DCR 7973, 8012 (December 26, 1986); as amended by: Notice of Final Rulemaking published at 35 DCR 4014 (May 27, 1988); Notice of Final Rulemaking published at 39 DCR 2291, 2292 (April 3, 1992); and Notice of Final Rulemaking published at 49 DCR 2455 (March 15, 2002).