

**MINORITY HEALTH INITIATIVE 2015-2017
AWARD PROTEST/GRIEVANCE PROCEDURES**

Grievances/Protests will only be accepted from applicants who have timely submitted a response in connection with the 2015-2017 Minority Health Initiative Request for Applications. Administrative procedures for filing grievances/protests by an eligible applicant are as follows:

1 Grievances/protests must be expressed in writing, directed to: Sue Medinger, Division of Public Health, Nebraska Department of Health and Human Services, P.O. Box 95026, Lincoln, NE 68509-5026. Grievances/protests should (1) reference the 2015-2017 Minority Health Initiative Request for Applications; (2) include specific issues that are to be addressed; and (3) provide a point of contact and mailing address to which a response can be sent. All grievances/protests must be received within ten (10) business days of the announcement of awards, in order to be considered a valid grievance/protest.

2 A response will be made in writing to the point of contact provided in the grievance/protest by Sue Medinger, generally within ten (10) business days of receipt of the grievance/protest by Sue Medinger.

3 **If the response from Sue Medinger has not satisfied the grievance**, the applicant may request a meeting with Sue Medinger and the Director of the Nebraska DHHS Division of Public Health, P.O. Box 95026, Lincoln, NE 68509-5026. Such request should (1) reference the 2015-2017 Minority Health Initiative Request for Applications; (2) include specific issues that are to be addressed; and (3) provide a point of contact and mailing address. All meeting requests must be received within ten (10) business days of the date of the response of Sue Medinger or, if steps 1 and 2 are skipped, the date of the announcement of awards, in order to be considered a valid request.

4 A meeting will be scheduled with the applicant, Sue Medinger, and the Director of the Nebraska DHHS Division of Public Health for the applicant to present their issues to the Director.

5 A written response of the final decision of the Director of the Nebraska DHHS Division of Public Health will be sent to the applicant, generally within ten (10) business days, unless additional time is necessary to fully examine the issues presented.

6 If desired, an applicant may opt to skip Steps 1 & 2, and grieve simultaneously to Sue Medinger and the Director of the Nebraska DHHS Division of Public Health (begin with Step 3 above).