Heritage Park Neighborhood Association
Grievance Form

Instructions:
Please complete this form to submit a grievance to the Heritage Park Neighborhood Association (HPNA). You may submit the form by email, mail, or in person at the HPNA office. If you need assistance completing this form, please contact HPNA staff for support.

## 1. Contact Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Anonymous grievances may be considered, but providing your contact information allows HPNA to follow up and keep you informed.)

## 2. Nature of the Grievance

Please check the category that best describes your concern:

☐ Conduct of Board Member(s)

☐ Conduct of Staff or Volunteers

☐ HPNA Program, Event, or Initiative

☐ Decision of the HPNA Board

☐ Violation of HPNA Bylaws/Policies/Code of Conduct

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 3. Description of Grievance

Please describe your concern in detail, including dates, names of individuals involved, and any relevant circumstances. Attach additional pages if needed.

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## 4. Previous Efforts to Resolve

Have you attempted to resolve this issue informally?

☐ Yes — Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ No

## 5. Desired Outcome

What action or resolution are you seeking from HPNA?

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## 6. Signature

I affirm that the information provided is accurate to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

📌 Submission Options:

Email: hpna@hpnampls.org

Mail: 1000 Olson Memorial Hwy, Minneapolis, MN 55411

In person: Office hours vary.