



HOUSING AUTHORITIES OF THE CITY OF WASHBURN & COUNTY OF BAYFIELD



420 EAST THIRD STREET, WASHBURN, WI. 54891
PHONE: (715) 373-2653 FAX: (715) 373-2610



This institution is an equal opportunity provider

HOUSING AUTHORITY CONFLICT RESOLUTION FORM

(Approved by Board on September 23, 2020)

To serve you better, unless this is an emergency, fill out this Conflict Resolution Form. All Conflict Resolution Forms must be signed and dated. Anonymous reports will not be accepted. This may become a public document. If you need help completing the report because of a disability, please call the office at (715) 373-2653 to schedule an appointment.

CONFLICT DETAILS

Date: _____ **Time:** _____

Location: _____

Is this a concern regarding: Policy **OR** Housing Authority Staff

Person(s) Involved: _____

DESCRIBE CONFLICT (Provide Pictures if Available): _____

(If more space is needed, please use reverse side of page.)

Printed Name of Person Filling Out Form: _____

Signature: _____

Date: _____ **Best Way to Contact You:** _____

Next Steps: Submit to: Housing Authority, 420 E 3rd Street, Washburn, WI 54891
Submitted Conflict Resolution Forms will be reviewed weekly. If there is a policy violation, the tenant(s) involved will be contacted.

This form is not to grieve or appeal; it is to express concerns. Please call the office for grievance procedures if needed.

In accordance with the Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Person with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or
Email: program.intake@usda.gov

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