

# **EXHIBIT A**

## **VILLAGE OF ORLAND PARK ADMINISTRATIVE PROCEDURE FOR RELOCATION ASSISTANCE UNDER THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970, AS AMENDED, AND 49 CFR PART 24**

### **I. ADMINISTRATIVE REVIEW PROCEDURE:**

A claimant's relocation claim will be reviewed after it has been filed and all the necessary documentation and verifications have been completed. The claimant will receive written notification when the claim has been approved for payment.

If it is determined that the claimant is not eligible for a relocation payment, or that the full amount the claimant claimed is not approved, the written notification will include the reasons for such decision. If the reasons are not clear, or the claimant feels he or she has additional information which can affect the determination, the Village Relocation Administrator of the Village of Orland Park should be contacted. In this regard, the claimant should write or telephone:

Village of Orland Park  
Attn: Village Relocation Administrator  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462  
(708) 403-6155

A revised determination or further explanation as to why the determination cannot be changed will be provided within fifteen (15) days of claimant's request or submission of additional information. If the claimant still feels that the determination is not satisfactory, an "Appeals Procedure" is available. This procedure is to provide for a fair and impartial review of the determination made, and is described hereinafter in Section II.

### **II. APPEALS PROCEDURE:**

#### **A. Request for Appeal.**

Any claimant for relocation benefits may file a written Request for Appeal with the Village of Orland Park in any case in which the claimant believes that the Village of Orland Park failed to properly consider the claimant's application for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 49 CFR Part 24. The Request for Appeal shall be filed in writing within sixty (60) days after the claimant receives the "letter of determination", and should be addressed to the Village Manager of the Village of Orland Park at the following address:

Village of Orland Park  
Attn: Village Manager  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462

The Request for Appeal should contain the following information:

1. Claimant's name;
2. Claimant's address;
3. Address of property from which claimant was displaced;
4. Nature of claim;
5. Matters in dispute;
6. Statement of relevant facts in support of claim.

The Village Manager of the Village of Orland Park shall promptly investigate the appeal upon the receipt of all pertinent information from the claimant and review of all other available information. A written determination of the appeal shall be issued within thirty (30) days of the last date of receipt of information related to claimant's appeal.

**B. Judicial Review.**

Nothing in this Administrative Review Procedure shall in any way preclude a claimant from timely filing a *writ of certiorari* within the court system to seek review of the decision rendered on the merits of the appeal, provided the claimant has (i) exhausted all administrative procedures; and (ii) does so in accordance with the applicable Illinois or Federal laws, as the case may be.

**C. Representation.**

The claimant shall have the right, at his or her own expense, to retain an attorney or other counsel to represent the claimant at all of the administrative or judicial proceedings. The claimant and/or claimant's legal counsel shall also have the right to inspect and copy files and records that have a bearing on claimant's claim by making arrangements with the Village Manager's office.