

**GRIEVANCE PROCEDURE
FOR
CITY of PECK
2007**

The following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans With Disabilities Act of 1990 (ADA).

According to these laws City of Peck, as a recipient of an Idaho Community Development Block Grant (ICDBG) funds, certifies that all citizens shall have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by City of Peck.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance should be in writing and should include the name, address, telephone number of the complainant. *Upon request, alterative means of filing complaints, such as personal Interviews or a tape recording, will be made available for Individuals with disabilities upon request* The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than 60 days after the alleged violation. Complaints must be signed and sent to:

Name/Title of Coordinator: Nancy Greene, ADAIFHICR Officer
Address: Peck, ID
Telephone Number: 208-486-7791

Within 15 calendar days after receiving the complaint, *or*) will meet with the Nancy Greene complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, Nancy Greene will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio tape). The response will explain the position of City of Peck and offer options for resolving the complaint.

If the response by Nancy Greene does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the ADA coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the chief elected official or his or her designee.

Within 15 calendar days after receiving the appeal, the chief elected official or his or her designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the chief elected official or his or her designee will provide a response in writing. Where appropriate, the response shall be in a format accessible to **the complainant**. The response shall be accompanied by a final resolution of the complaint. The 504/ADA Coordinator shall maintain the files and records of City of Peck pertaining to the complaints filed for a period of three years after the grant is closed out.

Other Complaint Procedures

All individuals have a right to a prompt and equitable resolution. Individuals or classes of individuals who believe they have been subjected to discrimination based on disability have several ways to file a grievance:

- use the grievance procedure provided by the public entity
- file a complaint with any agency that provides funding to the public entity
- file with one of the eight federal agencies designated in the Title II regulations

Under Title II, filing a grievance with the public entity's ADA coordinator, filing a complaint with a federal agency, or filing a lawsuit may be done independently of the others. Individuals are not required to file either a grievance or complaint to bring a lawsuit. Lawsuits may be filed at any time. The following are four of the eight agencies where a Title II complaint can be filed:

Department of Justice (DOJ)
Civil Rights Division
Compliance

Public Access Section
P.O. Box 66738

Washington, DC 20035-9998

Department of Housing and Urban Development (HUD)
Commission (EEOC)

Community Planning and Development
451 7th Street

Washington, DC 20410-4000

Architectural and Transportation Barriers

Board (ATBCB)

1331 F Street NW Suite 1000

Washington, DC 20004-1111

Equal Employment Opportunity

1801 L Street NW

Washington, DC 20507

COMBINED NOTICE

**NONDISCRIMINATION
AND
GRIEVANCE PROCEDURE**

As required by Section 504 of the Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA), City of Peck has adopted by resolution a policy regarding "NONDISCRIMINATION ON THE BASIS OF DISABILITY."

The City of Peck does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services, or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the 504/ADA Coordinator. Please give us at least a three to five day's advance notice so we can adequately meet your needs.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding 504/ADA should be forwarded to:

504/ADA COORDINATOR'S NAME: **Nancy Greene**

TITLE: **FH/CRJADA Officer**

ADDRESS: **City of Peck, P0 Box 105, Peck, ID 83545**

PHONE NUMBER: **(208)486-7791**

DAYS AND HOURS AVAILABLE: **Monday, Tuesday and Wednesday,
8:00 am to 12:00 pm and 1:00 pm to 5:00 pm.**

Upon request this notice is available in alternative formats (for example, large print, or

audio tape) from the 504/ADA Coordinator.