

RESOLUTION 424

GRIEVANCE PROCEDURE

WHEREAS, the Town of Dubach has been afforded the opportunity to participate in the FY 2021 CARES-CV Love Louisiana Outdoors program administered by the Division of Administration; and,

WHEREAS, the CDBG Program requires that all grant recipients adopt by resolution an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U. S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112); and

WHEREAS, Section 504 states, in part: "No otherwise qualified handicapped individual ... shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

NOW, THEREFORE BE IT RESOLVED that the attached "Grievance Procedure" dated May 16, 2022 is hereby adopted.

PASSED, APPROVED AND ADOPTED THIS 16<sup>th</sup> day of May, 2022.

CERTIFICATE

I, Mona Wilson, Mayor of the Town of Dubach, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Town Council on May 16, 2022.

Mona Wilson  
Mona Wilson, Mayor

## SECTION 504 GRIEVANCE PROCEDURE

The Town of Dubach has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U.S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112). Section 504 states, in part: "No otherwise qualified handicapped individual ... shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." To further assist those who may have a grievance concerning Section 504 compliance Charla Thompson has been designated to coordinate the efforts of the Town of Dubach to comply with requirements of Sec. 504 and its implementing regulation, 24 CFR Part 8.

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the action alleged to be prohibited by the regulation.
2. A complaint should be filed in the office of the Section 504 Coordinator within a reasonable time after the person filing the complaint became aware of the action alleged to be prohibited by the regulation.
3. The Compliance Coordinator shall meet with the complainant within 15 days after receipt of the complaint to discuss the complaint and any possible resolution(s).
4. The Compliance Coordinator or his/her designee shall conduct such investigation of the complaint as may be appropriate to determine its validity. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
5. The Compliance Coordinator shall issue a written decision determining the validity of the complaint no later than thirty (30) days after its filing. The response will offer options for resolution of the complaint. The Town of Dubach shall be advised of any decision or resolution regarding the complaint.
6. If the decision of the Compliance Coordinator does not resolve the issue, the complainant may appeal the decision of the Coordinator within fifteen (15) days after receipt of the response to the Mayor or his or her designee.
7. The Mayor or his or her designee shall meet with the complainant within 15 days after receipt of the appeal to discuss the complaint and any possible resolution. Within fifteen (15) days after the meeting the Mayor or his or her designee will respond in writing, with a final resolution of the complaint.
8. The Section 504 Coordinator shall maintain the files and records or the resolution by the Mayor relating to complaints filed hereunder.

9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development or other Federal or State Agencies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies. Complaints may be forwarded for disposition to the:

Office of Fair Housing and Equal Opportunity Department of Housing and Urban  
Development Washington, DC 20410

Complaints may also be filed at any Regional or Field Office of the Department such as:

Department of Housing and Urban Development  
Regional Office  
Fair Housing and Equal Opportunity Division  
P.O. Box 2905  
Fort Worth, TX 76113-2905

10. Determinations made under these procedures shall be liberally constructed to protect the substantial rights of interested persons, to meet appropriate due process standards and to assure the compliance of the Town of Dubach with Section 504 and its implementing regulation.