City of Butler
Section 504 Complaint/Grievance Procedures

It is the policy of the City of Butler not to discriminate on the basis of disability. The City of Butler has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any person who believes he or she has been subjected to discrimination on the basis of disability by a recipient of Federal financial assistance, his or her representative, or a member of a class of persons so situated, or the authorized representative of a member of that class.

It is against the law for the City of Butler to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

An individual with disabilities means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Section 504 Grievance Procedures:

The following steps will be undertaken by the City of Butler when a citizen chooses to file a grievance on the aspect of a federally funded program where he or she believes they have been discriminated against on the basis of disability:

1. Any citizen choosing to file a formal grievance may obtain a form at the City of Butler Administrative Office, 140 West North Street, Butler, PA 16001; by calling 724-285-4124 x 201; or from the city’s website: http://www.cityofbutler.org or the Redevelopment Authority of the City of Butler, 129 West Cunningham Street, Butler, PA 16001, 724-283-0116, www.RedevelopmentAuthorityCityofButler.net.

2. If the individual filing the grievance is in need of assistance to read or complete the form, assistance will be made promptly available.

3. The complaint should be submitted by the complainant or his/her designee within 180 calendar days of the alleged violation unless good cause can be shown for the delay.

4. A complaint must be in writing, containing the name and address of the person filing the complaint. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

5. Within 15 calendar days after receiving the complaint, the City of Butler's Section 504 Officer shall conduct an investigation of the complaint. The investigation may be informal, but it must be thorough, affording interested persons an opportunity to submit evidence relevant to the complaint. The original complaint and all information relating to the grievance will be maintained on file at the City of Butler and a copy of the information will also be maintained by the Section 504 Coordinator.
6. The City of Butler’s Section 504 Officer will issue a written decision on the grievance no later than 15 days after its filing. The response will explain the position of the City of Butler and offer options for resolving the complaint.

7. The person filing the grievance may appeal the decision of the Section 504 Officer by writing to the Section 504 Coordinator within 15 days of receiving the Section 504 Officer’s decision.

8. The Section 504 Coordinator shall issue a written decision in response to the appeal no later than 15 days after its filing.

9. Documentation of the grievance process, the grievance form, and decision will be maintained on file at the City of Butler office and the Section 504 Coordinator’s office for a period of three (3) years.

10. In the event that the person filing the grievance is not satisfied with the City’s decisions, he/she can file a complaint of discrimination on the basis of disability with the following agencies:

- U.S. Dept. of HUD
  Pittsburgh FHEO Field Office
  Moorehead Federal Building
  100 Liberty Avenue
  (412) 644-5449 or (412) 644-6353
- OR
  US Department of Housing & Urban Development
  FHEO/Regional III Office Mid-Atlantic Office
  The Wanamaker Building
  100 Penn Square East, 12th Floor
  Philadelphia, PA 19107-3380
  (215) 861-7643
  TTY: (800) 927-9275
  Fax: (215) 656-3449

The City of Butler will make appropriate arrangements to ensure that disable persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of materials for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Officer will be responsible for such arrangements.

City of Butler Section 504 Officer:
Kerry M. Dowdy
City of Butler
Administrative Assistant
140 W North Street
Butler, PA 16001
Email: kerrydowdy@cityofbutler.org
Phone: 724-285-4124 x201
Fax: 724-285-6880

City of Butler Section 504 Coordinator:
Veronica M Walker
Redevelopment Authority of the City of Butler
Acting Executive Director
129 West Cunningham Street
Butler, PA 16001
Email: racb@zoominternet.net
Phone: 724-283-0116
Fax: 724-283-0116

Approved & Adopted: January 31, 2019

Benjamin A Smith, Mayor
Mindy Gall, City Clerk

Equal Housing Opportunity
City of Butler  
Section 504 Complaint/Grievance Form

Complainant: ____________________________

Address: ________________________________

Telephone: __________________ Email: ________________

1. Please describe how you were discriminated against.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Who do you believe discriminated against you?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Where did the alleged act of discrimination occur?

________________________________________________________________________

________________________________________________________________________

4. Is there any solution or solutions you believe may remedy the problem?

________________________________________________________________________

Signature: ____________________________ Date: ________________

Return form to:
Kerry Dowdy, Section 504 Officer 724-285-4124 x 201  
City of Butler, 140 West North Street, Butler, PA 16001 724-285-6880 Fax  
Email: kerrydowdy@cityofbutler.org