

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.RedevlopmentAuthorityCityofButler.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. 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.
4. 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.
5. The City of Butler's Section 504 Officer will issue a written decision on the grievance no later than 30 days after its filing.
6. 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.

7. The Section 504 Coordinator shall issue a written decision in response to the appeal no later than 30 days after its filing
8. 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.
9. 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:

PA Human Relations Commission
 Harrisburg Regional Office
 333 Market Street 8th Floor
 Harrisburg, PA 17101-2210
 (717) 787-9780
 (717) 787-7279 TTY Users Only

OR Philadelphia Regional Office of FHEO
 US Department of Housing & Urban Development
 The Wanamaker Building
 100 Penn Square East, 12th Floor
 Philadelphia, PA 19107-3380
 (215) 861-7646
 (888) 799-2085
 TTY (215) 656-3450

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: _____ *March 24* _____ 2022

Robert A. Dandoy

 Robert A. Dandoy, Mayor

Mindy Gall

 Mindy Gall, City Clerk

