

APPENDIX B: Grievance Procedure & Proof of Publication

City of Butler, Pennsylvania

Grievance Procedure

This following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended.

According to these regulations, the City of Butler 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 the City of Butler.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance must be in writing and must include the name, address, and telephone number of the complainant. Upon request, alternative 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 calendar days after the alleged violation to:

The City of Butler's Section 504/ADA Coordinator and the CDBG Administrator
Redevelopment Authority of the City of Butler (RACB)
129 West Cunningham Street
Butler, PA 16001
(724) 283-0116 (P) (724) 283-2522 (F)
racb@zoominternet.net

Within 15 calendar days after receiving the complaint, the Section 504/ADA Coordinator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting the 504/ADA Coordinator will respond in writing. The response will explain the position of the City of Butler and offer options for resolving the complaint.

If the response by the Section 504/ADA Coordinator does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the Section 504/ADA Coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the chief administrator for the City of Butler, the City Clerk, who will forward them to the appropriate designee.

Within 15 calendar days after receiving the appeal, the City's designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the City's designee will provide a response in writing. The response shall be accompanied by a final

resolution of the complaint. The Section 504/ADA Coordinator shall maintain the files and records pertaining to the complaints filed for a period of 3 years.

Where appropriate, all applicable responses shall be in a format accessible to the complainant such as large print or audio tape.

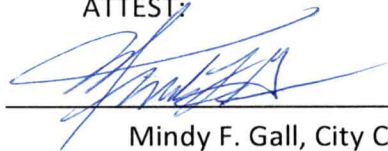
Other Complaint Procedures: All individuals have a right to a prompt and equitable resolution. Individuals or classes of individuals who believe they have been subjected to discrimination based on disability have several ways to file a grievance.

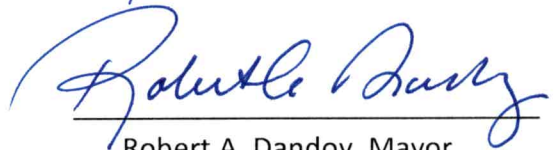
Under Title II of the ADA, filing a grievance with the City's Section 504/ADA Coordinator, filing a complaint with a Federal agency, or filing a lawsuit may be done independently of others and at any time. Individuals are not required to file either a grievance or complaint to bring a lawsuit. If a citizen is dissatisfied with the local response, they may contact:

United States Department of Justice (USDOJ)
Coordination and Review Section
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118

PASSED BY THE COUNCIL of the City of Butler this 24th day of March, 2022
APPROVED BY THE MAYOR of the City of Butler this 24th day of March, 2022

ATTEST:


Mindy F. Gall, City Clerk


Robert A. Dandoy, Mayor

(Seal)

(insert proof of pub.)

This must be published the 1st year and then posted annually.

**APPENDIX C: Policy of Nondiscrimination, Policy on Effective Communication,
Notice of Non-Discrimination & Proof of Publication**

Policy Regarding of Non-discrimination on the Basis of Disability

A resolution of the City of Butler, adopting a policy of nondiscrimination on the basis of disability.

Whereas, the Congress of the United States has passed Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, which requires that "no otherwise qualified individual with a disability shall, solely on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, services, or activities receiving Federal assistance"; and

Whereas, other Federal laws provide nondiscrimination on the basis of disability, such as Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), and the Americans with Disabilities Act of 1990 (ADA).

Whereas, the City of Butler is a public entity, which has applied for/received Federal funds and is required to comply with these nondiscrimination laws; and

Whereas, the failure to comply with the terms and conditions of Section 504 of the Rehabilitation Act may cause the City of Butler to lose its grant or eligibility for future grants;

Now, therefore, be it resolved by the City of Butler, the following:

Section I. It is the policy of the City of Butler that all programs and activities shall be accessible to, and usable by, qualified persons with disabilities, in accordance with these regulations.

Section II. That the City of Butler shall conduct a self-evaluation involving individuals with disabilities, of its policies, practices, programs and facilities, as well as employment and effective communication practices to determine those areas where discrimination may occur.

Section III. The City of Butler shall, upon completion of the self-evaluation, make revisions, modifications, or other changes so when finances and employment allow, comply with the evaluation in intent of the regulations.

Section IV. Further, the City of Butler shall, where building modifications are required, develop and implement a Transition Plan for eliminating structural barriers in a timely manner in accordance the regulations.

PASSED BY THE COUNCIL of the City of Butler this 24th day of March, 2022.
APPROVED BY THE MAYOR of the City of Butler this 24th day of March, 2022.

ATTEST:


Robert A. Dandoy, Mayor


Mindy F. Gall, City Clerk

(Seal)

City of Butler, Pennsylvania

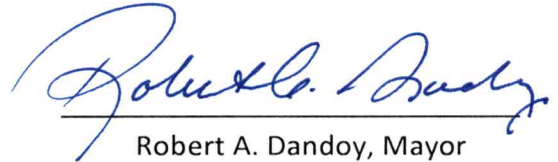
Policy on Effective Communication

The City of Butler will ensure that applicants, participants, and members of the general public who have disabilities are provided communication access that is equally effective as that provided to people without disabilities. Effective communication will be provided through the provision of auxiliary aids and services upon request.

PASSED BY THE COUNCIL of the City of Butler this 24th day of March, 2022.
APPROVED BY THE MAYOR of the City of Butler this 24th day of March, 2022.

ATTEST:


Mindy F. Gall, City Clerk


Robert A. Dandoy, Mayor

(Seal)

City of Butler, Pennsylvania

Notice of Nondiscrimination

In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended, the City of Butler, Butler County, PA, will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Butler does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The City of Butler will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City of Butler will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City's offices and places of public accommodation, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the the department or agency responsible for that program, service or activity as soon as possible, but no later than 5 business days prior to the scheduled event. The City will attempt to make an effective auxiliary aid or service available even if this deadline is not met.

Neither the ADA nor the Rehabilitation Act requires the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Surcharges: The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

Complaints: Complaints that a program, service or activity of the City is not accessible to persons with disabilities, is failing to provide appropriate auxiliary aids and services or has failed to make reasonable modifications to its policies and procedures to allow participation by individuals with disabilities should be directed to:

The City of Butler's Section 504/ADA Coordinator and CDBG Administrator
Redevelopment Authority of the City of Butler (RACB)
129 West Cunningham Street, Butler, PA 16001
(724) 283-0116 (P) (724) 283-2522 (F)
racb@zoominternet.net

The City has established procedures for filing complaints under Section 504 and the ADA. These procedures are posted in the City Building and on the City's website.

NOTE:

INSERT PROOF OF PUBLICATION

**THIS IS REQUIRED TO BE PUBLISHED THE 1ST
YEAR AND POSTED ANNUALLY.**

NOTE:

**ANNUAL PROOF OF COMPLIANCE MUST BE
MAINTAINED & ATTACHED TO THIS APPENDIX**