



TOWN OF CAZENOVIA • 7 ALBANY STREET • CAZENOVIA • NY 13035 • 315-655-9213

Town of Cazenovia Section 504 (ADA Compliance) Grievance Procedures

(Adopted by the Town of Cazenovia Town Board October 3, 2016)

Background: The Town of Cazenovia has received Community Development Block Grant Small Cities funds from the U.S. Department of Housing and Urban Development. Section 504 of the Rehabilitation Act of 1973 as amended, prohibits discrimination on the basis of disability in programs and activities conducted by the U. S. Department of Housing and Urban Development (HUD) or in communities that receive financial assistance from HUD. This includes the Community Development Block Grant Small Cities Program. The Act mandates that no qualified individual shall, solely by reason of his or her handicap, be excluded from program participation, including employment, be denied program benefits, or be subjected to discrimination. The Americans with Disabilities Act of 1990 (ADA) establishes provisions for assuring equality of opportunity, full participation, independent living and self-sufficiency of disabled persons relative to employment, benefits and services, accommodations, commercial facilities and multi-family housing.

Section 504 Policy/Compliance: Part 8 of Title 24 of the Code of Federal Regulations (24CFR) requires the adoption and notice/publication of ADA grievance procedures where a public entity employs 15 or more full time employees. It is the policy of the Town of Cazenovia not to discriminate on the basis of disability. The Cazenovia Town Board has adopted a grievance procedure providing for prompt and equitable resolutions of complaints regarding allegations of actions prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. To insure compliance with Section 504, the Town has appointed William N. Zupan as the Section 504 Coordinator. The Town's Section 504 Coordinator's office is located at the Cazenovia Town Hall, 7 Albany Street, Cazenovia, New York 13035. The Coordinator can be reached at (315) 655-9213.

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, the Town of Cazenovia, New York, certifies that all citizens shall have the right to submit a grievance on the basis of disability policies or practices regarding employment, benefits and services, activities, facilities, or benefits provided by the Town of Cazenovia, New York.

When filing a grievance, citizens must provide detailed information to allow an investigation to occur. The grievance must be in writing and must include the date, location, and description of the problem along with the name, address, and telephone number of the complainant. The complaint must state the problem or action alleged to be discriminatory and the solution sought. The Town of Cazenovia, upon request, will make appropriate arrangements to ensure that disabled persons are provided alternative means of filing complaints such as, but not limited to, personal interviews, taped recordings, interpreters for the deaf, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements. 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:

William N. Zupan, Section 504 Coordinator
Town of Cazenovia
7 Albany Street
Cazenovia, New York 13035
315-655-9213

The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Town of Cazenovia relating to such grievances.

The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing. Where appropriate, the response shall be in a format accessible to the complainant.

If the response by the Section 504 Coordinator does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the Section 504 Coordinator.

Appeals must be made in writing to the Town of Cazenovia's Town Board within 15 days of receiving the Section 504 Coordinator's decision. The Town Board shall issue a written decision in response to the appeal no later than 30 days after its filing. Where appropriate, the response shall be in a format accessible to the complainant.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office for Civil Rights.

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