

CITY OF HUNTINGBURG

ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA), and to assist the City of Huntingburg, Indiana in providing a safe community for all citizens. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Huntingburg. The City of Huntingburg's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain detailed information about the alleged discrimination, including:

- Full name of Complainant
- Address of Complainant
- Telephone Number of Complainant
- Location, date, and description of the problem.

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designate as soon as possible but no later than 30 calendar days after the alleged violation to:

ADA Coordinator, Sue Tooley
Huntingburg City Office Building
508 E. Fourth Street
Huntingburg, Indiana 47542

An investigation, if applicable and appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the City of Huntingburg ADA Coordinator, or his/her designee. These guidelines will represent thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will offer to meet with the complainant to discuss the complaint and the possible resolutions, where appropriate. Within 15 calendar days of the meeting (or within 15 calendar days after receipt of the complaint if no meeting is appropriate), The ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Huntingburg and offer options for substantive resolution of the complaint.



If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 30 calendar days after receipt of the response to the City of Huntingburg ADA Compliance Committee, at P.O. Box 10, 508 E. 4th Street, Huntingburg, Indiana 47542. The appeal should be in written form describing the initial complaint, the initial response, and the reasons in which the initial response does not satisfactorily resolve the complaint. Alternative means of filing appeals, such as personal interviews of a tape or audio recording of the complainant, will be made available for persons with disabilities upon request to the City of Huntingburg ADA Coordinator. The appeal should be sent to the same address as the initial complaint was delivered. The ADA Compliance Committee shall render a written response within 30 calendar days.

The complainant can further request reconsideration of a case in instances where he/she is dissatisfied with the resolutions of the City of Huntingburg ADA Coordinator and the City of Huntingburg ADA Compliance Committee. In this situation, request for final reconsideration should be made within thirty (30) working days to the Huntingburg, Indiana City Council, at P.O. Box 10, 508 E. Fourth Street, Huntingburg, Indiana 47542. The City Council will render the complainant an agenda item and a description of the resolution, if any, shall be issued by the City Council and a copy forwarded to the complainant no later than thirty (30) working days after the final appeal is filed with the City Council.

The right of a person to a 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 an ADA complaint with the responsible federal agency. Use of this Complaint/Grievance procedure is not a prerequisite to the pursuit of other remedies. These rules shall be constructed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Huntingburg, Indiana, complies with the ADA and implementing regulations.

All complaints received by the City of Huntingburg ADA Coordinator and/or his/her designee, as well as appeals to the City of Huntingburg ADA Compliance Committee, and responses for same, will be retained by the City of Huntingburg, Indiana, for a minimum of five (5) years.

City of Huntingburg/Huntingburg Transit

Complaint/Grievance Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tapes	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Gender Identity <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
What type of Corrective Action is the Complainant Seeking: _____				

Section IV		
Have you previously filed a Title II or Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name: _____		
Title: _____		
Agency: _____		
Address: _____		
Telephone: _____		
Section VI		
Name of agency complaint is against: _____		
Contact person: _____		
Title: _____		
Telephone number: _____		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Printed Name

Signature

Date

Please submit this form in person at the address below, or mail this form to:

City of Huntingburg
 Sue Tooley, ADA Coordinator
 508 E 4th Street
 Huntingburg, IN 47542

CITY OF HUNTINGBURG
TITLE II & TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
3.				
4.				
5.				
Lawsuits				
1.				
2.				
3.				
4.				
5.				
Complaints				
1.				
2.				
3.				
4.				
5.				



City Of Huntingburg

ADA PUBLIC INPUT / ACTION FORM

The City of Huntingburg is committed to establishing and maintaining an accessible community. We want all of our community members to enjoy the benefits of our programs, services and activities. It is a priority of the City to provide accessibility for all citizens. If there is an impediment, we want to know about it. If you would like to share an area of concern with us regarding the conditions of a sidewalk, ramp, building, other public facility-program or any ADA related issue please fill in the following information.

Your input is very important to us!

Date: _____

Name: _____

Phone #: _____

Address: _____

Best time to reach you: _____

Email Address: _____

Issue/Concern: _____

Location of concern: Give address or nearest intersection/street for a sidewalk issue.




**City of Huntingburg
ADA Grievance Procedure
Public Notice**

NOTICE IS HEREBY GIVEN that anyone wishing to address a grievance or complaint regarding discrimination on the basis of a disability in the provision of services, activities, programs, benefits or facilities by the City of Huntingburg, Indiana should contact the City of Huntingburg ADA Coordinator, as follows

Huntingburg ADA Coordinator
Attn: Sue Tooley
508 E. Fourth Street
P.O. Box 10
Huntingburg, Indiana 47542
Tel: (812) 683-2211

Copies of the City of Huntingburg ADA Nondiscrimination Policy and Grievance Procedure are available at the City of Huntingburg, Office Manager, 508 E. Fourth Street, Huntingburg, Indiana 47542, Telephone (812) 683-2211.

CITY OF HUNTINGBURG, INDIANA

By: 
Sue Tooley, ADA Coordinator



TITLE VI Notice to the Public

The City of Huntingburg/Huntingburg Transit's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

THE CITY OF HUNTINGBURG HUNTINGBURG TRANSIT

- ✓ The City of Huntingburg/Huntingburg Transit operates its programs and services without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Huntingburg/Huntingburg Transit.
- ✓ For more information on the City of Huntingburg/Huntingburg Transit's civil rights program, and the procedures to file a complaint, contact Sue Tooley @ 812-683-2211, (TTY 711 or 1-800-743-3333); email stooley@huntingburg-in.gov or visit our office at 508 E 4th Street, Huntingburg, IN 47542. For more information, visit www.huntingburg-in.gov
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC, 20590.
- ✓ If information is needed in another language, contact 812-683-2211.
Si se necesita informacion en otro idioma de contacto, 812-683-2211.

The City of Huntingburg/Huntingburg Transit's Notice to the Public is posted in the following locations:

- ☐ Agency website www.huntingburg-in.gov
- ☐ Public areas of the agency office (Public Entrance/Lobby, Breakroom, Copy Room)
- ☐ Inside Transit vehicles
- ☐ Rider Guides
- ☐ Senior Citizens Center

ADA GENERAL NOTICE

CITY OF HUNTINGBURG NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURE NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Huntingburg, Indiana will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of Huntingburg, Indiana, 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 .

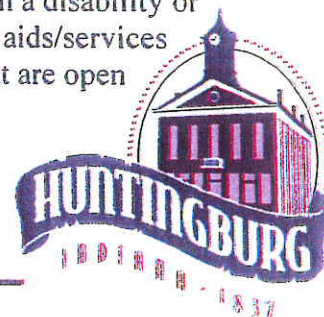
Effective Communication: The City of Huntingburg, Indiana will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Huntingburg's programs, services, and activities, including qualified sign language interpreters, 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 Huntingburg, Indiana 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 City of Huntingburg offices, even when 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 of Huntingburg, should contact the office of ADA Coordinator at 508 E. Fourth Street, Huntingburg, Indiana (812)683-2211 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Huntingburg to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service or activity of the City of Huntingburg is not accessible to persons with disabilities should be directed to ADA Coordinator, at 508 E. Fourth Street, Huntingburg, Indiana, (812) 683-2211.

The City of Huntingburg 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, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



Sue TD 1/4/12

**CITY OF HUNTINGBURG, INDIANA
RESOLUTION NO. 2012-34**

**A RESOLUTION ESTABLISHING A
NONDISCRIMINATION POLICY AND GRIEVANCE
PROCEDURE UNDER THE AMERICANS WITH
DISABILITIES ACT AND MATTERS RELATED THERETO**

WHEREAS, it is the desire of the City of Huntingburg to provide safe and accessible services, policies and practices for all citizens and to comply with the Americans With Disabilities Act of 1990 ("ADA") and in connection therewith, does hereby take the following action:

BE IT RESOLVED that the nondiscrimination policy and grievance procedure under the Americans With Disabilities Act attached hereto and made a part hereof as Exhibit "A", is hereby adopted as the policy of the City of Huntingburg and the grievance procedure available to anyone wishing to file a complaint or grievance alleging discrimination on the basis of disability in the provisions of services, activities, programs or benefits by the City of Huntingburg.

BE IT FURTHER RESOLVED, that the City of Huntingburg undertake an evaluation of its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of the Americans With Disabilities Act, and the modifications necessary to bring such services, policies, and practices into compliance.

BE IT FURTHER RESOLVED, there is hereby established an ADA Compliance Committee to oversee the administration of the policy and grievance procedure comprised of the following:

- Members:
1. Council Person at Large
 2. Clerk-Treasurer
 3. City Office Manager
 4. City Attorney
 5. Citizen appointed by the Mayor

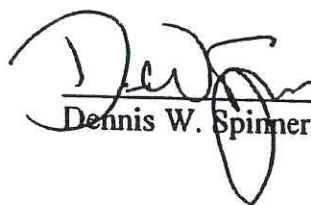
- Ex-officio Members:
1. Safety Director
 2. Street Superintendent
 3. Mayor

BE IT FURTHER RESOLVED, that there is hereby designated as the ADA Coordinator the City Office Manager who shall be responsible for coordinating and carrying out the

responsibilities of administering and investigating any complaint or grievance communicated concerning discrimination on the basis of a disability.

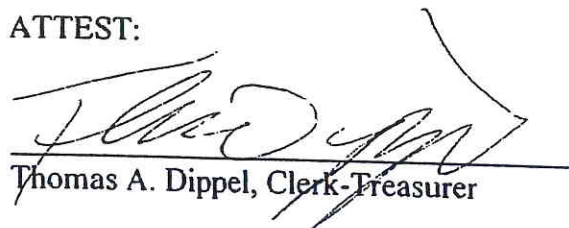
BE IT FURTHER RESOLVED, that the ADA Committee shall provide an opportunity to all interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the evaluation process by submitting comments to the committee.

PASSED by the Common Council of the City of Huntingburg, this 8th day of November, 2012.



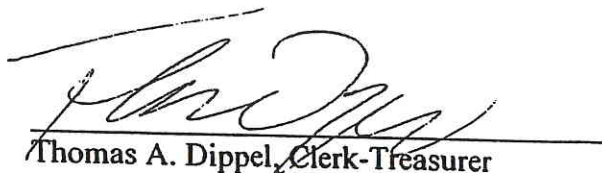
Dennis W. Spinner, Presiding Officer

ATTEST:



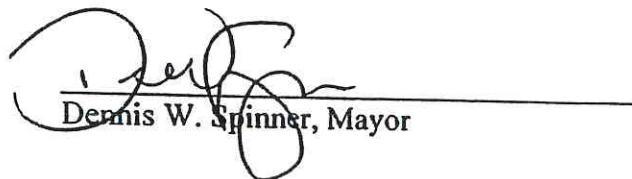
Thomas A. Dippel, Clerk-Treasurer

Presented by me, the undersigned Clerk-Treasurer of the City of Huntingburg, to the Mayor of said City for his approval on the 8 day of November, 2012, at 8:02 o'clock P.M.



Thomas A. Dippel, Clerk-Treasurer

Approved by me, the undersigned Mayor of said City on the 8th day of Nov-ber, 2012, at 8:02 o'clock P.M.



Dennis W. Spinner, Mayor