

STATE OF LOUISIANA

PARISH OF WASHINGTON

WASHINGTON PARISH COUNCIL

RESOLUTION NO. 18-856

On motion by Councilman Fussell, seconded by Councilman Anthony the following resolution was offered for adoption by the Washington Parish Council duly convened in regular session on March 26, 2018.

WHEREAS, the Washington Parish Council has received a Louisiana Community Development Block Grant for FY2017; and

WHEREAS, the Louisiana Community Development Block Grant Program requires that all grant recipients comply with the requirement of the U.S. Department of Housing and Urban Development-Section 504 (24 CFR Part 8-June 2, 1988), and

WHEREAS, the Parish is committed to complying with Section 504 requirements; and

WHEREAS, the Parish has previously adopted a Section 504 grievance procedure.

BE IT THEREFORE RESOLVED, that the Washington Parish Council hereby re-adopts the Section 504 Grievance Procedure.

The foregoing having been submitted to a vote, the results were as follows:

YEAS: (7) Fussell, Workman, Lewis, McMasters, Bedwell, Anthony and Talley

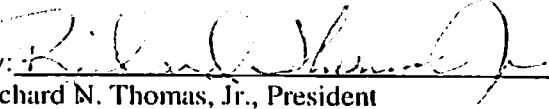
NAYS: (0)

ABSENT: (0)

The resolution was declared adopted on the 26<sup>th</sup> day of March, 2018.

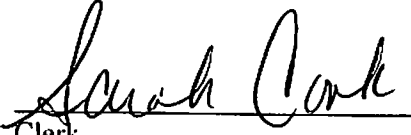
By:   
Perry Talley, Chairman

WASHINGTON PARISH GOVERNMENT

By:   
Richard N. Thomas, Jr., President

CERTIFICATION

I, SARAH COOK, CLERK OF THE WASHINGTON PARISH COUNCIL, hereby certify that foregoing is a true and correct copy of a resolution adopted by the Washington Parish Council, in Regular Session convened on the 26<sup>th</sup> day of March, 2018 Franklinton, Louisiana.

  
Clerk  
Washington Parish Council

## Section 504 Grievance Procedure

The Washington Parish Council has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U.S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112). Section 504 states, in part:

“No otherwise qualified handicapped individual...shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” To further assist those who may have a grievance concerning Section 504 compliance Ms. Donna Graham, Director of Finance has been designated to coordinate the efforts of the Washington Parish Council to comply with requirements of Section 504 and its implementing regulation, 24 CFR Part 8.

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the action alleged to be prohibited by the regulation.
2. A complaint should be filed in the office of the Section 504 Coordinator within a reasonable time after the person filing the complaint became aware of the action alleged to be prohibited by the regulation.
3. The Compliance Coordinator or his/her designee shall conduct such investigation of a complaint as may be appropriate to determine its validity. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any opportunity to submit evidence relevant to the complaint.
4. The Compliance Coordinator shall issue a written decision determining the validity of the complaint no later than thirty (30) days after its filing. The response will offer options for resolution of the complaint. The Parish Council shall be advised of any decision or resolution regarding the complaint.
5. The Section 504 Coordinator shall maintain the files and records of the Parish relating to complaints filed hereunder. The Section 504 Coordinator may assist persons with the preparation and filing of complaints, participate in the investigation of complaints and advise the Parish concerning their resolution.
6. The right of a person to 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 a Section 504 complaint with the Department of Housing and Urban Development or other Federal or State Agencies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Complaints may be forwarded for disposition to the:

Office of Fair Housing and Equal Opportunity  
Department of Housing and Urban Development  
Washington, DC 20410

Complaints may also be filed at any Regional or Federal Office of the Department such as:

Department of Housing and Urban Development  
Regional Office  
Fair Housing and Equal Opportunity Division  
P.O. Box 2905  
Fort Worth, TX 76113-2905

7. Determinations made under these procedures shall be liberally constructed to protect the substantial rights of interested persons, to meet appropriate due process standards and to assure the compliance of the Parish with Section 504 and its implementing regulation.

**GRIEVANCE FILING FORM**

DATE \_\_\_\_\_

YOUR NAME \_\_\_\_\_

IF EMPLOYEE – POSITION \_\_\_\_\_

Place where you may be reached \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Nature of Grievance (Please describe the policy or action you believe may be in violation of Section 504.) (Use additional sheets as necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When did you become aware of actions or policy you believe to be in violation of Section 504?

\_\_\_\_\_

If others are affected by the possible violation, please give their names (if you wish):

\_\_\_\_\_

If you wish, describe any corrective action you would like to see taken with regard to the violation or provide other information relevant to this grievance. (Use additional sheets as necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and Address of Grant Recipient:**

**Washington Parish Council  
909 Pearl Street – Courthouse Building  
Franklinton, LA 70438**

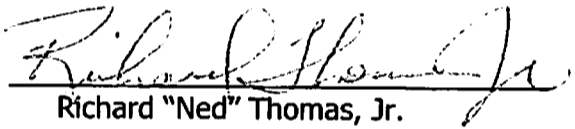
\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Signature of Person Receiving Grievance

## Section 504 Assurance

The Washington Parish Government does hereby assure the Office of Community Development, Division of Administration, that, as a recipient of Louisiana Community Development Block Grant funds, all activities of this grant will be operated in compliance with requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

As a local government with 15 or more employees, the Washington Parish Government further assures the Office of Community Development, Division of Administration, that it has appointed Donna Graham, Director of Finance as the designated Section 504 Coordinator (24 CFR 8.53), and adopted a Revised Section 504 Grievance Procedure on March 26, 2018 (24 CFR 8.53), and has made advertising in certain public advertisements and notices, postings in conspicuous places and participation in a state wide relay system for the hearing impaired as a means of providing for continuing notification of participants, beneficiaries, applicants, and employees that it does not discriminate on the basis of handicap in its federally assisted programs (24 CFR 8.54).

  
Richard "Ned" Thomas, Jr.  
Washington Parish President  
3/27/18  
Date