RESOLUTION NO. 19-986

WASHINGTON PARISH COUNCIL

WASHINGTON PARISH GOVERNMENT

BR: WASHINGTON PARISH COUNCIL

This resolution was decared adopted on the 8th day of July, 2019.

ABSENT: (5)

NAY: (9)

AYE: (7) Melchesiers, Romain, Anthony, Talli, Russell, Workman and Lewis

The foregoing having been submitted to a vote, the vote thereon resulted as

BE IT HEREBY RESOLVED that the Washington Parish Council hereby re-adopts the

WHEREAS, the Parish has previously adopted a Section 504 Reference Procedure;

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

WHEREAS, the Louisiana Community Development Block Grant Program requires that all

WHEREAS, the Washington Parish Council has received a Louisiana Community Development Block Grant Calendar Grant Contract for FY 2019.

Louisiana Community Development Block Grant Contract for FY 2019, S44-CF-CF-7121, dated June 2, 1998, in accordance with Section 504 of the U.S. Department of Housing and Urban Development requirements and Section 6.3 of the contract. Therefore, it is resolved that the Section 504 reference procedure for compliance with Section 504 of the Rehabilitation Act of 1973 be adopted for all matters within the jurisdiction of the Washington Parish

WASHINGTON PARISH COUNCIL

PARISH OF WASHINGTON

STATE OF LOUISIANA
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 8th day of July, 2019, Franklinton, Louisiana.

[Signature]
Clerk
Washington Parish Council

Resolution No. 19-930
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