

SECTION 504 GRIEVANCE PROCEDURE

The Livingston Parish Government, Louisiana 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 Charles McDonald has been designated to coordinate the efforts of Livingston Parish, Louisiana to comply with requirements of Section 504 and its implementing regulations, 24 CFR Part 8.

1. A complaint should be in writing, contact the name 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 shall meet with the complainant within fifteen (15) days after receipt of the complaint to discuss the complaint and any possible resolution(s).
4. The Compliance Coordinator or his/her designee shall conduct such investigation of the 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, an opportunity to submit evidence relevant to the complaint.
5. 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 of Livingston, Louisiana shall be advised of any decision or resolution regarding the complaint.
6. If the decision of the Compliance Coordinator does not resolve the issue, the complainant may appeal the decision of the Coordinator within fifteen (15) days after receipt of the response to the Parish of Livingston, Louisiana or his or her designee.
7. The Parish of Livingston, Louisiana or his or her designee shall meet with the complainant within fifteen (15) days after receipt of the appeal to discuss the complaint and any possible resolution. Within fifteen (15) days after the meeting the Parish of Livingston, Louisiana or his or her designee will respond in writing, with a final resolution of the complaint.

8. The Section 504 Coordinator shall maintain the files and records of the Parish of Livingston, Louisiana relating to complaints filed hereunder.
9. 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 Field 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

10. 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 of Livingston, Louisiana with Section 504 and its implementing regulation.