

ST. TAMMANY PARISH COUNCIL.

RESOLUTION

RESOLUTION COUNCIL SERIES NO. C-2555

COUNCIL SPONSOR: BINDER/DAVIS

PROVIDED BY: FINANCE

RESOLUTION TO APPOINT A SECTION 504 COORDINATOR FOR THE STATE OF LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT ("LCDBG") DISASTER RECOVERY PROGRAM.

WHEREAS, St. Tammany Parish Government ("Parish") has been afforded the opportunity to participate in the LCDBG Disaster Recovery Program administered by the Division of Administration ("State"); and

WHEREAS, the State requires Grantees to designate a responsible person to coordinate the Parish's efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended;

NOW, THEREFORE, BE IT RESOLVED that John Tobin, the Parish's Director of Community Action Agency and Social Services, is appointed as Section 504 Coordinator.

BE IT FURTHER RESOLVED that Kevin Davis, Parish President, is hereby authorized to execute the attached Section 504 Certification.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY _____, SECONDED BY _____

YEAS:

NAYS:

ABSTAIN:

ABSENT:

THIS RESOLUTION WAS DECLARED ADOPTED ON THE ____ DAY OF ____, 2009 AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

JERRY BINDER, COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK

ST. TAMMANY PARISH GOVERNMENT

SECTION 504 ASSURANCE

St. Tammany Parish Government ("Parish") does hereby assure the Office of Community Development, Division of Administration ("OCD-DOA"), 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 fifteen (15) or more employees, the Parish further assures the OCD-DOA that it has appointed John Tobin, Director of Community Action Agency and Social Services, as the designated Section 504 Coordinator (24 CFR 8.53), and adopted a Section 504 Grievance Procedure on December 17, 2008 (24 CFR 8.53), and made notification by posting notices, publication in newspapers and magazines, placement of notices in recipients' publications, and distribution of memoranda or other written communications 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).

Kevin Davis, Parish President

Date



ST. TAMMANY PARISH GOVERNMENT

SECTION 504 GRIEVANCE PROCEDURE

St. Tammany Parish Government ("Parish") 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, John Tobin, Director of Community Action Agency and Social Services, has been designated to coordinate the efforts of the Parish, to comply with requirements of Section 504 and its implementing regulations, 24 CFR Part 8.

1. A complaint should be in writing, provide 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 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 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 or his or her designee.
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7. The Parish 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 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 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 with Section 504 and its implementing regulation.
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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 action 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 correction 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:

St. Tammany Parish Government
P.O. Box 628
Covington, LA 70434

Signature of Grievant

Signature of person receiving
grievance