

## **ADA COMPLAINT PROCEDURES**

### **THE CITY OF DANVILLE-PARKS AND RECREATION**

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act (ADA) of 1990. 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 Danville Parks and Recreation.

The complaint should be in writing and contain information about the alleged discrimination such as name address, phone number of complainant; and location, date and description of the alleged discrimination. Alternative means of filing complaints, such as personal interview or tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted no later than 60 days after the alleged violation to:

Amanda Paez, City of Danville  
City Manager's Office  
P.O. Box 3300, Danville, VA 24543-3300  
(434) 799-5100

Within 15 calendar days after receipt of the complaint, The ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, the ADA Coordinator or designee 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 Authority's position and offer options for substantive resolution of the complaint.

If the Authority's response does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Secretary of Transportation.

All written complaints received by the Authority, appeals to the Secretary of Transportation, and responses from these two offices will be retained by the Authority at least three years.