

Appendix A

ADA Grievance Form & Grievance Procedure

City of Trussville ADA Policy Statement and Grievance Procedure

Policy Statement

The City of Trussville, Alabama, has adopted this policy to document their responsibilities and efforts to comply with Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The City is committed to providing and promoting equal opportunities in all of its programs, services, and activities. The ADA prohibits discrimination based on an individual's disabilities, in hiring and employment or in access to programs, services and activities.

The City of Trussville will:

- Make available resources to communicate with those members of the public that are hearing or visually impaired
- Make reasonable accommodations in policies and practices to avoid discrimination based on disability, unless a fundamental alteration in a local government would result
- Operate its programs, services, and activities so that they are readily accessible to and usable by individuals with disabilities.

Trussville has appointed the superintendent of engineering & inspections, David Arnett, as the responsible ADA coordinator. His role is to remain aware of ADA issues and advise the city council on any issues where the City is lacking compliance. He will also maintain the transition plan document and update it approximately every 5 years to include any needed changes and recent public comments. Any complaints or grievances from the procedure below will be initially reviewed by the ADA coordinator and then delegated to the appropriate person for consideration.

Complaint / Comment Procedure

This grievance procedure is established to meet the requirements of the ADA. Complaints are to be filed by the affected individual or a representative of that individual. Complaints must be in writing and include pertinent information needed for the city staff to review. Alternative means for filing a complaint such as a personal interview will be made available for persons with disabilities upon request. Complaint forms can be picked up at city hall, and should be submitted to the city clerk. The complainant should receive a response from the ADA coordinator within 30 days. If the response does not satisfactorily resolve the issue, the complainant or his/her representative may appeal the decision of the ADA coordinator to the mayor's office within 15 calendar days after receiving the response. Complaints, comments, and responses shall be logged in as part of the self-evaluation / transition plan document and remain on the log for a period of 4 years.

ADA Public Comment Form for Trussville, Alabama

Date		Provide Sketch if helpful
Name		
Address		
Phone		
Email		
City building, program, service, or street location		
Building, program, service or location detail		
Describe the current issue:		
How should this issue be corrected?		
Submit to: David Arnett ADA Coordinator Trussville, AL darnett@trussville.org	Date Received:	
	Reviewed by:	
	Results:	