

**CITY OF RAYMOND, WASHINGTON
NOTICE**

**POLICY OF NO DISCRIMINATION ON THE
BASIS OF HANDICAPPED STATUS**

The City of Raymond does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

(Name) Hester Gilleland, City Clerk-Treasurer
(Address) 230 Second Street
Raymond, WA 98577

Telephone number (360) 942-4100 Voice
Washington Relay Service for TDD: Dial 711

The above named person has been designated to coordinate compliance with the no discrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

CITY OF RAYMOND, WASHINGTON
ADA GRIEVANCE PROCEDURE

The following procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by and such entity."

ADA COMPLAINTS – INVESTIGATION

1. Complaints should be addressed to the City of Raymond ADA Coordinator, 230 Second Street, Raymond, WA 98577, (360) 921-4100, who has been designated to coordinate City of Raymond government ADA compliance efforts.
2. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the facts of the alleged violation as well as the specific regulations alleged to be violated.
3. A complaint should be filed within fifteen (15) days after the complainant becomes aware of the alleged violation.
4. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the City ADA Coordinator. These rules contemplate informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the City ADA Coordinator and a copy forwarded to the complainant and affected department head, if any, no later than five (5) days after its issuance.
6. The City ADA Coordinator shall maintain the files and records of the City relating to the complaints filed.