

ADA Grievance Procedure for the Champaign County Forest Preserve District

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). 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 or programs by the Champaign County Forest Preserve District.

The complaint may be filed orally or in writing. An oral complaint will be reduced to writing by the ADA Coordinator and should be provided to the complainant for signature. The complaint should identify the name of the person filing it (the complainant) as well as the complainant's address and phone number. The complaint should describe the location, date, and description of the problem. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 45 calendar days after the alleged violation.

Complaints should be addressed to: **Bridgette Moen; ADA Coordinator; P.O. Box 1040; Mahomet, Illinois 61853; 217-586-3360; bmoen@ccfpd.org**, whom the Champaign County Forest Preserve District has designated to coordinate its ADA compliance efforts and who is referred to in these procedures as the "ADA Coordinator."

Within 30 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 resolutions. Within 30 calendar days of the meeting, the ADA Coordinator or their 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 position of the Champaign County Forest Preserve District and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Executive Director of the Champaign County Forest Preserve District or his/her designee.

Within 30 calendar days after receipt of the appeal, the Executive Director of the Champaign County Forest Preserve District or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Executive Director of the Champaign County Forest Preserve District or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or their designee, appeals to the Executive Director of the Champaign County Forest Preserve District or his/her designee, and responses from these two offices will be retained by the Champaign County Forest Preserve District for at least three years.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the Champaign County Forest Preserve District complies with the ADA and implementing regulations.

The Champaign County Forest Preserve District can provide auxiliary devices such as assistive listening devices and TTD/TTY at no charge for persons with disabilities.

Original Adoption: January 2013

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