

GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

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, programs, or benefits by the New York State Homes and Community Renewal. Employment-related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the New York State Homes and Community Renewal. 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 problem. No particular format of the complaint is required. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his or her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Kelley Greene, Designee for Reasonable Accommodation/ADA Coordinator, Accessibility@hcr.ny.gov, 641 Lexington Avenue, 8th Floor, New York, NY 10022, (phone) (212) 872-0595.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his or her 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 New York State Homes and Community Renewal and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his or her designee does not satisfactorily resolve the issue, the complainant and/or his or her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his or her designee or his or her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his or her designee or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA Coordinator for further action. If further action is indicated, the complainant will be contacted within 15 days from the written response.

All written complaints received by the ADA Coordinator or his or her designee, appeals to the agency head or his or her designee or his or her designee, and responses from these two offices will be retained by the New York State Homes and Community Renewal for at least three years.

**AMERICANS WITH DISABILITIES ACT
COMPLAINT FORM**

Please use this form to file a complaint based on disability in the provision of services, activities, programs or benefits.

Please submit this form to the ADA Coordinator, New York State Homes and Community Renewal; you may find contact information for Kelley Greene, Designee for Reasonable Accommodation/ADA Coordinator,

Accessibility@hcr.ny.gov

641 Lexington Avenue, 8th Floor, New York, NY 10022, (phone) (212) 872-0595.

COMPLAINANT INFORMATION

Name:

Home Phone:

Home Address:

Email:

1. Your claim is made against:

State Agency:

Name:

Title:

Address:

Phone:

2. Location(s) and date(s) of the circumstances giving rise to your complaint:

Are the circumstances of your complaint continuing?

Yes No

3. Which of HCR's services, activities, programs or benefits is your complaint regarding?

4. Please describe the alleged denial of services, activities, programs or benefits and your reason(s) for concluding that the conduct was discriminatory. Please include the name(s) of witnesses, if any, and attach supporting data, if available.

[Use Additional Pages as Necessary]

A. Have you filed a claim regarding this complaint with a federal, state or local government agency? Yes No

B. Have you hired an attorney with respect to the allegations in the complaint? Yes No

C. Have you instituted a legal suit or court action regarding this complaint? Yes No

4. This complaint form was completed by:
ADA Coordinator Complainant

SIGNATURE: _____ DATE: _____