

City of East Palo Alto

Complaint and Grievance Procedure under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act

The Complaint and Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint or grievance alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of East Palo Alto. The City of East Palo Alto's Personnel Policy governs employment-related complaints of disability discrimination.

The City of East Palo Alto wants to hear concerns and complaints from citizens in order to provide accessible programs, services and activities. A citizen can call with a comment, concern or complaint without filing a formal grievance. A formal grievance can be filed by completing the grievance and complaint form by contacting the ADA Coordinator, [Jose L. Martinez](#) or the designated alternative person.

If the citizen wants to file a formal grievance, grievance procedures and forms are provided. It is preferred that the grievance be in writing and contain information about the alleged discrimination such as name, address and contact information of the grievant. A description of the problem that includes location and date is requested.

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. If additional accommodations are needed, please contact the ADA Coordinator.

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

[Jose L. Martinez](#)
ADA Coordinator and [Interim Chief Building Official \(C.B.O.\)](#)
City of [East Palo Alto](#)
[1960 Tate Street](#)
[East Palo Alto, CA 94303](#)
Email: jlmartinez@cityofepa.org
Phone: [\(650\) 853-5908](tel:(650)853-5908)

Within 15 calendar days after receipt of the complaint, [Jose. L Martinez](#) or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting [Jose L. Martinez](#) or his/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 City of East Palo Alto and offer options for substantive resolution of the complaint.

If the response by [Jose L. Martinez](#) or his/her 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 [Public Works Director, Kamal Fallaha](#) or his/her designee.

Within 15 calendar days after receipt of the appeal, [Public Works Director, Kamal Fallaha](#) or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the [Public Works Director, Kamal Fallaha](#) 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 [Jose. L Martinez](#) or his/her designee, appeals to the [Public Works Director, Kamal Fallaha](#) or his/her designee, and responses from these two offices will be retained by

the City of East Palo Alto for at least three years. A copy of the City of East Palo Alto's ADA/504 Self-evaluation and Transition Plan is available from the ADA Coordinator.