



City of Nappanee

300 West Lincoln Street
P.O. Box 29
Nappanee, IN 46550-0029

Phone: (574) 773-2112
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City of Nappanee, Indiana 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 City of Nappanee, Indiana. The City's Personnel Policy governs employment related complaints of disability discrimination.

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. 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/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

City of Nappanee
Brent Warren, ADA Coordinator
300 West Lincoln Street
Nappanee, IN 46550

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or 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 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 Nappanee, Indiana and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or 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 Common Council or their designee. This appeal must be in writing and must be received by the Office of the City of Nappanee Clerk-Treasurer, Nappanee Municipal Center, 300 W. Lincoln St., Nappanee, IN 46550 within such 15 day period

Within 15 calendar days after receipt of the appeal, the Common Council or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Common Council or their 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 ADA Coordinator or designee, appeals to the Common Council or their designee, and responses from these two offices will be retained by the City of Nappanee for at least three years.

AMERICANS WITH DISABILITIES ACT TRANSITION PLAN:
PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY

Date of Comment: _____

Name of Person: _____

Comment: _____

Response: _____

