

## MEMORANDUM

DATE: December 10, 2019

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services  
Paul D. Holt, III, Director of Community Development and Planning

SUBJECT: Scattered Site Housing Rehabilitation - Community Development Block Grant Application  
- Adoption of Required Section 504 Grievance Procedure for Disability Nondiscrimination

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As a recipient of a Community Development Block Grant, James City County must to adhere to requirements of a variety of Federal and state laws and regulations including equal opportunity and labor standards.

The attached Section 504 Grievance Procedure for Disability Nondiscrimination has been adapted from a sample grievance procedure developed by the U.S. Treasury, Office of Revenue Sharing based on material prepared by the U. S. Department of Health and Human Services, Office of Civil Rights Regional Technical Assistance Staff. This internal grievance procedure provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794).

Section 504 states, in part, that "no otherwise qualified handicapped individual ... shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."

Staff recommends approval of the attached resolution to adopt the Section 504 Grievance Procedure for Disability Nondiscrimination.

RV/PDH/nb  
CDBGGrievProc-mem

Attachments:

1. Resolution
2. Section 504 Grievance Procedure for Disability Nondiscrimination