

EXHIBIT V-B.2
BIG THOMPSON WATERSHED COALITION
SECTION 504 AND AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE

The following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans with Disabilities Act of 1990 (ADA).

According to these laws, Big Thompson Watershed Coalition certifies that all citizens shall have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by Big Thompson Watershed Coalition.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance must be in writing and must include the name, address, and telephone number of the complainant. ***Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available for individuals with disabilities upon request.*** The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than 90 days after the alleged violation. Complaints must be signed and sent to:

Name/Title of Coordinator Clara Moulton, Assistant Watershed Coordinator

Address 2525 West 1st St., Loveland, CO 80537

Telephone Number_970-699-2906 (Voice) (TDD)_____

Within 15 calendar days after receiving the complaint, Clara Moulton will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting Clara Moulton will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio tape). The response will explain the position of Big Thompson Watershed Coalition and offer options for resolving the complaint.

If the response by Clara Moulton does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the 504/ADA coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the chief elected official or his or her designee.

Within 15 calendar days after receiving the appeal, the chief elected official or his or her designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the chief elected official or his or her designee will provide a response in writing. Where appropriate, the response shall be in a format accessible to the complainant. The response shall be accompanied by a final resolution of the complaint. The 504/ADA Coordinator shall maintain the files and records of Big Thompson Watershed Coalition pertaining to the complaints filed for a period of three years after the grant is closed out.