

**GRAND TRAVERSE COUNTY  
GRIEVANCE PROCEDURE  
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

*The purpose of this policy is to regulate situations involving the expenditures of Community Development Block Grant (CDBG) funds. This policy does not apply to any other County action.*

This Grievance Procedure is established to meet the requirements of the Section 504. It may be used by a person alleging a complaint of discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Grand Traverse County **when expending CDBG funds**. This policy does not cover County employees. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain detailed information about the alleged discrimination including the name, address, phone number of the grievant, and a detailed description of the location, date, and type or manner of the discrimination being alleged. 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 where reasonable and not unduly burdensome.

The grievant and/or his/her designee should submit the complaint as soon as possible but no later than 21 calendar days after the alleged violation. All complaints received after 21 days are deemed untimely and shall not be considered by the County. All written complaints must be sent by first class mail addressed to:

Christopher J. Forsyth Deputy County Administrator, Section 504 Coordinator,  
Grand Traverse County Administration 400 Boardman Avenue Traverse City, MI 49684

Within 30 calendar days after receipt of the complaint, Mr. Forsyth or his designee will schedule a meeting with the grievant, at a date and time mutually agreed upon by the grievant and the Deputy County Administrator to discuss the complaint. Within 21 calendar days after the meeting, Mr. Forsyth or his designee will respond in writing, and where reasonable, not unduly burdensome, and appropriate, in a format accessible to the grievant, such as large print, Braille, or audio tape. The response will explain the position of the Grand Traverse County.

If the response by Mr. Forsyth or his designee does not satisfactorily resolve the issue, the grievant and/or his/her designee may appeal the decision of the Deputy County Administrator within 15 calendar days after receipt of the response to the County Administrator or his designee. The appeal should be in writing, clearly marked or labelled as an appeal, articulate the basis of the appeal, and sent by first class mail to the above address, attention County Administrator. All appeals received after 15 days are deemed untimely and will not be reviewed and considered by the County Administrator.

Within 21 calendar days after receipt of the appeal, the County Administrator or his designee will schedule a meeting with the grievant, at a date and time mutually agreed upon by the grievant and the County Administrator to discuss the complaint. Within 15 calendar days after the meeting the County Administrator or his designee will respond in writing, and, where appropriate, in a format accessible to the grievant, with a final determination of the complaint.

All written complaints received by the Deputy County Administrator or his designee, appeals to the County Administrator or his designee, and responses from these two County Officers, will be retained by Grand Traverse County for a time period as mandated by Federal Law, and the State of Michigan retention schedule.

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