

**NOTICE of *(Name of Municipality)*'s
Section 504 Officer and Process for Grievance**

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The *(Name of Municipality)* does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. The *(Name of Municipality's)* Section 504 Officer is *(Insert Name)*. The Officer can be reached at: *(Insert Contact information including address, phone number, accessible number, fax and e-mail)*.

Grievance Procedures for any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the following:

*(Section 504 Officer
Contact Information)*

Or



U.S. Department of Housing and Urban Development
FHEO/Regional III Office Mid-Atlantic Office
100 Penn Square East, 12th Floor
Philadelphia, PA 19107
(215) 861-7643
Fax: (215) 656-3449
TTY: (800) 927-9275

Or

U.S. Department of Housing and Urban Development
PITTSBURGH FHEO FIELD OFFICE
Moorhead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 644-5449 or (412) 644-6353
Fax: (412) 644-6516
TTY: (800) 927-9275

Grievance procedures and complaint forms may be requested from the offices of the (*Name of Municipality*) in the following manner:
(*List the method of contact and contact information. Keep in mind the need for access of all disabilities and if required those citizens of Limited English Proficiency*)

Note: Grantees must keep in mind this Notice must be accessible to all individuals with disabilities and if required those with Limited English Proficiency. This may mean alternative methods of announcing the Notice and/or publishing it in other languages.