

Section 504 Grievance Procedure

The County of **Clay** has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Housing and Urban Development regulations (24 CFR 8.4(a) 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, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to: **Kenneth Liggett, Clay County Judge, 214 North Main, Henrietta, TX, 76365, 940-538-4651**, who has been designated to coordinate Section 504 compliance efforts.

A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

A complaint should be filed within fifteen (15) working days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).

An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by **Kenneth Liggett**. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by **Kenneth Liggett**, and a copy forwarded to the complainant no later than fifteen (15) working days after its filing.

The Section 504 coordinator shall maintain the files and records of the County of Clay relating to the complaints files.


The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) working days to the County of Clay.


The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the County of Clay complies with Section 504 and HUD regulations.

As officers and representative of the County of Clay, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

PASS AND APPROVED BY THE COMMISSIONER'S COURT OF CLAY COUNTY,
TEXAS ON THIS THE 9 DAY OF MARCH, 2015.


SASHA KELTON, COUNTY CLERK
CLAY COUNTY, TEXAS


KENNETH LIGGETT, COUNTY JUDGE
CLAY COUNTY, TEXAS

