

CITY OF CORRY

Resolution  
23-10

Present by: Mayor Baker

RESOLUTION APPOINTING A SECTION 504 OFFICER AND ADOPTING SECTION 504 GRIEVANCE PROCEDURES FOR THE CITY OF CORRY.

**WHEREAS**, THE City of Corry is an “entitlement” City under the provisions of PA Act 179 of 1984 which entitles it to receive an annual allocation of Community Development Block Grant funds from the PA Department of Community and Economic Development (PA DCED) with said funds to be used to undertake housing and community development activities which principally benefit persons of low-to-moderate income; and

**WHEREAS**, as the recipient of CDBG funds the City of Corry is statutorily required to develop grievance procedures in accordance with 24 CFR Part 8 of the Code of Federal Regulations as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973; and

**WHEREAS**, The City of Corry must designate a Section 504 Officer who will serve as the City’s designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures; and

**WHEREAS**, the City of Corry, acting through the Erie County Housing Authority has prepared grievance procedures which said plan shall supersede all other CDBG Section 504 Grievance Procedures which may have been adopted by City of Corry and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Corry officially appoints Michael Baker to serve as the City of Corry’s Section 504 Officer and adopts the Section 504 Grievance Procedures attached as “Exhibit A”.

Adopted this 18<sup>th</sup> day of September, 2023.

ATTEST

  
Laura L. Thomas, City Clerk



  
Michael E. Baker, Mayor



**Exhibit A**  
**City of Corry**  
**Section 504 Grievance Procedures**

**Introduction**

It is the policy of the City of Corry not to discriminate on the basis of disability. The City of Corry has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

**Who may file a complaint?**

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the City of Corry to retaliate against anyone who files a grievance or cooperated in the investigation of a grievance.

**Procedures:**

The City of Corry will undertake the following steps when a citizen chooses to file a grievance on aspect of a federally funded program where he or she believes they have been discriminated against.

1. Grievances must be submitted to the Section 504 Coordinator within 60 days of the date of the person filing the grievance becomes aware of the alleged discriminatory action.
2. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
3. The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the City of Corry relating to such grievances.
4. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
5. The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Mayor (or his/her designee) within 15 days of receiving the Section 504 Coordinator's decision. The Mayor (or his/her designee) shall issue a written decision to the appeal no later than 30 days after its filing.

The City of Corry will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

NOTICE Of the City of Corry'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 City of Corry does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. The City of Corry's Section 504 Officer is Michael E. Baker. The Officer can be reached at: 100 S Center St, Corry PA 16407, 814-663-7041, fax 814-664-4912, e-mail: mbaker@corrypa.gov.

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:

Michael E. Baker  
100 S Center St  
Corry, PA 16407  
814-663-7041  
Fax: 814-664-4912  
E-mail: mbaker@corrypa.gov



Or

U. S. Department of Housing and Urban Development  
FHEO/Regional III Office Mid-Atlantic Office  
100 Penn Square East, 12<sup>th</sup> 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 City of Corry in the following manner:

Michael E. Baker  
100 S Center St  
Corry, PA 16407  
814-663-7041  
Fax: 814-664-4912  
E-mail: mbaker@corrypa.gov