

NOTICE OF NONDISCRIMINATION

The Village of Penn Yan complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Educations Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

To File a Complaint

If you think that the Village of Penn Yan has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, or age, you can file a complaint in person or by mail, fax or email with:

Gary Meeks, Clerk-Treasurer
111 Elm Street
Penn Yan, NY 14527
Office Phone: 315-536-3015
Fax: 315-536-4685
E-mail: gmeeks@villageofpennyan.com

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

The Village of Penn Yan

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Gary Meeks, Clerk-Treasurer
111 Elm Street
Penn Yan, NY 14527
Office Phone: 315-536-3015
Fax: 315-536-4685
E-mail: gmeeks@villageofpennyan.com

Village of Penn Yan Grievance Procedure Under the Americans with Disabilities Act

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Village of Penn Yan. Employment related complaints of disability discrimination are covered elsewhere, in policies available from the human resources office of the Village of Penn Yan.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. No particular format of the complaint is required. 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.

The complaint should be submitted in writing by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Gary Meeks
ADA Coordinator and Clerk-Treasurer
111 Elm Street
Penn Yan, NY 14527

Office Phone: 315-536-3015
Fax: 315-536-4685
E-mail: gmeeks@villageofpennyan.com

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print or audio tape. The response will explain the position of the Village of Penn Yan and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the agency head or his/her designee.

Within 15 calendar days after receipt of the appeal, the agency head or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with the agency's final resolution of the complaint, or indicating that the matter has been returned to the ADA coordinator for further action. If further response is indicated, the complainant will be contacted within 15 calendar days.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the agency head or his/her designee, and responses from these two offices will be retained by the Village of Penn Yan for at least three years.