

City of Lawrence, Massachusetts

American with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the 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 City of Lawrence, Massachusetts

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. 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 as soon as possible, preferably within 60 calendar days of the alleged violation to:

ADA Coordinator **Richard Rodriguez, ESQ**

Telephone Number: **978-620-3312**

Email Address: **Richard.rodriguez@Cityoflawrence.com**

Office Address **Lawrence City Hall 200 Common Street**

Lawrence MA 01840 Room 104

- Within 15 calendar days after receipt of the complaint, ADA Coordinator Richard Rodriguez will meet with the complainant to discuss the complaint and the possible resolutions.
- Within 15 calendar days of the meeting, ADA Coordinator Richard Rodriguez will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Lawrence and offer options for substantive resolution of the complaint

- If the response by ADA Coordinator Richard Rodriguez does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to Mayor Brian A. DePena or his designee.
- Within 15 calendar days after receipt of the appeal, Mayor Brian A. DePena or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Mayor Brian A. DePena or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.