

<b>ADA Grievance Form</b>	<b>Procedure on: Grievance Form</b>
<b>Date Initiated: March 19, 2019</b>	<b>Page 1 of 2</b>

**Purpose:** ADA Grievance Form

Any person alleging an action prohibited by federal regulations contained in Title II of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973 may file a written complaint with Haywood Public Transit's Director. The complaint must be filed within thirty (30) days after the alleged action occurred.

Last Name:	First Name:	Male Female
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Mailing Address:	City:	State:	Zip:
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Date and place of alleged action(s). Please include earliest action date and most recent action

Date: \_\_\_\_\_ Place of Alleged Action: \_\_\_\_\_  
(Please include earliest action date and most recent action date.)

Names of individuals responsible for the action(s); if you do not know the name(s) or there was no specific person involved you may leave this blank: \_\_\_\_\_

Describe the alleged prohibited action. Explain as clearly as possible what happened and why you believe this is a prohibited action (attach additional page(s) if necessary): \_\_\_\_\_

Retaliation against a complainant or individual assisting a complainant under this grievance procedure is prohibited. If you feel you have been retaliated against please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation: \_\_\_\_\_

Names of person(s) (witnesses or others) whom we may contact for additional information to support or clarify your complaint (attach additional page(s) if necessary):

Name	Address	Email	Telephone Number
1.			
2.			
3.			
4.			

Have you discussed the complaint with any Haywood Transit representative? If yes, provide the name, position, and date of discussion: \_\_\_\_\_

Please provide any additional information that you believe would assist with an investigation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Briefly explain what remedy you are seeking for the alleged action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**An unsigned complaint cannot be accepted. Please sign and date the complaint form below:**

\_\_\_\_\_

Complainant's Signature

\_\_\_\_\_

Date

Mail Complaint form to: Haywood Public Transit  
% Mountain Projects, Inc.  
2177 Asheville Highway  
Waynesville, NC 28786

<p>FOR OFFICE USE ONLY:</p> <p>Date Complaint Received:</p> <p>Processed by:</p> <p>Other Action:</p>
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Adoption Date: \_\_\_\_\_

Adopted By: Mountain Projects Board of Directors

\_\_\_\_\_  
Brenda Oliver, Chairman Mountain Projects Board of Directors

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Patsy Davis, Mountain Project, Executive Director