



Office of Equal Opportunity

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**ADA ADMINISTRATIVE GUIDELINES
#2016-04**

FROM: Torey Alston 
Equal Opportunity Director/ADA Coordinator

SUBJECT: Grievance Procedure (ADA Discrimination Complaints)

PURPOSE: To provide guidance on the grievance procedure for ADA discrimination complaints filed with the City of Gainesville.

A person who wishes to file a complaint should consult the Equal Opportunity Complaint Policy. It may be used by anyone who wishes to file a formal or informal complaint on the basis of disability in the provision of buildings, services, programs, and activities, or benefits by the City of Gainesville. The complaint should be in writing and contain information about the alleged discrimination such as the name, address, and phone number of complainant and the location, date, and description of the problem.

If you have any questions or concerns regarding this administrative guideline, please contact Torey Alston, Equal Opportunity Director/ADA Coordinator at (352) 334-5051 or via email at alstontl@cityofgainesville.org.