



**MAIN OFFICE**  
**700 W. Main Street, Alhambra, CA 91801**  
**Tel: 626-262-4511 TDD: 626-943-898**  
**www.lacda.org**

**NOTICE OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

The Los Angeles County Development Authority (LACDA) is a service animal friendly agency and does not discriminate on the basis of disability in employment or in the admission to, access to, or operation of programs, services, or activities.

Pursuant to the Americans with Disabilities Act (ADA), individuals who need accessible communication aids or other accommodations to participate in programs or activities are invited to make their needs and preferences known to an ADA/504 Representative.

The agency has a designated ADA/504 Coordinator and ADA/504 Representatives to carry out the agency’s compliance with non-discrimination requirements of the ADA. Information concerning the provisions of ADA/504 and the agency’s compliance is available online or by contacting any of the ADA/504 Representatives indicated below. An internal grievance procedure is available to resolve complaints.

**ADA/SECTION 504 REPRESENTATIVES**

**REBECCA YEE**  
**Administrative Services**  
**(626) 586-1858** ☎

**LORETHA SMITH**  
**Human Resources**  
**(626) 586-1687** ☎ 📠

**MARIO VASQUEZ**  
**Housing Operations**  
**(626) 586-1924** ☎

**MAUREEN AU**  
**Construction Management**  
**(626) 586-1781** ☎

**TOMASA RICHMOND**  
**Housing Assistance**  
**(626) 586-1654** ☎ 📠

**ADA Grievance Procedures**

**Filing a Complaint:**

1. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, location, date and description of the incident. Alternative means of filing a complaint, such as personal interview or a tape recording of the complaint will be accepted for persons with disabilities, upon request.
2. The complaint should be submitted by the complainant or a designated representative as soon as possible, but no later than 60 calendar days after the alleged violation to:

**JULIETTE LARIN, ADA COORDINATOR**  
**Risk Management | (626) 586-1695** ☎

**Los Angeles County Development Authority**  
**700 West Main Street, Alhambra, CA 91801**

General Inquiries & Employment: ☎ (626) 262-4511 📠 TDD: (626) 943-3898  
 Email: [claims@lacda.org](mailto:claims@lacda.org) | Fax (626) 943-3809

Grievance Procedures are established to meet the requirements of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other Federal and State laws. It provides a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or reprisal against complainants. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the agencies practices, policies, or the provision of services, activities, employment, programs, or benefits.

**Grievance Records:**

All written complaints received by the ADA Coordinator, appeals to the Administrative Services Director, or designee, and responses from the ADA Coordinator and Administrative Services Director, or designee will be kept on file for at a minimum of three years.

Use of the LACDA’s grievance procedure in no way impairs an individual’s pursuit of other remedies under the ADA, such as filing an ADA complaint with the responsible federal department, agency, or court.

*Additional information can be obtained from the LACDA ADA Coordinator or Representatives.  
 This information is available in alternative formats upon request.*

