



MAIN OFFICE
700 W. Main Street, Alhambra, CA 91801
Tel: 626-262-4511 TDD: 626-943-3898
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/Section 504 Coordinator** and **ADA/Section 504 Representatives** to carry out the agency's compliance with non-discrimination requirements of the ADA. Information concerning the provisions of ADA/Section 504 and the agency's compliance is available online or by contacting any of the ADA/Section 504 Coordinator and Representatives indicated below. An internal grievance procedure is available to resolve complaints.

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 | 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.

ADA/SECTION 504 REPRESENTATIVES

TOMASA RICHMOND
Housing Assistance
(626) 586-1654

DON SWIFT
Housing Operations
(626) 586-1643

MAUREEN AU
Construction Management
(626) 586-1781

LORETHA SMITH
Human Resources
(626) 586-1687

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

