



VILLAGE OF DEERFIELD

VILLAGE OF DEERFIELD, ILLINOIS TITLE II ADA GRIEVANCE FORM

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|---|
| OFFICE USE ONLY DATE COMPLAINT OPENED: _____ DATE COMPLAINT CLOSED: _____ |
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The Village of Deerfield ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Ryan Oates, ADA/504 Coordinator, at 847-719-7466.

Instructions: Please complete and sign the form and email or mail it to the Village within 60 calendar days of any incident to:

ADA/504 Coordinator – Ryan Oates

Physical address:

Ryan Oates, ADA/504 Coordinator
Public Works Analyst
465 Elm Street
Deerfield, IL 60015

Phone: 847-719-7466
Email: roates@deerfield.il.us

1. Type of Grievance (check all that apply):

- Accommodation Request
- Program/Service
- Facility Accessibility
- Other: _____

CONTACT INFORMATION

2. Reporting Individual:

| | |
|------------------------|------------------|
| Full Name: | |
| Address: | |
| City, State, Zip code: | |
| Phone: | Alternate Phone: |
| Email: | |

3. Authorized Representative of Reporting Individual (if any):

| | |
|------------------------|------------------|
| Full Name: | |
| Address: | |
| City, State, Zip code: | |
| Phone: | Alternate Phone: |
| Email: | |

DETAILS OF COMPLAINT / INCIDENT

4. Date/Time of Incident: _____

5. Department/Facility/Location Involved:

6. Describe the incident/complaint with enough detail so the nature of the grievance can be understood. Add additional pages if necessary:

**7. Have attempts been made to resolve the complaint through a Village Department?
If yes, please describe the efforts that have been made.**

8. Remedy Sought. What action do you want taken?

Signature

Date

Attach additional pages as necessary. If you need assistance, require an accessible format, or have questions about this form, please contact the Village's ADA/504 Coordinator at:

Physical address:

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Public Works Analyst
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