

Under Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the Champaign Park District is required to meet minimum standards that allow individuals with disabilities access to its programs, activities, and services. To meet its obligations under Title II of the ADA, the CPD has established this Grievance Procedure to address allegations that the Champaign Park District has discriminated on the basis of disability in connection with its programs, activities, or services. This Grievance Procedure shall not apply to allegations involving workplace discrimination under Title I of the ADA. Employees of the Champaign Park District should report any allegations relating to their employment to the Human Resources department.

Attached is the ADA Grievance form for the Champaign Park District. Complainants may fill out the forms themselves, designate an authorized representative to do so on their behalf, or seek the Champaign Park District's assistance in completing the form. Complaints may be filed orally and will be placed in writing by the ADA Compliance Officer for the complainant's review and signature.

Complainants shall submit a form within 60 days of the alleged act of discrimination to ensure a timely and accurate review. Within 15 days, the ADA Compliance Officer will review the grievance and follow up with the complainant via email, phone, in person, or an alternative method requested by the complainant. A response will be issued to the complainant or their designee within 15 days of the preliminary review (30 days from the final filing).

Forms are available on the Champaign Park District website and at the Bresnan Meeting Center located at 706 Kenwood Road, Champaign IL 61821. Forms may be emailed, mailed, or hand delivered to the ADA Compliance Officer. If an alternative means of filing a grievance is preferred, please contact the ADA Compliance Officer. Complainant files will be retained for a period of three years.

If a complaint is in relation to Champaign-Urbana Special Recreation (CUSR) programming, the complaint may be directed to either the Champaign Park District or the Urbana Park District. If the complaint is personnel related, the complaint will be processed by the agency under which the staff person is employed. If the complaint is environmental in nature, it will be processed by the agency where the program takes place. These grievances may require coordination between the Compliance Officers of both the Champaign and Urbana Park Districts.

If an appeal to the response is requested, appeals must be filed within 15 days after receipt of the response. Appeals will be reviewed by the Executive Director and a final response, in writing or in a format accessible to the complainant, will be issued within 30 days.

ADA Compliance Officers:

Park Planner (Infrastructure) &
CUSR Manager (Programming)
Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821
217 398 2550
info@champaignparks.org

Executive Director:

Sarah Sandquist
Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821
217 819 3821
sarah.sandquist@champaignparks.org

Director of Human Resources:

Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821
217 819 3840
HR@champaignparks.org

Complainant Information

Person Completing Form (please choose one)	☐ Complainant
	☐ Authorized Representative

Name	Date of Complaint
Email	Telephone Number
Mailing Address	

Alleged Violations

Date(s) Occurred	Location
Please describe the details of the complaint (attach additional pages if necessary):	

Requested Action

Please describe what action or accommodation would improve access to the program, facility, park, or trail described in the complaint:
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Signatures

Complainant	ADA Compliance Officer
Date	Date

Respondent Information (to be completed by staff)

Staff Name	Date of Response
Staff Title	Telephone Number
Facility Address	Email

Complaint Response

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Signatures

Complainant	ADA Compliance Officer
Date	Date