

**BRADDOCK WATER AUTHORITY**

**RESOLUTION NO. \_\_\_\_ - 2025**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE BRADDOCK  
WATER AUTHORITY TO ESTABLISH A PROCEDURE FOR  
GRIEVANCES BROUGHT PURSUANT TO SECTION 504 OF THE  
REHABILITATION ACT OF 1973**

**WHEREAS**, it is the policy of the Braddock Water Authority (“BWA”) not to discriminate on the basis of disability;

**WHEREAS**, BWA is a recipient of Federal financial assistance through the United States Department of Agriculture (“USDA”) and is thereby required to comply with the civil rights provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (“the Act”);

**WHEREAS**, Section 504 of the Act prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance;

**WHEREAS**, BWA intends to adopt an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Act or otherwise concerning nondiscrimination under Federal grants and programs and the U.S. Department of Health and Human Services regulations implementing the Act;

**WHEREAS**, it is unlawful for BWA to retaliate against anyone who files a grievance or cooperates in the investigation of such a grievance.

**WHEREAS**, any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under the procedure adopted through this Resolution.

**NOW, BE IT THEREFORE RESOLVED**, by the BWA Board of Directors, as follows:

**Section 1. Procedure for Section 504 Grievances.** BWA hereby adopts the following grievance procedure for grievances brought pursuant to Section 504 of the Act:

- a. The Act and related guidance provided by the United States Department of Agriculture and other federal agencies may be examined upon request in the office of the BWA Manager, who has been designed to coordinate BWA’s efforts to comply with Section 504. The BWA Manager’s contact information is as follows:

Lori Rue  
Manager, Braddock Water Authority  
415 6<sup>th</sup> Street  
Braddock, PA 15104  
(412) 351-2272

- b. Grievances must be submitted to the Section 504 Coordinator within sixty (60) calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action. If the 60<sup>th</sup> day falls on a weekend or federal holiday, the deadline for submission of the grievance would be the next business day.
- c. A complaint must be made in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- d. The Section 504 Coordinator or his/her designee shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, according all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of BWA to such grievances.
- e. The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) calendar days after its filing. If the 30<sup>th</sup> day falls on a weekend or federal holiday, the deadline for issuance of a decision would be the next business day.
- f. The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the BWA Board of Directors within fifteen (15) calendar days of receiving the Section 504 Coordinator's decision. The BWA Board of Directors shall issue a written decision in response to the appeal no later than thirty (30) calendar days after its filing. If either deadline falls on a weekend or federal holiday, the applicable deadline would be the next business day.
- g. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office of Civil Rights.
- h. BWA will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

**BE IT FURTHER RESOLVED**, that this procedure shall be communicated to the public and implemented immediately in accordance with USDA requirements.

**Section 2. Repealer.** Any prior resolutions of the BWA that are inconsistent herewith, including but not limited to Resolution No. 1-2010, are repealed, in whole or in part, to the extent of any such inconsistency.

**Section 3. Effective date.** This Resolution shall take effect immediately upon its adoption.

**UPON MOTION DULY MADE AND SECONDED**, this Resolution is adopted by the Braddock Water Authority on August \_\_\_\_, 2025

**ATTEST:**

**BRADDOCK WATER AUTHORITY**

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Lori Rue  
Manager, Braddock Water Authority

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John Jakiela  
Chairman of the Board of Directors