

# Notice under The Americans With Disabilities Act

The Town of Scottsville is committed to the letter and spirit of the Americans with Disabilities Act (ADA). For more information, contact ADA Coordinator and Town Administrator Javier Raudales at 434-286-9267 (TTY 711) or via [raudales \[at\] scottsville.org](mailto:raudales@scottsville.org) (email) at [raudales \[at\] scottsville.org](mailto:raudales@scottsville.org).

Staff are available to help residents with disabilities identify and access resources that best meet their needs. These resources include parks, policing, employment, and more.

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), the Town of Scottsville, Virginia will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

## Employment

The Town of Scottsville does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

## Effective Communication

The Town of Scottsville will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Scottsville’s programs, services, and activities. We will make information and communications accessible to people who have speech, hearing, or vision impairments.

## Modifications to Policies and Procedures

The Town of Scottsville will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Scottsville offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Scottsville should contact the Town Administrator at 401 Valley Street, Scottsville, VA 24590, telephone 434-286-9267, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Scottsville to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Town of Scottsville is not accessible to persons with disabilities should be directed to:

Scottsville ADA Coordinator  
401 Valley St.  
Scottsville, VA 24590

Complaints can also be made by emailing Javier Raudales at [mlawless \[at\] scottsville.org](mailto:mlawless@scottsville.org)

The Town of Scottsville will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **Town of Scottsville Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Scottsville. The Town's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

**The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the following:**

Javier Raudales, ADA Coordinator  
401 Valley St.  
Scottsville, VA 24590

or emailing Javier Raudales at [raudales \[at\] scottsville.org](mailto:raudales@scottsville.org).

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print or audio recording. The response will explain the position of the Town of Scottsville and offer options for substantive resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Town Administrator, and responses from these two offices will be retained by the Town of Scottsville for at least three years.

[Americans with Disabilities Act Title II Primer](#)  
[Department of Justice ADA Guide for Small Towns](#)  
[Architectural Barriers Act \(ABA\) Facilities Design Standards](#)

