



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
428 J Street • Suite 620 • Sacramento, CA 95814-2329
(916) 322-5660 • Fax (916) 322-0886

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 based on disability in the provision of services, activities, programs, or benefits by the Fair Political Practices Commission (“FPPC”).

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 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:

Loressa Hon, FPPC ADA Coordinator, Fair Political Practices Commission
428 J Street, Suite 620, Sacramento, CA 95814
Phone: (916) 322-7578
Email: ADACoordinator@fppc.ca.gov

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or her designee will communicate directly with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Fair Political Practices Commission and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Assistant General Counsel or his designee.

Within 15 calendar days after receipt of the appeal, the Assistant General Counsel or his designee will meet by phone or otherwise with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Assistant General Counsel or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or designee, appeals to the Assistant General Counsel, or his designee, and responses will be retained by the FPPC for at least three years.

Last Updated: April 6, 2017