

Town of Woodland
123 E. Main St
PO Box 297
Woodland, NC 27897

**SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE
COMMUNITY DEVELOPMENT BLOCK GRANT**

The Governing Body of Town of Woodland hereby designates Donielle McDermott, Town Clerk, to serve as Section 504 Compliance Officer throughout the implementation of the Town of Woodland Community Development Block Grant Program.

Citizens with Section 504 grievance may do so at any point in the program. The Locality will respond in writing to written citizen grievances. Citizen grievances should be mailed to: PO Box 297, Woodland, NC 27897 Ph. (252) 587-7161. The Town of Woodland will respond to all written citizen grievances within ten (15) days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any actions prohibited under Section 504, a meeting with the Compliance Officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If citizen is dissatisfied with the local response, they may write to the North Carolina Department of Environmental Quality (NCDEQ), Division of Water Infrastructure CDBG-I Unit:

Mailing Address - 1633 Mail Service Center, Raleigh, North Carolina, 27699-1633

NCDEQ will respond only to written comment within ten (10) calendar days of the receipt of the comment.

This information is available in Spanish or any other language upon request. Please contact Town Clerk, Donielle McDermott, at 252-587-7161, or at the Town Hall located at 123 E. Main Street, Woodland, NC 27897 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Town Clerk, Donielle McDermott, al 252-587-7161 o en Town Hall located at 123 E. Main Street, Woodland, NC 27897 de alojamiento para esta solicitud.



Adopted this 14 day of October 2020.

Randy Beale, Mayor
(Chief Elected Official)

ATTEST:

Donille Myrums
(Clerk)