



OFFICE USE ONLY DATE COMPLAINT OPENED: _____  DATE COMPLAINT CLOSED: _____
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## CITY OF SAGINAW, TX TITLE II ADA GRIEVANCE FORM

*The City of Saginaw ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact John Cervantes, ADA/504 Coordinator, at 817-230-0473, or Relay Texas 1-800-735-2989.*

**Instructions: Please complete and sign the form and email or mail it to the City within 60 calendar days of any incident to:**

**ADA/504 Coordinator – John Cervantes**

*Physical address:*

John Cervantes, ADA/504 Coordinator  
Management Analyst  
301 S Saginaw Blvd  
Saginaw, TX 76179

Phone: 817-230-0473  
Email: jcervantes@saginawtx.org

**1. Type of Grievance (check all that apply):**

- Accommodation Request
  - Program/Service
  - Facility Accessibility
  - Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### CONTACT INFORMATION

**2. Reporting Individual:**

Full Name:	
Address:	
City, State, Zip code:	
Phone:	Alternate Phone:
Email:	

**3. Authorized Representative of Reporting Individual (if any):**

Full Name:	
Address:	
City, State, Zip code:	
Phone:	Alternate Phone:
Email:	

**DETAILS OF COMPLAINT / INCIDENT**

**4. Date/Time of Incident:** \_\_\_\_\_

**5. Department/Facility/Location Involved:**

**6. Describe the incident/complaint with enough detail so the nature of the grievance can be understood. Add additional pages if necessary:**

**7. Have attempts been made to resolve the complaint through a City Department? If yes, please describe the efforts that have been made.**

**8. Remedy Sought. What action do you want taken?**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach additional pages as necessary. If you need assistance, require an accessible format, or have questions about this form, please contact the City's ADA/504 Coordinator at:

*Physical address:*

John Cervantes, ADA/504 Coordinator  
Management Analyst  
301 S Saginaw Blvd  
Saginaw, TX 76179

Phone: 817-230-0473  
Email: [jcervantes@saginawtx.org](mailto:jcervantes@saginawtx.org)