Section 504 Self-Evaluation and Transition Plan
2013 Update

City of Wilder
P.O. Box 689
Wilder, Idaho 83676
208.482.6204

Funding provided by:
Idaho Community Development Block Grant
This Section 504 Self-Evaluation and Transition Plan is approved and adopted by:

Resolution Number: _________________________ On: _________________________
by the City of Wilder.

Signature of Chief Elected Official: ________________________________________
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Section 1: Introduction

The City of Wilder is a recipient of U.S. Department of Housing and Urban Development (HUD) funds through an Idaho Community Development Block Grant (ICDBG). Under Section 504 of the Rehabilitation Act of 1973 as amended, state and local governments receiving federal assistance are required to make their programs, activities, and services accessible to individuals with disabilities. Title II of the Americans with Disabilities Act (ADA) of 1990 extends this requirement to all state and local governments whether or not they receive federal funds. Title II applies regardless of the public entity’s size and seeks to ensure access to all publicly funded programs, services, and agencies. Public entities that receive federal funds are subject to the requirements of both Section 504 and ADA.

1.1 Purpose

The purpose of this plan is to update the existing City of Wilder Section 504 Self-Evaluation and Transition Plan that was completed in 2011. This 2013 update includes the following items that will assist the City of Wilder with further compliance of the Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act:

- Verify the designated 504/ADA coordinator’s contact information;
- Update the citizen’s review committee contact information;
- Collect and re-review policies and practices that govern the administration of the City of Wilder’s programs and activities;
- Re-analyze how the City of Wilder’s policies and practices affect individuals with disabilities who seek to participate in the programs and activities;
- Update and document modifications to the City of Wilder’s policy to remedy any discrimination found.

Section 2: Program and Policy Procedures

2.1  Who is designated as responsible for coordinating this City’s compliance with the Americans with Disabilities Act?

Name:   Wendy Burrows  
Title:    City Clerk/Treasurer  
Agency:   City of Wilder  
Address:   P.O. Box 687, Wilder, ID 83676  
Phone:   208.482.6204

2.2  Identify the persons with disabilities who assisted in the completion of this self-evaluation and describe their participation.

Lupe Garcia, a long-time resident of Wilder and Planning and Zoning Commissioner, is active in community events and participated in the 2011 Section 504 Self-Evaluation and Transition Plan. Lupe’s participation consisted of research of policies and programs offered by the City as well as the review and recommendation of the 2011 Self-Evaluation and Transition Plan.

2.3  Briefly describe the nature of the City’s programs, including their purpose, scope, activities and participants.

The City of Wilder does not have any municipal sponsored programs, except summer youth baseball. The City of Wilder follows all State and Federal guidelines regarding program and activities access.

2.4  List the sources that govern the administration of the City’s programs, including statutes, rules, policies, manuals and other guidelines.

Sources that govern the administration of the City’s programs include: ADA regulations, The City’s Personnel Manual, City Council Ordinances and Resolutions.
2.5 Have individuals with disabilities used the City’s services in the past?

Yes. City of Wilder residents who must use canes, crutches, walkers, wheelchairs or other assistive devices regularly visit Wilder City Hall to participate in City Programs, pay utilities, elections and to conduct other city-related business.

2.6 Have there been obvious difficulties or complaints from individuals with disabilities about their participation in a particular program, service or activity?

No complaints have been reported from individuals with disabilities about difficulties of participating in any programs, services or activities.

2.7 What response have you made to deal with those specific problems or complaints?

N/A

2.8 If your office cannot accommodate a certain disability, what do you do?

If needed, the City of Wilder would seek assistance from the Idaho Human Rights Commission and other appropriate state, federal, or non-profit organizations for technical assistance.

2.9 Describe any services provided by the City to particular disability groups.

The City of Wilder does not have any specific serves provided to disability groups.

2.10 If you have a separate or special program for the individuals with disabilities, how do you ensure that they may also participate in programs available to the general public?

In the event that a separate or special program for individuals with disabilities is established, reasonable accommodations will be upon request to the City Clerk.
2.11 Describe any program eligibility or admission criteria, licensing standards or procedures for participation in any aid, benefit or service provided by the City that may directly or indirectly:

a. Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit or service;

   The City of Wilder has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate in or benefit from any aid, benefit or service.

b. Afford an opportunity for participation or benefit that is not equal to that afforded others;

   The City of Wilder has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate in or benefit from any aid, benefit or service.

c. Provide a qualified individual with a disability with an aid, benefit or service that is not as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others;

   The City of Wilder has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate in or benefit from any aid, benefit or service that is not as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others.

d. Provide different or separate aids, benefits or services to individuals with disabilities unless necessary to make them as effective as those provided to others;

   The City of Wilder has no program eligibility or admission criteria that would provide different or separate aids, benefits, or services to individuals with disabilities unless necessary to make them as effective as those provided to others.
e. Provide significant assistance to another person or entity that discriminates on the basis of disability;

   The City of Wilder has no program eligibility or admission criteria that would provide significant assistance to another person or entity that discriminates on the basis of disability.

f. Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards;

   The City of Wilder has no program eligibility or admission criteria that would deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards.

g. May otherwise limit the enjoyment by a qualified individual with a disability of any right, privilege, advantage or opportunity enjoyed by other recipients.

   The City of Wilder has no program eligibility or admission criteria that would otherwise limit the enjoyment by a qualified individual with a disability of any right, privilege, advantage, or opportunity enjoyed by other recipients.

2.12 For any item identified in questions 2.1-2.11 as excluding or limiting qualified individuals with disabilities from participating in or benefiting from the City’s aids, benefits and services, describe the steps taken to modify the City’s policies, practices and procedures.

   N/A

2.13 For any item identified in questions 2.1-2.11 as (a) excluding or limiting the participation of or benefit by individuals with disabilities and (b) that will not be modified, explain why modification would fundamentally alter the nature of the service, programs or activity, or why the criterion is necessary to the provision of service.

   N/A
Section 3: Employment

3.1 Describe the City’s policies, practices or procedures that are taken to ensure that there is no discrimination based on disabilities in the following areas:

a. Recruiting advertisements

All recruiting advertisements include a brief description of the job, minimum qualifications, starting date, and starting salary. The due date and time for acceptance of applications and a statement that the City is an equal opportunity employer are also included. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures. Depending on the position being advertised, additional outreach and recruitment is done through professional organizations.

b. Processing of applications

After the closing date and time of an open position, all applications are reviewed by the appropriate department head, City Council and Council Liaison for the department. The top applicants are scheduled for interviews. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

c. Employment testing

Additional testing to supplement the application may be required for police and heavy equipment operator applicants. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

d. Interviewing and orientation

Interviews are scheduled with a panel comprised of at least three people conducting the interviews. Questions are reviewed in advance of the interview by the panel, and deviation from the pre-determined questions is not
permitted. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

The Mayor, City Clerk, or the new employee’s immediate supervisor conducts an orientation for new employees within four (4) weeks after the date of hire. An Orientation Checklist is used as a guide to assure that all pertinent information and materials are shared with the new employee. The signature of the new employee is required on the Checklist indicating all items listed have been reviewed. The Orientation Checklist is then placed in the employee’s personnel folder. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

e. Promotion, transfer, demotion, lay-off, or reinstatement, including changes in compensation resulting from these actions

The City of Wilder has an Employee Personnel Manual. Currently the City of Wilder regularly reviews its personnel procedures. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

f. Job assignments

Job assignments are based on the functional need of the position and the job description.

g. Job classifications, use of vacation and sick leave, unpaid leave of absence, or compensatory time

Job classifications are based on the functional need of the position, job description and the appropriated budget of the City.

Information on vacation, sick leave, and unpaid leave of absence is included in the City of Wilder Employee Personnel Manual, Section VII: Employee Benefits.
h. Opportunities for and financial support of training opportunities, conferences, health and insurance benefits, agency-sponsored activities, including recreational or social programs

Training opportunities are provided to employees based on needs and the funding amount available in the appropriated annual budget for all departments.

Health and insurance benefits are described in the City of Wilder Employee Personnel Manual, Section VII: Employee Benefits.

The City of Wilder supports or sponsors city events in outdoor areas of the city. In Wilder’s downtown area where events are held, construction to improve accessibility along six blocks is currently underway.

3.2 Describe how you ensure that any employment-related criteria (including minimum qualifications and testing requirements), which would adversely affect the opportunities of individuals with disabilities, are related to the job and are a business necessity.

Job descriptions for each position are clearly defined as part of the application for required skills, knowledge and abilities that are critical to accomplish the duties of the position.

3.3 Describe how the City responds to a request for an accommodation in testing (where applicable) and interviews.

The City of Wilder has not yet had a request for accommodation in testing. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

3.4 Describe the steps taken by the City to ensure that nondiscriminatory questions are asked in a hiring interview.

Pre-established interview questions are reviewed by the City Clerk so that the same questions are asked of all applicants. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of
Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

3.5 Describe the steps that are taken to determine if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation.

All candidates are reviewed based on ability to meet the essential minimum job criteria with or without reasonable accommodation.

3.6 Describe the process the City uses to determine whether a request for a reasonable accommodation on the job can be granted or would cause undue hardship.

In accordance with 24 CFR, Part 8, the City of Wilder will review its financial and administrative burden in providing any accommodation requested to evaluate its reasonableness, impact of the position, and the City. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission, Idaho Department of Employment, and/or other appropriate source of technical assistance in implementing its employment procedures.

3.7 Describe the City’s policy or procedure for maintaining the confidentiality of employee medical information, voluntary self-identification of disability, and requests for accommodation.

All personnel information, including medical, voluntary self-identification of disability and request for accommodation are kept in locked files within a locked vault that is only accessible to designated human resource personnel.

3.8 Describe the training or other measures taken to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because of insensitivity or lack of knowledge.

The City of Wilder sends the City Clerk, as well as supervisors, to training offered by the Association of Idaho Cities, Idaho Counties Risk Management Program (ICRMP), and various other professional organization courses to address these issues.
Section 4: Facilities Accessibility

4.1 List all facilities (including surrounding grounds and parking lots), or portions of facilities, used for the City’s activities.

Wilder City Hall, 219 Third Street, Wilder, Idaho; Centennial Park, corner of Third Street and Avenue A; Wilder City Park, at Golden Gate Avenue and Third Street East, including surrounding parking areas and streets.

4.2 Identify the person or entity responsible for evaluating the architectural accessibility of the City’s facilities and for taking corrective action. Include name, address and phone number.

Luke McHenry, Public Works Superintendent
City of Wilder
P.O. Box 687
Wilder, Idaho 83676
208.482.6204

4.3 Complete an Architectural Barriers Checklist and, to the extent removal of architectural barriers is within the control of the City, prepare a transition plan.

See Attachment “B”.

4.4 For each "no" answer in the Architectural Barriers Checklist, what alternative methods of providing service are employed to provide accessibility in areas that serve the general public?

See Transition Plan in Attachment “B”.

4.5 Describe the procedures used to evacuate individuals with disabilities during an emergency (consider visual, hearing, mobility and learning disabilities).

All public access locations have access out of the building and smoke detectors are within each room and provide both visual and sound notification.
Section 5: Effective Communication

5.1 Describe the steps taken by the City to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others.

All City Council, Planning and Zoning Commission and other meetings and public hearings are held in a handicapped accessible facility. Information presented in all notices and advertisements make note of this as well as inform persons with disabilities that the City will make reasonable accommodations upon advance request. Sound system has been installed to aid with hearing impaired. The City shall provide an individual Reasonable Accommodations Process form upon request and follow the established guidelines therein. If needed, the City will seek assistance from the Idaho Human Rights Commission and other appropriate State, Federal or non-profit organization for technical assistance.

5.2 If any forms are required for admission to the City’s program or services, is the following assistance provided?
   a. Audio tape
   b. Braille
   c. Reader
   d. Aide
   e. Mailed to homes
   f. Large print
   g. Interpreter
   h. Other assistance

   Other assistance would be provided as requested.

5.3 Do forms contain a notice that the City complies with the ADA and will offer accommodation for disabilities?

   Yes. Agendas for City Council meetings and the Council Meeting Agenda Information Sheet have been adjusted to contain the following statement:

   “Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide
information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall."

This statement will also be added to future Public Hearing Notices and to other documentation at the discretion of the City Clerk.

5.4 Describe the auxiliary aids and services that will be furnished where necessary to afford an individual with a disability an equal opportunity to participate in and benefit from the City’s services, programs or activities.

The City of Wilder will provide auxiliary aids and services which may include, but are not limited to, qualified interpreters, assistive listening devices, note takers and written materials for individuals with hearing impairments, and taped texts, qualified readers, and large print materials for individuals with vision impairments. Sound system has been installed in meeting chambers to help aid hearing impaired individuals.

5.5 Describe how an individual with a disability may request assistance and express their preference for aids and services.

Any individual with a disability may make a verbal or written request for a reasonable accommodation. The City of Wilder will provide any individual its Reasonable Accommodations Process form and follow the established guidelines therein. If needed, the City will seek assistance from the Idaho Human Rights Commission and other appropriate State, Federal or non-profit organization for technical assistance.

5.6 Describe how the City will use TDD (telecommunications device for the deaf) or relay telecommunications systems to communicate with those who have impaired hearing or speech, including training of staff.

The City of Wilder will use the Idaho Relay Services (see Attachment C for information).

Idaho Relay is a 24-hour service that allows people who are Hearing, Deaf, Hard of Hearing, Deaf-Blind or Speech Disabled to communicate with each other via the telephone. Through the use of specialized equipment, relay users communicate freely with friends, family and businesses that use a standard telephone.
5.7 If you use TDD's, identify their locations, telephone numbers and phone directories in which the numbers are listed.

When you connect with Idaho Relay, a Communication Assistant (CA) will connect on the phone with you. Simply give the CA the number you wish to call and your call will be processed promptly, professionally and accurately. To use Hamilton Relay in Idaho, simply dial 7-1-1. Or call one of the toll free numbers below:

TTY/ASCII: 1.800.377.3529  
Voice: 1.800.377.1363  
Speech-to-Speech: 1.888.791.3004  
Spanish-to-Spanish: 1.866.252.0684  

Source: Search for “Idaho Telecommunications Relay Service”  
http://www.cdhh.idaho.gov/relay_services.htm

a. If the public uses the phones at the City, is there at least one designated phone that is hearing-aid compatible?

N/A

b. If you use relay services, list the name of the company and type of service.

The City of Wilder will use the Idaho Relay Services. (See Attachment C for information).

5.8 Are your TDD or relay service phone numbers printed on all City brochures, notices and letterhead?

No. However, agendas for City Council meetings and the Council Meeting Agenda Information Sheet have been adjusted to contain the following statement:

“Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TTY: (Toll Free) Dial 1, then 800.377.3529; VOICE: (Toll Free) Dial 1, then 800.377.1363.”
This statement will also be added to future Public Hearing Notices and to other documentation at the discretion of the City Clerk.

5.9 If the City determines that equally effective communication cannot be provided, the following shall be provided: (a) a statement from the head of your agency or designee describing reasons why the service, program or activity would be fundamentally altered or would result in undue financial and administrative burdens, and (b) a description of what other action will be taken to provide the benefits or services to the maximum extent possible.

N/A

5.10 Describe how the City will ensure that meetings, hearings and conferences will be held in accessible locations.

All City Council, Planning and Zoning Commission and other meetings and public hearings are held in a handicapped accessible facility. Information presented in all notices and advertisements make note of this and informs persons with disabilities that the City will make reasonable accommodations upon advance request.

5.11 Describe how the City will provide auxiliary aids or services on request.

The City of Wilder shall provide Reasonable Accommodations Process forms upon request to any individual, and follow the established guidelines therein. If needed, the City of Wilder will seek assistance from the Idaho Human Rights Commission and other appropriate state, Federal, or non-profit organizations for technical assistance.
Section 6: Complaint Procedures

6.1 How do you notify employees of their right to file complaints alleging disability discrimination?

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance should be in writing and should include the name, address, telephone number of the complainant. Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available for individuals with disabilities upon request. The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than 60 days after the alleged violation. Complaints must be signed and sent to:

Name/Title of Coordinator: Wendy L. Burrows, City Clerk/ADA Coordinator
Address: P.O. Box 687, Wilder, ID 83676
Telephone Number: 208.482.6204

Within 15 calendar days after receiving the complaint, Wendy L. Burrows-Johnson, City Clerk/ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting Wendy L. Burrows-Johnson, City Clerk/ADA Coordinator, will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio tape). The response will explain the position of the City and offer options for resolving the complaint.

If the response by Wendy L. Burrows-Johnson, City Clerk/ADA Coordinator, does not satisfactorily resolve the issue, the complainant or his designee may appeal the decision of the ADA coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the Commissioners or their designee.

Within 15 calendar days after receiving the appeal, the Commissioners or their designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the Commissioners or their designee will provide a response in writing. Where appropriate, the response shall be in a format accessible to the complainant. The response shall be accompanied by a final resolution of the complaint. The
504/ADA Coordinator shall maintain the files and records of the City pertaining to the complaints filed for a period of three years after the grant is closed out. Also see Attachment E for City of Wilder Grievance Procedure via Resolution No. 436 which was adopted by the City Council on October 18, 2007.

6.2 Describe how you will make known the City’s procedure for prompt and equitable resolution of complaints alleging violations of Title II of the ADA.

Policy regarding Non-Discrimination on the Basis of Disability was adopted by the City of Wilder via Resolution No. 436 on October 18, 2007. Please see Attachment “E”.
ATTACHMENT A

Reasonable Accommodation Information and Forms
NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability and you need . . .

- a change in the rules or policies or how we do things that would make it easier for you to use the facilities or take part in the City's programs, or

- a change in the way we communicate with you or give information,

you can ask for this kind of change, which is called a REASONABLE ACCOMMODATION.

If you can show that you have a disability and if your request is reasonable, if it is not too expensive, and if it is not too difficult to arrange, we will try to make the changes you request.

We will give you an answer in twenty (20) days unless there is a problem getting the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help.

If you need help filling out a REASONABLE ACCOMMODATION REQUEST FORM or if you want to give us your request in some other way, we will help you.

You can get a REASONABLE ACCOMMODATION REQUEST FORM from the Wilder City Clerk, 219 Third Street, Wilder, Idaho 83676.
REQUEST FOR A REASONABLE ACCOMMODATION

Name ___________________ Phone ___________________

Address ___________________

1. The following member of my household has a disability:

2. Please provide the following change or changes so that the person listed above can use City facilities or participate in the City’s programs. Please be specific about what you need. You may use the other side of this form if necessary.

3. I need this reasonable accommodation because:

4. You may verify the need for this request by contacting:

   Name ___________________
   Address ___________________
   Address ___________________
   Phone ___________________

5. Please use this space to list any company or organization that might help us provide you with this request for a Reasonable Accommodation. (If you don’t know of any, we will try to get this information ourselves.)

I give you permission to contact the above individual for purposes or verifying that I or a family member needs the reasonable accommodation requested above.

Signed ___________________ Date ________________
LETTER TO VERIFICATION SOURCE
FOR
REASONABLE ACCOMMODATION REQUEST

Dear:

Enclosed is a form signed by ____________________________ asking you to verify his or her need for a reasonable accommodation.

The applicant in question has requested the accommodation described on the enclosed form. Please indicate on that form whether you believe the accommodation is necessary and will achieve its stated purpose. You may also add any other information that would be helpful in making the right accommodation for this person. This form should not be used to discuss the person's diagnosis or any other information that is not directly relevant to the request for an accommodation.

Please note that the applicant has signed the form requesting you to answer the questions. You can call 208.482.6204 if you have any questions. Thank you.

Please return the form to: Wilder City Clerk
                          P.O. Box 687
                          Wilder, ID 83676
ATTACHMENT B

Transition Plan
# City of Wilder Transition Plan

**Updated November 2013**

<table>
<thead>
<tr>
<th>Facility Reviewed</th>
<th>Description of Barriers</th>
<th>Cost Estimate</th>
<th>Implementation Schedule</th>
</tr>
</thead>
</table>
| Wilder City Hall  | • Restroom does not have tactile signage  
                    • Mount sign on wall adjacent latch side of door, or as close as possible  
                    • Raised characters, sized between 5/8 and 2 inches high, with high contrast  
                    • Grade II Brailed text of the same information  
                    • If pictogram is used, it must be accompanied by raised characters and Braille  
                    • Installed 3 emergency systems with visual and audible indication | $150 | X |
| Centennial Park   | • Repair uneven grass to sidewalk gap  
                    • Handicap parking with striping and signage at the corner of Third Street and Avenue A | $125 | X | X |
| Wilder City Park  | • Restrooms do not have braille signage  
                    • Even grass with concrete level on three sides of Shelter  
                    • Even grass with basketball court  
                    • Install handicap bar on concrete wall in both men’s and women’s restrooms  
                    • Door handles replaced with lever or loop handle  
                    • Create more space in women’s restroom for sink area | $700 | X | X | X |

*Per 2011 Transition Plan - The restroom sign was purchased and mounted in 2011.*

**The City of Wilder installed three emergency system alarms with flashing lights and audible signals. This improvement was not identified as part of the 2011 Transition Plan, but it demonstrates that Wilder has been proactive in making their facilities more accessible.*
**City of Wilder Transition Plan—Section 504 Rehabilitation Act**

**Notes and Pictures Taken October 24, 2013**

**Process**
- Members involved: Wendy Burrows, City Clerk; Lupe Garcia, disabled persons representative, long-time resident of Wilder and Planning and Zoning Commissioner; Whitney Withrow, J-U-B ENGINEERS, Inc.
- Walk through tour at City Hall (Third Street), Centennial Park (corner of Third Street and Avenue A), and Wilder City Park (Golden Gate Avenue and Third Street East)
- Comments taken directly from Lupe Garcia on simple improvements to comply with ADA and identifying accessibility problems and solutions
- The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal was used for existing facilities for technical review

**Wilder City Hall Observations**
- Installed three emergency system alarms with flashing lights and audible signals

**Centennial Park Observations**
- Grass not level with sidewalk
- Handicap parking should be designated when construction of the ICDBG Downtown Revitalization project is complete—parking at the corner of Avenue A and Third Street; signage
Wilder City Park Observations
- East side of park, end of parking lot—no ramp access
- Shelter—one side of grass raised to meet concrete level—three sides need to be raised
- Basketball court uneven with existing grass—grade landscaping to meet concrete level
- Restroom signs have no braille; add signage with braille
- No emergency system alarms
Wilder City Park— Restrooms Observations

Men’s Restroom

- Handle bar in stall mounted on plywood—mount handle bar on concrete wall for more stability
- Door handles— closed fist rule; door handles should be replaced with lever or loop handle
- Entrance into restroom big bump—level out concrete

Handicap handle bar installed on plywood

Insert handicap handle bar on concrete wall

Replace handles with lever or loop handle

Modify threshold level
City of Wilder Transition Plan—Section 504 Rehabilitation Act
Notes and Pictures Taken October 24, 2013

Wilder City Park—Restrooms Observations

Women’s Restroom
- Door handles—closed fist rule; door handles should be replaced with lever or loop handle
- Handle bar in stall mounted on plywood—mount handle on concrete wall for more stability
- Sink area—not enough space, will need to take out one stall to fit space needs for proper “T” movement

Replace handles with lever or loop handles

Replace handles with lever or loop handle

Handicap bar installed on plywood

Create space for sink for proper “T” movement
ATTACHMENT C

Idaho Relay System Information
Connecting you with important people in your life.

Idaho Relay is a free, 24-hour service that allows people who are Hearing, Deaf, Hard of Hearing, Deaf-Blind or Speech Disabled to communicate with each other via the telephone. Through the use of specialized equipment, relay users communicate freely with friends, family and businesses who use a standard telephone.

CapTel® greatly benefits people who have understandable speech and some degree of hearing loss.

CapTel is especially helpful for:
- People who have a hearing loss and find it difficult to understand telephone conversations.
- People who use hearing aids or assistive listening devices.
- People who are Deaf or Hard of Hearing with understandable speech.

CapTel allows the user to receive voice and text in real time through specialized equipment. With CapTel, you won’t have to struggle to hear what others say on the phone. You have the opportunity to supplement your residual hearing by viewing captions on your phone’s screen for added clarity. You also enjoy the freedom of using your own voice during phone conversations. CapTel is truly an interactive calling experience!
CapTel® - Captioned Telephone

Required Equipment
To make a CapTel call, you will need a Captioned Telephone. This unique equipment, which makes use of voice recognition technology at the captioning center, allows you to simultaneously read telephone conversations on a screen and respond using your own voice. The Idaho Relay Outreach Coordinator will be happy to assist you in obtaining equipment. For further information, contact Idaho Relay Customer Service: 1.800.368.6185 Voice or TTY.

How CapTel Works
Using a CapTel phone is very much like using a standard telephone. You dial the number of the person you are calling directly. As you dial, the CapTel phone automatically connects to the captioning call center.

When the other party answers, you have access to everything the caller says. Behind the scenes, a specially trained operator at the captioning call center, using voice recognition technology, converts everything the other party says into written text. This text appears on a bright, easy-to-read display screen built into your CapTel phone. All conversations are kept confidential.

The captions appear with just a slight delay after the spoken word, allowing you to understand everything that is said—either by hearing it or reading it.

Making a CapTel Call
- Make certain that captions are turned "on" on your CapTel phone.
- Dial the number of the person you are calling directly.
- When the other party answers, you will hear the caller's voice and receive captions almost simultaneously.
- Conduct your conversation as you would on a standard telephone.
- When you are done with the call, simply hang up the phone.

Receiving a CapTel Call as a CapTel User
- When your CapTel phone rings, simply answer the phone and captions will appear shortly thereafter.
- If you have 1-line CapTel, people wanting to reach you should be directed to call the CapTel captioning center at 1.877.243.2823. The caller will then provide the CapTel operator with your phone number, and the call will be connected—with captioning available.
- If you have 2-line CapTel, people can reach you by calling your personal phone number directly and captions will automatically be available.
**Idaho Relay**

**CapTel® - Captioned Telephone**

**Calling a CapTel User**
- Dial toll free **1.877.243.2823**.
- Following the recorded prompt, dial the CapTel user’s area code and phone number.
- Your call will be immediately connected.

**Receiving a Call from a CapTel User**
- There may be a slight delay in the CapTel user’s response as they read captions.

**2-Line CapTel**
This exciting service, which requires two telephone lines, provides advanced features not available with 1-Line CapTel. For a comparison of features, please refer to the chart below.

<table>
<thead>
<tr>
<th>Number of Lines</th>
<th>1-Line CapTel</th>
<th>2-Line CapTel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires one standard (analog) telephone line or DSL with an analog filter.</td>
<td>Line 1 (voice) can be an analog telephone line or DSL with an analog filter, Digital Cable or VoIP line. Line 2 (captions) must be an analog telephone line or DSL with an analog filter.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How Calls are Managed</th>
<th>Spoken conversation and captions provided through one telephone line.</th>
<th>Spoken conversation is provided on one line; captions are provided on the second line.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Captioning</th>
<th>Captions must be turned on prior to dialing the number to call. A red light indicates that captions are “on.”</th>
<th>Captions can be turned on or off at any point in the conversation.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Outgoing Calls</th>
<th>Outgoing calls are automatically routed through the CapTel call center.</th>
<th>Both incoming and outgoing calls are automatically routed through the CapTel call center.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Calling a CapTel User</th>
<th>People calling the CapTel user must first dial the toll free number for CapTel; then dial the CapTel user’s phone number when prompted.</th>
<th>People calling the CapTel user dial that person’s number directly.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Calling Features</th>
<th>Call-waiting and automatic call back (*69) are not available.</th>
<th>Call-waiting and automatic call back (*69) can be used.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>911* Calls</th>
<th>Calls placed to 911 connect directly to Emergency 911 Services and are not routed through the CapTel call center. Calls are processed as VCO calls whereby the 911 call-taker can hear everything you say, and then types his/her response which appears on the CapTel display screen. You speak directly into the handset, as you would with any other CapTel call. Note: VCO stands for “Voice Carry Over”, a service that allows callers to speak for themselves and read typed responses.</th>
<th>Calls placed to 911 are captioned through the CapTel call center. Spoken conversation is received through one line, while captions are provided through the second line.</th>
</tr>
</thead>
</table>

*Note that CapTel call centers are not 911 centers and do not assume responsibility for the call.*
How to connect with Idaho Relay

To place a call through Idaho Relay, simply dial 7-1-1 or call one of the toll free numbers below:

- TTY/ASCII: 1.800.377.3529
- Voice: 1.800.377.1363
- Speech-to-Speech: 1.888.791.3004
- CapTel*: To reach a CapTel user, dial 1.877.243.2823
- Spanish: 1.866.252.0684 (includes Spanish-to-Spanish and translation from English-to-Spanish)

For complete instructions on how to place any type of relay call, visit www.hamiltonrelay.com.

Póngase en contacto con el Departamento de Servicio al Cliente del Relevo de Idaho para obtener más información sobre la repetición telefónica en español:

- CapTel*: Para ponerse en contacto con un usuario de CapTel, marque el 1.866.217.3362 Español
- Español: 1.866.252.0684 Voz/TTY
  (incluye español a español y la traducción del inglés al español)
- Fax: 1.608.827.0402 Español
- Correo Electrónico: spanish@hamiltonrelay.com
- Departamento de Servicio al Cliente: 1.866.744.7471 Español

Customer Service
If you have suggestions, comments or concerns, please contact:

Idaho Relay Customer Service
P.O. Box 285
Aurora, NE 68818
Voice or TTY: 1.800.368.6185
Fax: 1.402.694.5110
E-mail: relay@hamiltonrelay.com

In addition, the Federal Communications Commission is available to serve you regarding relay issues. Visit: www.fcc.gov/cgb/complaints.html
How to connect with Idaho Relay

To place a call through Idaho Relay, simply dial 7-1-1 or call one of the toll free numbers below:

- TTY/ASCII: 1.800.377.3529
- Voice: 1.800.377.1353
- Speech-to-Speech: 1.888.791.3004
- CapTel: To reach a CapTel user, dial 1.877.243.2823
- Spanish: 1.866.252.0684
  (includes Spanish to Spanish translation from English to Spanish)

For complete instructions on how to place any type of relay call, visit www.hamiltonrelay.com.

Cómo solicitar con el Departamento de Servicio al Cliente del Teléfono de Idaho para obtener más información sobre la repetición telefónica en español:

- CapTel: Para ponerse en contacto con un usuario de CapTel, marque el 1.866.217.3362 Español.
- Español: 1.866.252.0684 Voz/TTY
  (Incluye español a español y la traducción del inglés al español)
- Fax: 5.608.837.0492 Español
- Correo Electrónico: spanish@hamiltonrelay.com
- Departamento de Servicio al Cliente: 1.866.744.7471 Español

Customer Service If you have suggestions, comments or concerns, please contact:
Idaho Relay Customer Service
P.O. Box 285
Aurora, NE 68818
Voice or TTY: 1.800.368.6185
Fax: 1.402.694.5190
E-mail: relay@hamiltonrelay.com

TTY (Text Telephone)

place the order

report the results

surprise your family

ask a favor

Connecting you with important people in your life.
Idaho Relay is a free 24 hour service that allows people who are Hearing, Deaf, Hard of Hearing, Deaf-Blind or Speech Disabled to communicate with each other via the telephone.

Required Equipment You will need a text telephone, sometimes referred to as a TTY or TDD. Your telephone line may connect directly to the TTY. For further information, contact Idaho Relay Customer Service: 1.800.368.6185 Voice or TTY.

- Idaho Relay is a free service.
- All calls are kept confidential.
- Long distance charges apply.
Customer Profile
A Customer Profile allows you to customize your relay calls. There are a number of benefits to creating a Customer Profile, including faster call processing, speed dialing, customized call greeting, appropriate typing speed, use of abbreviations, selection of long distance carrier and others.

To create a Customer Profile, visit: http://www.hamiltonrelay.com/States/id.htm or contact Idaho Relay Customer Service at 1.800.368.6855 V/TTY.

How to Make a Call Using a TTY
1. Using your TTY, dial 7-1-1 or the Toll Free number for Idaho Relay: 1.800.377.3519.
2. The Communication Assistant (CA) will answer by identifying the relay and providing his/her full name and number. You will then type "NUMBER PLSA GA."
3. If you have established a Customer Profile, the CA will automatically follow any special options or instructions in your profile. If you do not have a profile, request special options such as Voice Carry Over (VCO) or Hearing Carry Over (HCO) at this time.
4. Provide the area code and telephone number you wish to call—-as well as any additional instructions—by typing them on the TTY.
5. Use the term "GA" when you are finished for the moment and it is the other person’s turn to respond.
6. When you have completed your side of the conversation, type "GA to SK" and the CA will close your call.

GA (Go Ahead) is a term used in relay calls for turn-taking purposes. "GA" ensures that the relay user and the standard telephone user do not respond at the same time. When you see "GA" you know it is your turn to talk. The same is true for the CA before and after the call and the standard telephone user, who will not reply until you say "GA."

911 Emergency Calls
In the event of an emergency, call 911 or your local emergency services TTY number directly. Idaho Relay will make every effort to assist you in an emergency. Note that relay centers are not 911 centers and do not assume responsibility for the call.

Answering Machines and Voice Mail
- If you know you will reach an answering machine, give the CA the message to be left before the CA dials.
- If you know you will reach a switchboard, it is helpful to provide the CA with the phone number needed to connect to your voice mail and the CA will call you with the message.
- If you are calling a number with a voice mail system— or calling to retrieve your own voice mail—and you know the numbers required to navigate the voice mail system, provide these numbers to the CA before the CA dials. (Example: CA dials 1-800-368-6855; Then dials 459) Sharing this information will allow for a smooth calling experience.

Garbling
Garbling on a TTY can be triggered by a number of factors, including:
- Call waiting, if it is a feature on the phone line connected to the TTY
- Loud noises in the background
- Construction on the phone lines
- Low power on the TTY
- Weather
- Cracked phone couplers
- Static on the telephone line
- Improper TTY settings
- TTY shifting between letters and numbers
- Poor connection for a variety of reasons, such as if the standard user is on a cell phone and is not near a tower

Some TTYs with Auto ID send voice messages stating that "this is a TTY". This feature can garble your printed text and should be turned off prior to calling the relay.

Here are some suggestions should you experience garbling on your TTY:
- Hit a letter key a few times to reset your TTY
- Change your TTY setting to Baudot
- Check for possible noises (dog barking, music, fan, air conditioner, etc.)
- Check to ensure the telephone handset fits snugly in the TTY coupler
- As a last resort, hang up and redial

If garbling continues, contact your local telephone company and ask for a technician to check your lines for possible issues. If you continue to experience issues, please contact Idaho Relay Customer Service at 1.800.368.6855 V/TTY.

Tips for TTY Users
- When you call the CA, wait until you see the CA's identification before beginning to type. Prior to that point, the CA will not have access to what you type.
- Give the CA as much information as possible at the beginning of the call including the area code and number to dial— and any special instructions.

TTY
Deaf, Hard of Hearing or Speech Disabled Person uses specialized equipment to conduct telephone conversations, reading or listening to what the other party is saying and then typing responses.

- You can request that the CA not identify or explain the relay to the standard telephone user.
- If you need to give the CA instructions during the call, use parentheses. For example: (CA please redial) or (CA sound upset).
- Use common TTY abbreviations to save time. There is no need to use punctuation marks.
- Please wait for the "GA" to appear before you begin typing your response. Not doing so will cause garbling.
- If you receive garbling on a call, try typing "MAAAM". This should reset your TTY and will likely clear the garbling.

Communication Assistant (CA) facilitates the conversation by using the text typed by the TTY user and typing the voice caller’s responses to the deaf or hard of hearing TTY user.

Idaho Relay is powered by Hamilton Relay, a national leader in providing high-quality relay services. Hamilton Relay has been offering relay services since 1950 and has earned a reputation for unsurpassed customer service, reliable technology, excellent relay education and professional communication assistants (CA).
Cómo conectarse con el Relevo de Idaho

Obtenga los detalles

Para hacer una llamada del Relevo de Idaho, llame a uno de los números gratuitos de abajo:
- Español: 1-866-296-2683 (incluye español a español) y la traducción del inglés al español
- CapTel®: Para comunicarse con un usuario de CapTel, marque 1-866-744-7247 Español
- Departamento de Servicio al Cliente: 1-866-744-7247 Español
- Correo electrónico: spanish@hamiltonrelay.com


Si tiene sugerencias, comentarios o inquietudes por favor póngase en contacto con el Departamento de Servicio al Cliente del Relevo de Idaho usando la información de contacto de abajo:

Departamento de Servicio al Cliente del Relevo de Idaho
P.O. Box 285
Aurora, NE 68801
1-866-744-7247 Español
Fax: 1-866-763-5382, paco Español
Correo electrónico: spanish@hamiltonrelay.com

El Relevo de Idaho es un servicio ofrecido por el Relevo de Hamilton of Aurora, Nebraska, un líder nacional en la prestación de servicios de relevo telefónico de alta calidad para personas sordas, o con problemas auditivos o del habla. El Relevo de Hamilton ha estado ofreciendo servicio de relevo telefónico desde 1997 y ha desarrollado una reputación como proveedor de un servicio al cliente excepcional, una tecnología confiable, educación minuciosa en el uso del teléfono y asistentes de comunicación profesionales.

Planifique la fiesta
abrá su corazón
reporte los resultados

El Relevo de Idaho es un servicio gratuito disponible las 24 horas, que permite que las personas sordas, con problemas auditivos, sordos-ciegos, con problemas del habla se comuniquen las unas con las otras por teléfono. Mediante el uso de equipo especializado, los usuarios del relevo telefónico se comunican libremente con amigos, familiares o empresas que usan un teléfono normal.

No cuelgue. Cuando descuelgue el teléfono y/o "Eso es el Relevo de Idaho... no cuelgue, no es un vendedor por teléfono. Es un cliente, socio comercial o conocido que quiere hablar con usted"

Cuando se hace una llamada por medio del Relevo de Idaho, un asistente de comunicación habla la llamada. Usando un teléfono TTY (llamado también un teléfono TDD o un teléfono de texto), las personas que no oyen y/o hablan escriben su conversación y el asistente de comunicación comunica verbalmente lo que se escribe. Cuando el usuario que está usando un teléfono convencional responde, el asistente de comunicación escribe todo lo que oye. Los asistentes de comunicación actúan como un vínculo invisible entre las dos personas.

Se mantiene la estricta confidencialidad de todas las llamadas. Los asistentes de comunicación no hacen comentarios ni responden preguntas sobre la conversación, ni se involucran de cualquier otra manera. Como lo exige la ley, los asistentes de comunicación no pueden divulgar información proveniente de una conversación de relevo telefónico ni guardar registro alguno de las conversaciones.

Acceso y Cargos Conéctese con el relevo telefónico llamando al número gratuito (enmarcados en el panel cráneo). El Relevo de Idaho se encuentra disponible 24 horas al día, 7 días a la semana, sin restricciones en cuanto a la duración de las llamadas hechas. Los cargos de larga distancia son aplicables a todas las llamadas de larga distancia.
Opciones diseñadas para conectarlo de la mejor manera posible

El Relevo de Idaho ofrece diversas opciones de conexión:

TTY (Teléfono de Texto) El relevo telefónico tradicional es un gran servicio para las personas que usan un teléfono TTY, ya que pueden escribir su parte de la conversación y leer las respuestas de la otra persona.

Hearing Carry Over (HCO) Un servicio confiable para las personas con discapacidades de la habla. Los usuarios oyen directamente a la persona que está llamando y escriben sus respuestas para la otra persona usando un equipo especializado.

Speech-to-Speech Un servicio que es particularmente beneficioso para las personas que oyen y tienen un trastorno del habla. El usuario del servicio Speech-to-Speech determina el nivel de servicio con el asistente de comunicación, el cual puede incluir la repetición y aclaración.

Captioned Telephone (CapTel) Un servicio increíble para las personas con una habla clara, pero con cierto grado de pérdida auditiva. El servicio CapTel le permite al usuario recibir voz y texto en tiempo real usando un equipo especializado.

Español: Un servicio útil para las personas que usan un teléfono TTY y el idioma español. El relevo español a español facilita las llamadas que se realizan usando el español hablado y escrito. El relevo telefónico de inglés a español facilita las llamadas en español verbal y escrito.

Información adicional sobre el Relevo de Idaho:

Perfiles de Cliente El Departamento de Servicio al Cliente puede fijar preferencias automáticas para el tipo de llamada, los números de disco rápido, el servicio de larga distancia y otra información que le permite al asistente de comunicación conectar su llamada con rapidez y exactitud.

Para crear un perfil de cliente visite http://www.hamiltonrelay.com/states/id.htm o póngase en contacto con el Departamento de Servicio al Cliente del Relevo de Idaho llamando al 1-866-746-7471 Español.

Opciones Adicionales de Conexión Incluyendo Turbo Code, ASCII y voz.

Teléfonos Públicos La Comisión Federal de Comunicaciones ordenó que todas las llamadas de relevo locales hechas desde un teléfono público sean gratuitas. Simplemente marque el número gratuito para hacer una llamada de relevo. Cuando haga una llamada de larga distancia desde un teléfono público al asistente de comunicación y le deberá proveer una forma de pago para la llamada (por ejemplo una tarjeta telefónica). No se pueden usar monedas para una llamada de relevo de larga distancia desde un teléfono público.

Llamadas de Emergencia En caso de una emergencia, llame al número TTY de los servicios de emergencia locales. El Relevo de Idaho hará todo lo posible para ayudarle en una emergencia, Tome en cuenta que los centros de relevo telefónico no son centros en y no asumen la responsabilidad por las llamadas.

Cumplidos, Inquietudes o Quejas Póngase en contacto con el Departamento de Servicio al Cliente del Relevo de Idaho (vea el recuadro de atras). Además, la Comisión Federal de Comunicaciones se encuentra disponible para servirle en relación con las cuestiones concernientes al relevo.

Visite www.fcc.gov/ogb/complaints.html
ATTACHMENT D

Policy Regarding Nondiscrimination on the Basis of Disability
RESOLUTION 229

Policy Regarding Non-Discrimination on the Basis of Disability

A resolution of Wilder, Idaho, adopting a policy of non-discrimination on the basis of disability.

Whereas the Congress of the United States has passed Section 504 of the Rehabilitation Act of 1973 which requires that "No otherwise qualified individual with handicaps in the United States...shall, solely on the basis on his or her handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance"; and,

Whereas, Wilder has received a Community Development Block Grant and is required to comply with Section 504 of the Rehabilitation Act of 1973; and,

Whereas, the failure to comply with the terms and conditions of Section 504 of the Rehabilitation Act may cause the City to lose its grant or eligibility for future grants;

Now, therefore, be it resolved by the City Council of Wilder, Idaho, the following:

Section I. It is the policy of the City that all programs and activities shall be accessible to, and usable by, qualified persons with disabilities.

Section II. That the City shall undertake and evaluation, conducted in consultation with citizen groups involving persons with disabilities, of its programs, policies, procedures and facilities in order to determine those areas where discrimination may occur.

Section III. The City shall, upon completion of said evaluation, make such revisions, modification, or other changes so as to fully comply with the letter and intent of Section 504.
Section IV. Further, the City shall, where building modifications are required, develop and implement a transition plan for the timely elimination of structural barriers to citizens and disabilities.

Section V. Further, to the extent possible the City will make all public meetings understandable to hearing and sight impaired individuals upon prior notice.

Passed by City of Wilder, Idaho.

Signed By: Doug C. Amick, Mayor
Date: August 12, 1997
Glenda N. Chase
City Clerk-Treasurer

Mayor
Glenda N. Chase
City Clerk-Treasurer
ATTACHMENT E

Grievance Procedure
RESOLUTION NO. 436  
Sponsored by Roger Howell

GRIEVANCE PROCEDURE  
FOR  
THE CITY OF WILDER, IDAHO

BE IT RESOLVED THAT THE CITY OF WILDER ADOPTS the following grievance procedure established to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans With Disabilities Act of 1990 (ADA).

According to these laws, the City of Wilder, as a recipient of an Idaho Community Development Block Grant (ICDBG) funds, certifies that all citizens shall have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by the City.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance should be in writing and should include the name, address, telephone number of the complainant. Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available for individuals with disabilities upon request. The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than 60 days after the alleged violation. Complaints must be signed and sent to:

Name/Title of Coordinator Colleen Cook, City Clerk/ADA Coordinator  
Address P.O. Box 687, Wilder, ID 83676  
Telephone Number (208) 482-6204

Within 15 calendar days after receiving the complaint, Colleen Cook, City Clerk/ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting Colleen Cook, City Clerk/ADA Coordinator, will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio tape). The response will explain the position of the City and offer options for resolving the complaint.

If the response by Colleen Cook, City Clerk/ADA Coordinator, does not satisfactorily resolve the issue, the complainant or his designee may appeal the decision of the ADA coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the Commissioners or their designee.

Within 15 calendar days after receiving the appeal, the Commissioners or their designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the Commissioners or their designee will provide a response in writing. Where appropriate, the response shall be in a format accessible to the complainant. The response shall be accompanied by a final resolution of the complaint. The 504/ADA Coordinator shall maintain the files and records of the City pertaining to the complaints filed for a period of three years after the grant is closed out.
Other Complaint Procedures
All individuals have a right to a prompt and equitable resolution. Individuals or classes of
individuals who believe they have been subjected to discrimination based on disability have several
ways to file a grievance.

- use the grievance procedure provided by the City
- file a complaint with any agency that provides funding to the City
- file with one of the eight federal agencies designated in the Title II regulations

Under Title II, filing a grievance with the City’s ADA Coordinator, filing a complaint with a federal
agency, or filing a lawsuit may be done independently of the others. Individuals are not required to
file either a grievance or complaint to bring a lawsuit. Lawsuits may be filed at any time. The
following are four of the eight agencies where a Title II complaint can be filed.

Department of Justice
Civil Rights Division
Public Access Section
P.O. Box 66738
Washington, DC 20035-9998

Department of Housing & Urban Development
Community Planning and Development
451 7th Street
Washington, DC 20410-4000

Architectural & Transportation Barriers Compliance Board (ATBCB)
1331 F Street NW, Suite 1000
Washington, DC 20004-1111

Equal Employment Opportunity Commission (EEOC)
1801 L Street NW
Washington, DC 20507

ADOPTED THIS 18th day of October, 2007

By: John Bechtel, Mayor

ATTEST:
Colleen Cook
Colleen Cook, City Clerk
Section 504 Designated Employee
ATTACHMENT F

Combined Notice on Nondiscrimination & Grievance Procedures
CITY OF WILDER, IDAHO  
City Council  
Affidavit of Publication  
Notice of Public Hearing  
Fair Housing Resolution 

State of Idaho )
    ss.
County of Canyon )

This is to certify that I e-mailed to the Western Canyon Chronicle the attached Combined Notice on Nondiscrimination & Grievance Procedures for the City Council, City of Wilder, Canyon County, Idaho, on October 29, 2013. The notice was published on October 31, 2013.

Wendy Burrows, City Clerk  
City of Wilder, Idaho

State of Idaho  
County of Canyon  

SUBSCRIBED AND SWORN, before me, Carmen Eldiri, this 7th day of November, 2013.

Carmen Eldiri  
Notary Public for the State of Idaho  
Residing at: Homedale, ID  
My Commission Expires: 10-14-2016
Combined Notice on Nondiscrimination & Grievance Procedures

As required by Section 504 of the Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA), the City of Wilder has adopted Resolution #229, a policy regarding "Nondiscrimination on the Basis of Disability."

The City of Wilder does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services, or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the 504/ADA Coordinator. Please give us at least a three to five day advance notice so we can adequately meet your needs.

An internal grievance procedure, Resolution #436, is available to resolve complaints. Questions, concerns, or requests for additional information regarding 504/ADA should be forwarded to:

504/ADA Coordinator’s Name: Wendy Burrows  
Title: City Clerk/Treasurer  
Address: P.O. Box 687, Wilder, Idaho 83676  
Phone Number: (208) 482-6204  
Days and Hours Available: Mon-Fri 9am-5 pm

Upon request this notice is available in alternative formats (for example: large print or audio tape) from the 504/ADA Coordinator.

Published: October 31, 2013
October 31, 2013

WILDER LEGAL NOTICE

Combined Notice on Non-discrimination & Grievance Procedures

As required by Section 504 of the Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA), the City of Wilder has adopted Resolution #225, a policy regarding "Nondiscrimination on the Basis of Disability."

The City of Wilder does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services, or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the 504/ADA Coordinator. Please give us at least a three to five day advance notice so we can adequately meet your needs.

An internal grievance procedure, Resolution #436, is available to resolve complaints. Questions, concerns, or requests for additional information regarding 504/ADA should be forwarded to:

504/ADA Coordinator's Name: Wendy Burrows
Title: City Clerk/Treasurer
Address: P.O. Box 687, Wilder, Idaho 83676
Phone Number: (208) 482-6204
Days and Hours Available: Mon-Fri 9am-5 pm

Upon request this notice is available in alternative formats (for example: large print or audio tape) from the 504/ADA Coordinator.

Published: October 31, 2013
City of Wilder
ADA Review and Transition Plan Committee

Updated November 2013

John F. Bechtel, Mayor
City of Wilder
P.O. Box 687
Wilder, Idaho 83676
(208) 482-6204

Wendy Burrows
City Clerk/Treasurer
City of Wilder
P.O. Box 687
Wilder, Idaho 83676
(208) 482-6204

Luke McHenry
Public Works Superintendent
City of Wilder
P.O. Box 687
Wilder, Idaho 83676
(208) 482-6204

Lupe Garcia *
Planning and Zoning Commissioner
Westfield Plaza Apartments
219 6th Street #14
P.O. Box 301
Wilder, Idaho 8376
(208) 482-7057

Lisa Bachman, AICP, PCED / Grant Administrator
Whitney Withrow / Funding Technician
J-U-B ENGINEERS, Inc.
250 South Beechwood Ave, Suite 201
Boise, Idaho 83709
(208) 489-7894

*Disabled persons representative