CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626
www.greenleaf-idaho.us

RESOLUTION No. 219

(Consolidated Civil Rights & Non-Discrimination Policies)

Sponsored by: Dan Hyer

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ESTABLISHING POLICY AND PROCEDURE FOR CIVIL RIGHTS NON-DISCRIMINATION AS REQUIRED BY TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AMERICAN DISABILITY ACT, THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, OTHER APPLICABLE FEDERAL REGULATION, AND EXECUTIVE ORDERS; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council recognizes that Title VI of the Civil Rights Act of 1964 requires compliance for receipt of federal funds or federal financial assistance from the federal Department of the Treasury, including both federal grant and/or loan funds administered directly by federal agencies such as the United States Department of Agriculture – Rural Development (USDA-RD), or federal funding administered through state agencies such as Idaho Transportation Department (ITD), the Idaho Department of Commerce (IDOC) Community Development Block Grant (CDBG) program, the Idaho Department of Environmental Quality (DEQ) Revolving Loan Fund; and

WHEREAS, the City Council recognizes that Title VII of the Civil Rights Act of 1964 requires compliance for non-discrimination in employment; and

WHEREAS, the City Council recognizes that Section 504 of the Rehabilitation act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) requires compliance for non-discrimination on basis of disability, including but not exclusive to, reasonable accommodation and grievance procedure; and

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WHEREAS, the City Council recognizes that each federal agency may have their own interpretation and requirements related to civil rights and non-discrimination particular to their funding programs; and

WHEREAS, the City Council desires to maintain updates and consolidated civil rights non-discrimination compliance into one resolution for ease of location and ease of review and updating as new federal funding is received,

NOW, THEREFORE, BE IT RESOLVED,

Section 1: That the attached Exhibit A is hereby adopted as the consolidated civil rights and non-discrimination policies for the City of Greenleaf.

Section 2. That the City Council of Greenleaf hereby directs the City Clerk to review and include as applicable any employment related provisions of this Exhibit A in future draft updates to the city's personnel policy presented to Council, to help ensure that the city's personnel policy is congruent and contains required civil rights and non-discrimination provisions.

Section 3. All previous resolutions, orders, or parts thereof in conflict with this Resolution are hereby null and void to the extent of the conflict.

Section 4. That if any part of this resolution is declared to be invalid by a court of competent jurisdiction, then the remaining portion shall remain in effect; and

Section 5. That this resolution is effective upon approval.

Adopted by the City Council of the City of Greenleaf this 28th day of October, 2024 .

Bradley Holton, Mayor

Attest:

Lee C. Belt, City Clerk

208.454.0552 • cityhall@greenleaf-idaho.us

City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
208/454-7994 (fax)
cityhall@greenleaf-idaho.us
www.greenleaf-idaho.us

Consolidated Civil Rights & Non-Discrimination Policies

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Administration, Revision & Update Policy:

The City Clerk is designated administrator for these policies, with assistance from others as needed and/or referenced below.

This document is intended for review and update in coordination with the city's funding partners. Review and update may be initiated by the administrator of these policies, with annual review recommended but not required, or in conjunction with funding partner requirements for assurances of compliance. The Administrator of these policies may also solicit assistance for compliance, including technical assistance, from funding partners, and other agencies or organizations.

The city's typical funding partners include, but are not limited to, the United States Department of Agriculture – Rural Development (USDA-RD), the Idaho Department of Transportation (ITD), the Idaho Department of Commerce (IDOC) Community Development Block Grant (CDBG) program, and the Idaho Department of Environmental Quality (DEQ) Revolving Loan Fund.

Agencies or organizations which may be solicited by the administrator of these policies for assistance for compliance, including technical assistance, may include, but are not limited to, the Association of Idaho Cities, Canyon County, and the Northwest ADA Center Idaho.

Title VI Policies:

- Title VI Policy Statement (signed)
- Title VI / Non-discrimination Plan with Organizational Chart
- Title VI Discrimination Complaint Procedure (External)
- Inclusion of Title VI Contract Provisions in Solicitations, Contracts, and Awards
- Sub-recipient Monitoring
- Demographic Data Sources
- Methods for Advising the Public of Title VI / Non-Discrimination Policies and Procedures
- Cooperation with Funding Agency Enforcement or Compliance Review Activities
- Complaint Log, Notification of Complaints, and Documentation
- Limited English Proficiency (LEP) 4-factor Analysis and Language Assistance Plan (LAP)
- Public / Citizen Participation Plan

Title VI Policy Statement (signed):

In accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, it is the policy of the City of Greenleaf that no person shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any city programs or activities based on the grounds of race, color, national origin, sex, age, disability or retaliation, regardless of whether those programs or activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/ consultants, whether such programs and activites are federally assisted or not (Public Law 100.259 (S.557) March 22, 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

Bradley Holton
Mayor, City of Greenleaf

Title VI / Non-discrimination Plan with Organizational Chart:

This exhibit, duly adopted by resolution of the City Council of the City of Greenleaf, Idaho, serves as the city's non-discrimination plan.

Organization of the City of Greenleaf is as follows (excerpted from the city's Emergency Operations Plan):

Organization

City government is unique as a political subdivision of the State of Idaho in that:

- Cities are created by vote of the residents
- Cities exercise governmental powers, including police powers, to perform duties mandated by the State
- Cities exercise proprietary powers to provide business-type services to the community
- Cities have quasi-judicial authority regarding land use and development
- Cities are organized by default by the State with separate executive and legislative functions under a mayor-council form of government.

The City of Greenleaf is organized as a mayor-council city.

The City's organizational structure (abbreviated) is as follows:

```
          Council  ------------  Mayor
(legislation/policy-making)   (supervision)
                              |
                              |------  City Attorney
                              |
                              |------  City Clerk (dept. head)
                              |    (administration)
                              |
                              |------  City Engineer
                              |
                              |------  City Treasurer
                              |
                              |------  Police Chief
                              |
                              |------  Public Services Director (dept. head)
                                   (operation of city services)
```

City Council / Council President - The City Council performs critical legislative and fiduciary roles for the city, but these functions occur only within Council Meetings held in accordance with Idaho Open Meeting Law. The City Council sets city policy, but does not have the Mayor's supervisory authority for implementation of city policy. Individual Council Members have no authority outside Council Meetings - with the exception of the Council President. Idaho Code §50-608 provides that, "In case of a temporary vacancy in the office of mayor due to absence or disability, the president of the council shall exercise the office of mayor during such disability or temporary absence, and until the mayor shall return."

Mayor - Per Idaho Code §50-602, the Mayor is the Chief Administrative Officer for the City, having "...superintending control of all the officers and affairs of the city..." The Mayor administers the City of Greenleaf through city officials that report directly to the Mayor and work closely with the City Department Heads.

Department Heads - The City of Greenleaf has two department heads: The Public Services Director and the City Clerk. The Public Services Director supervises day-to-day maintenance and operation of the city's proprietary or business-like service functions, including municipal potable water, sanitary sewer, irrigation water, and street maintenance. The clerk supervises the city's general administrative support functions. Although no one else can speak for the city with the Mayor's authority, both department heads are recognized

as public information officers (PIOs) authorized to interact with the media on behalf of the city.

Continuity of Government

Idaho Code §50-602 is clear in establishing the Mayor as chief administrator for the city. Idaho Code §50-608 provides for continuity of this leadership, as follows:

IC 50-608. Vacancy in office of mayor. In case of a temporary vacancy in the office of mayor due to absence or disability, the president of the council shall exercise the office of mayor during such disability or temporary absence, and until the mayor shall return. When a vacancy occurs in the office of mayor by reason of death, resignation or permanent disability, the city council shall fill the vacancy from within or without the council as may be deemed in the best interests of the city, which appointee shall serve until the next general city election, at which election a mayor shall be elected for the full four (4) year term.

In the absence of Mayor or Council President, the Public Services Director and City Clerk shall continue to utilize their authority derived from the Mayor to conduct operations within their departments using their best discretion and with the objectives of protecting life and property until such time as the Council can meet to address the vacancy in office of Mayor and/or Council President.

In the absence of a department head, the operation of a department shall continue under the chain of command within that department.

Title VI Discrimination Complaint Procedure:

Responsibility: The administrator for these policies has overall responsibility for the discrimination complaint process and procedures.

Designated Investigator: The designated investigator shall conduct an impartial and objective investigation, collect factual information, and prepare a fact-finding report based upon information obtained from the investigation.

For any Title VI complaint received on an Idaho Transportation Department (ITD) related contract against the City of Greenleaf, ITD will be responsible for conducting the investigation of the complaint. Please see 'Reporting Requirements to an External Agency' below.

For all other Title VI complaints received, the City Attorney is the designated investigator.

Reporting Requirements to an External Agency:

- For any Title VI complaint received on an Idaho Transportation Department (ITD) related contract against the City of Greenleaf, a copy of the complaint and any pertinent information will be forwarded by the city to the ITD Office of Civil Rights within 60 days of the date the complaint was received.

- With each project, the city shall maintain a complaint log and in consultation with appropriate funding partner(s) shall inform the Department of the Treasury of receipt of any complaints of discrimination covered by Title VI and

implementing regulations, or the receipt of no complaints, and provide, upon request, a list of all such reviews or proceedings based on the complaints, pending or completed, including outcome.

Complainant Availability: The complainant shall make themselves reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: Complaint procedures apply to the beneficiaries of city programs, activities, and services, including but not limited to: the public, contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that they have been excluded from participation in, denied benefits or services of any program or activity administered by the city or its sub-recipients, consultants and contractors on the basis of race, color, national origin (including limited english proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the city clerk, as records custodian, for forward to the City Attorney.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, then the complainant has 60 days after becoming aware to file a complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or the complainant's representative.

Items that should NOT be considered a formal complaint (unless the items contain a signed cover letter specifically alleging a violation of Title VI):

- An anonymous complaint that is too vague to obtain required information
- Inquiries seeking advice or information
- Courtesy copies of court pleadings
- Newspaper articles
- Courtesy copies of internal grievances

Investigation Plan: The designated investigator shall prepare a written plan, which

includes, but is not limited to, the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that they were discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time-line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint
- Confidentiality will be maintained as much as possible
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation

Investigation Reporting Process:

- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the administrator for these policies for review.
- The administrator for these policies shall review the file and investigative report. Subsequent to the review, the administrator for these policies shall make a determination of 'probable cause' or 'no probable cause' with subsequent preparation and sending a decision letter to the complainant and/or the complainant's representative.

Retailaition: The laws enforced by the city prohibit retaliation or intimidation against anyone because that person has either taken action or participated in action to secure rights protected by these laws.

If a person believes they have experienced retaliation or intimidation separate from the discrimination alleged in a complaint, then that person is requested to contact the City Attorney for the City of Greenleaf:

MSBT Law, Chartered
7699 West Riverside Drive
Boise, ID 83714
phone: 208/331-1800
FAX: 208/331-1202

The city's primary attorney at MSBT Law as of the effective date of this document is Cherese McLain (e-mail: CDM@msbtlaw.com).

Records: All records and investigative working files are maintained in a confidential area. Records are kept for three years.

Inclusion of Title VI Contract Provisions in Solicitations, Contracts, and Awards:

It is the ongoing policy of the city to include Title VI contract provisions as directed by the city's funding partners in solicitations, contracts, and awards to help ensure utilization of current best-practice language for conformance with funding partner requirements.

Sub-recipient Monitoring:

In the event the city, as recipient of federal funds, makes sub-awards to other agencies, the city recognizes its responsibility to ensure that sub-recipients also comply with Title VI and implementing regulations.

Demographic Data Sources:

Recipients of federal funds are required to collect and analyze demographic data to ensure nondiscrimination and equity for beneficiaries of programs, services, and activities.

The city uses Census and American Community Survey data as primary data sources. The Idaho Department of Commerce's Gem State Prospector website (http://www.gemstateprospector.com/) and other data sources may also be utilized, as deemed appropriate by the city.

Methods for Advising the Public of Title VI / Non-Discrimination Policies and Procedures:

The city uses the following methods for advising the public of Title VI / Non-Discrimination policies and procedures:

- Incusion of this document on the city's web page
- Inclusion of non-discrimination and special accommodation statements on public meeting agendas, public hearing notices, and public meeting minutes.

- Display of the USDA-RD Civil Rights 'And Justice for All' poster at City Hall
- Display of the Idaho Department of Commerce 'Idaho and Federal Employment Notices' poster at City Hall
- Display / Availability of the Federal Interagency Working Group on Limited English Proficiency brochure 'Know Your Rights' at City Hall

Cooperation with Funding Agency Enforcement or Compliance Review Activities:

It is the ongoing policy of the city to cooperate in any Title VI enforcement or compliance review activities by a funding partner and/or the Department of the Treasury.

Complaint Log, Notification of Complaints, and Documentation:

As detailed in the Title VI Discrimination Complaint Procedure given above, it is the policy of the city to maintain a complaint log, provide external notification of complaints, and maintain documentation with each project.

Limited English Proficiency (LEP) 4-factor Analysis and Language Assistance Plan (LAP):

Purpose: In compliance with Executive Order 13166, the city has developed the following Limited English Proficiency (LEP) 4-factor Analysis and Language Assistance Plan (LAP)

History: Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Four-Factor Analysis: The following Four-Factor Analysis will serve as the guide for determining which language assistance measures will be undertaken to guarantee access to federally funded programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The city utilized American Community Survey data table B16002 (2015 ACS 5-year estimate) and table s1602 (2021 ACS 5-year estimate). **Based on this data, the city does not meet the 1,000 or 5% LEP persons threshold for any language or language(s) identified.**

Table B16002 (2015 ACS 5-year estimate) for the City of Greenleaf provides the following information:

LABEL	ESTIMATE	MARGIN OF ERROR
Total	306	+/- 73
English only	216	+/- 60
Spanish:	83	+/- 44
- Limited English speaking household	7	+/- 10
- Not a limited English speaking house	76	+/- 41
Other Indo-European languages:	7	+/- 07
- Limited English speaking household	0	+/- 11
- Not a limited English speaking house	7	+/- 07
Asian and Pacific Island languages:	0	+/- 11
- Limited English speaking household	0	+/- 11
- Not a limited English speaking house	0	+/- 11
Other languages:	0	+/- 11
- Limited English speaking household	0	+/- 11
- Not a limited English speaking house	0	+/- 11

Table s1602 (2021 ACS 5-year estimate)

LABEL	ESTIMATE	MARGIN OF ERROR
All households	340	+/- 93
Households speaking --		
- Spanish	59	+/- 43
- Other Indo-European languages	7	+/- 07
Asian and Pacific Island languages	0	+/- 13
Other languages	2	+/- 03

Analysis:

It is notable that Limited English Speaking Household data for Canyon County is similarly only available in a 2015 ACS 5-year estimate, with more recent data for the County also only providing totals of households where languages other than English are also spoken.

Calculations from Table B16002 (2015 ACS 5-year estimate) data yield the following percentages (rounded to the nearest tenth of a percentage):

(90x100)/306 = 29.4% households where a language in addition or other than English is spoken

(7x100)/90 = 7.8% of households where a language in addition or other than English is spoken are LEP households, all Spanish

(7x100)/306 = **2.3% of total households are LEP households based on 2015 Table B16002 data**

Calculations from Table S1602 (2021 ACS 5-year estimate) data were also considered to provide a LEP household estimate adjusted for the most current Census Data available, with such analysis yielding the following percentages:

(68x100)/340 = 20.0% households where a language in addition or other than English is spoken

29.4%-20% = 9.4% reduction in households where a language in addition or other than English is spoken from table B16002 to table S1602

2.3% LEP households (Table B16002) reduced by 9.4% = **2.1% LEP household estimate adjusted for 2021 Table S1602 data** (.023 x .094 = .002162 reduction, .023 - .002162 = .020838 = 2.1% rounded)

2. <u>The frequency with which the LEP persons come into contact with the program</u>.

Projects which include acquisition, relocation, housing rehabilitation, and/or water/sewer hookups have considerable direct contact between residents with the program and its staff.

Infrastructure projects that do not provide direct assistance to individuals result in LEP persons rarely come into contact with the project. However, all citizen participation activities are open to the general public.

The city's typical frequency of interaction with LEP persons during the normal course of operations is very infrequent. City staff includes one Spanish-speaking staff member who is needed for translation perhaps twice a year, and some years not at all.

3. The nature and importance of the program, activity, or service provided by the program:

Proposed federally funded projects that provide direct assistance to project area beneficiaries related to housing / hookups / acquisition are of a nature that the activity or service is of significant importance to the proposed project area(s) residents.

Proposed federally funded projects that are primarily infrastructure do not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with such projects. However, all citizen participation activities are open to the general public.

4. The resources available and costs to the recipient.

Currently, there are free websites that can be utilized to translate some electronic written materials.

The city has established an account with a translation service to provide oral translation services as may be applicable at public meetings and during conversations with LEP residents during the implementation of federal projects.

Many of the common forms used in the implementation of federally funded projects are available in multiple languages the applicable agency websites.

Translation activities may be an eligible administrative expense from federal funding.

For the reasons given above, limited LAP measures are reasonable given the resources available to the city.

Certification: Based on the above Four-Factor Analysis and in consideration of factor #1, the city is not required to develop a LAP. However, the city will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.

Language Access Plan: As a result of the preceding Four-Factor Analysis, the city is not required to develop a language access plan. However, the city has chosen to voluntarily provide the following types of language assistance:

- All public meeting agendas, public hearing notices, and meeting minutes will include statements in English and Spanish indicating materials are available in Spanish upon request as follows, with Google Translate utilized as applicable to

provide material in Spanish upon request.

Materials are available in Spanish upon request.
Los materiales están disponibles en español a pedido.

- The city will maintain Language Identification Cards at City Hall to assist in identifying language needs.

- The city will maintain an account with a telephone interpreter service, as a tool for communication with LEP persons.

- Inclusion of the Google Translate widget for translation of city website pages on all city website pages, and statement at the bottom of all pages of the city website that, "Documents on this website can be translated into other languages by downloading the document file onto your computer and then using the free google translate service at **https://translate.google.com/**".

- If other populations of LEP persons are identified in the future, the city will consider additional measures to serve the language access needs of those persons.

Public / Citizen Participation Plan:

It is the ongoing policy of the city to participate with the city's funding partners to adopt a public / citizen participation plan for federally funded projects which meets the funding partner's current requirements. The city's expectation is that such plans will include the following:

- A copy of the Public Participation Plan must be submitted with the application to the funding partner.

- Public hearings shall be required to permit public review of the project and funding application.

- A minimum of two public hearings must be held. The first is held prior to application submission, and the second is held during project construction.

- Public hearings are required to be scheduled in ways and at a time, that facilitates full participation.

- A public hearing shall be held at times and locations which are reasonable and accessible.

- Proper notification is required by public advertisement in a local newspaper or other approved media no less than seven (7) days prior to the public hearing date. For those localities where there is no local newspaper. Public notification must be through some other acceptable method where there is wide distribution to all citizens within the community. This method must be approved by the funding partner.

- The information included in the public notice and public hearing minutes are subject to funding partner requirements.

- Identify how the needs of non-English speaking residents in the community are being met.

Title VII Policies:

- Equal Employment Opportunity (EEO) Policy

Equal Employment Opportunity (EEO) Policy:

The City of Greenleaf does not and will not discriminate against any employee, applicant for employment, or contractor because of race, color, religion, sex, or national origin.

The City of Greenleaf will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin, such action shall include, but not be limited to, the following:

- Employment, upgrading , demotion, or transfer
- Recruitment or recruitment advertising
- Layoff or termination
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship

The City of Greenleaf posts in conspicuous places, available to employees and applicants for employment, notices to be provided setting for the provisions of this non-discrimination clause.

Section 504 / ADA Policies:

- Section 504 / ADA Non-Discrimination Statement
- Section 504 / ADA Effective Communication Policy
- Section 504 / ADA Grievance Policy

Section 504 / ADA Non-Discrimination Statement:

The city will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

The city does not discriminate on the basis of disability in its hiring or employment practices and complies with regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act.

The city will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the city's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

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

Anyone who requires and auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a city program, service, or activity should submit a request for reasonable accommodation the City Clerk's office.

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

Complaints that a city program, service, or activity is not accessible to persons with disabilities should be directed to the City Clerk's office.

The city 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.

This notice can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

Section 504 / ADA Effective Communication Policy:

The City will utilize a notice of right to reasonable accommodation and request for a reasonable accommodation to help ensure effective communication in accordance with the Section 504 / ADA Non-Discrimination Statement given above. The city may take steps to verify the need for reasonable accommodation.

Section 504 / ADA Grievance Policy:

The Title VI Discrimination Complaint Procedure shall be applied to Section 504 / ADA Grievance complaints.

Fair Housing / Housing and Community Development Act of 1974:

- Residential Anti-displacement and re-location assistance plan
- Fair Housing Resolution / Policy

Residential Anti-displacement and re-location assistance plan:

Under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, the City will replace all occupied, and vacant but occupiable, low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities with funds provided under the Housing and Community Development Act of 1974 as amended, as described in 24 CFR 570.606 (c), 24 CFR 91.353 (e), and 24 CFR 42.375.

Section 104 (d) of the Housing and Community Development Act of 1974, as amended, provides that dwelling units which meet the definition of "substandard housing unsuitable for rehabilitation", and which have been vacant for at least six months prior their conversion or demolition, are exempted from coverage under the plan. For purposes of this plan, the City hereby adopts the following definitions:

"Standard housing" is defined as a housing unit, which at the minimum meets the housing quality standards set forth in the Section 8 Program for Housing Quality Standards (HQS) (24 CFR 982.401) and all state and local codes and zoning ordinances, and for new construction, meets all accessibility standards regarding Section 504 of the Rehabilitation Act of 1973, and for "covered multi-family dwellings (as defined at 24 CFR Section 100.21) also meets the Fair Housing Act's design and construction requirements. New construction projects must also meet the Model Energy Code published by the Council of American Building Officials.

"Substandard suitable for rehabilitation" means a housing unit, or in the case of multiple unit buildings the building or buildings containing the housing units, which have at least three major systems in need of replacement or repair and the estimated cost of making the needed replacements and repairs is less than 75 percent of the estimated cost of new construction of a comparable unit or units.

"Substandard not suitable for rehabilitation" means any such housing unit or units for which the estimated cost of making the needed replacements and repairs is greater than or equal to 75 percent of the estimated cost of new construction or a comparable unit or units.

These definitions are not intended to prevent the preservation of substandard housing not suitable for rehabilitation if the project sponsor and/or the City determines that the unit or units should be rehabilitated and preserved to achieve other goals established for the project including but not limited to the preservation of buildings with historical or architectural significance.

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the City to provide funds for an activity that will directly result in demolition or conversion, the City will make public by publication in the Idaho Press Tribune and submit to HUD the following information in writing:

- A description of the proposed activity;
- The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activities;
- A time schedule for the commencement and completion of the demolition or conversion;
- The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the general submission, the City will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- The source of funding and a time schedule for the provision of the replacement dwelling units;
- The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy;
- Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower-income households in the jurisdiction.

The Cityis responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

The City is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in section 42.350, to lower-income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate unit to another use in connection with an assisted activity.

Consistent with the goals and objectives of activities assisted under the Act, the City

will take the following steps to minimize the displacement of persons from their homes:

- Encourage the rehabilitation of assisted housing to allow tenants and owners to remain in their homes during and after rehabilitation by phasing in rehabilitation to the degree possible.

- Coordinate code enforcement with rehabilitation and housing assistance programs.

- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multifamily buildings.

- Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.

- Establish or identify facilities to house persons who must be relocated temporarily during,rehabilitation.

- Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.

- Establish and provide homeownership counseling for homeowners and renters for persons wanting to remain in their neighborhood in the face of revitalization pressures.

- Establish grant or loan programs for rehabilitation or repairs for property owners that are not financially burdensome and allow for the needed health and safety repairs

Fair Housing Resolution / Policy:

The following serves as the Fair Housing Resolution / Policy for the City of Greenleaf:

LET IT BE KNOWN TO ALL PERSONS OF the City of Greenleaf that discrimination on the basis of race, color, religion, sex, national origin, handicap, or familial status in the sale, rental, advertising, leasing or financing of housing or land to be used for construction of housing or in the provision of brokerage services is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law) and the Fair Housing Amendments Act of 1988.

It is the policy of the City of Greenleaf to encourage equal opportunity in housing for all persons regardless of race, color, religion, sex, national origin, handicap, or familial status. Therefore, the City does hereby pass the following Resolution.

BE IT RESOLVED that within available resources the City will assist all persons who feel they have been discriminated against because of race, color, religion, gender, national origin, handicap, or familial status to seek equity under federal and state laws by referring them to the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.

BE IT FURTHER RESOLVED that the City shall publicize this Resolution and through this publicity shall encourage owners of real estate, real estate brokers and sellers, rental owners, rental property manager, lenders, developers, builders, home buyers, and renters to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and amendments and any applicable state or local laws or ordinances.

SAID FAIR HOUSING PROGRAM will at a minimum include:

1) publicizing this policy on the city website as part of the city's Consolidated Civil Rights & Non-Discrimination Policies;
2) posting applicable fair housing information in prominent public areas, such as the "Good Neighbors + Fair Housing = Strong Communities" flyers distributed by the Idaho Department of Commerce at Greenleaf City Hall;
3) providing fair housing information to the public on the city website;
4) recognizing the State of Idaho Analysis of Impediments to Fair Housing Choice prepared for the Idaho Housing and Finance Association / Idaho Department of Commerce dated 01 March 2022 and available at https://commerce.idaho.gov/content/uploads/2022/03/2022-Idaho-Analysis-of-Impediments-to-Fair-Housing-choice.pdf as of the effective date of this resolution as an applicable fair housing assessment; and
5) declaring April as Fair Housing Month.

Other Required Receipt of Funding Policies:

In conformance with the Administration, Revision & Update Policy given above, this section is utilized for addition of other civil rights and non-discrimination policy requirements related to receipt of funding.

Project compliance assurances, specific required contract language and provisions, and other documentation specific to and running with a project should be included with project files rather than with these policies.

Monitoring and Reporting Grant Supported Activities:

The following serves as the Monitoring and Reporting Grant Supported Activites Policy for the City of Greenleaf:

WHEREAS, the City of Greenleaf may receive a Special Appropriation Act Project (SAAP) Grant from the Environmental Protection Agency (EPA), and

WHEREAS, the City of Greenleaf is required by 40 CFR 31.40(a) to monitor grant operations of grant activities and report performance,

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENLEAF, AS FOLLOWS:

Section 1: The City of Greenleaf hereby establishes the following procedures for monitoring operations of grant activities as related to grants and cooperative agreements from the Environmental Protection Agency:

City of Greenleaf has contracted with the City Engineer, Civil Dynamics P.C., to assist the City in monitoring and administering any grant requiring 40 CFR 31.40(a) monitoring, including preparing grant application, submitting quarterly and final reports as required by EPA, preparing reimbursement requests, and carrying out other grant administration as may be required. Civil Dynamics will provide original documents and/or copies of administrative, reporting and monitoring documents to the City of Greenleaf for filing and archiving.

The City of Greenleaf is responsible for maintaining and archiving grant documentation, including grant application, grant award, grant amendments, copies of contracts, reimbursement requests, quarterly and annual reports, and other documentation generated relative to the grant.

Civil Dynamics, PC shall make a written report of grant activity to the Mayor and City Council at least once per month, with the report coinciding with the regular monthly Council meeting if possible, or an agreed upon other date.

Non-discrimination Language (required by USDA-RD):

- Display the "And Justice for All" USDA poster in public reception areas or other areas visible to the public.

- All letters and meeting minutes will include a USDA-RD nondiscrimination statement, as follows:

NONDISCRIMINATION STATEMENT: In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."

- Due to space limitations, in lieu of the above full nondiscrimination statement, all public meeting agendas, public hearing notices, and memorandums shall include the following shortened statement in print size no smaller than the associated text:

This institution is an equal opportunity provider.

- All letters and meeting minutes will include a section 504 / ADA special accommodation statement, as follows:

SPECIAL ACCOMMODATION: 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 (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

Attachments:

Please see attached:

Title VI Discrimination and 504/ADA Grievance Complaint Form Templates
- Complaint Form
- Sample: Letter Acknowledging Receipt of Complaint
- Sample: Letter Notifying Complainant that the Complaint is Substantiated
- Sample: Letter Notifying Complainant that the Complaint is Not Substantiated

Language Identification Cards

WorldWide Interpreters, Inc. access information

Section 504 / ADA Reasonable Accommodation Form Templates
- Notice
- Request Form
- Letter to Verification Source

CITY OF GREENLEAF

TITLE VI AND 504/ADA COMPLAINT FORM

This form may be used to file a complaint with the City of Greenleaf based on violations of Title VI of the Civil Rights Act of 1964 and 504/ADA grievance complaint. You are not required to use this form: A letter that provides the same information may be submitted to file your complaint.

Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.

If you need assistance completing this form due to a physical impairment, please contact the City Clerk by phone at 208/454-0552, by FAX at 208/454-7994, or by email at cityhall@greenleaf-idaho.us.

Name: _____ Date: _____

Street Address: _____

City:_____ State:_____ Zip: _____

Telephone:_____(home) _____(work)

E-mail: _____

Individual(s) discriminated against, if different than above.
(use additional pages, if needed)

Name: _____ Date: _____

Street Address: _____

City:_____ State:_____ Zip: _____

Telephone:_____(home) _____(work)

E-mail: _____

Please explain your relationship with the individual(s) indicated above:

_____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

Address: _____

City:_____ State:_____ Zip: _____

Date(s) of alleged discrimination:

Date discrimination began:_____ Last or most recent date: _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

_____ Race _____ Religion
_____ Color _____ National Origin
_____ Age _____ Sex
_____ Disability _____ Income

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

_____

_____

Signature:_____ Date: _____

Return completed forms to:

City Clerk
City of Greenleaf
20523 Whittier Drive
Greenleaf, ID 83626-9199
Email: cityhall@greenleaf-idaho.us

Note: The City of Greenleaf prohibits retaliation or intimidation against anyone because that individual has either take action or participated in action to secure rights protected by policies of the City. Please inform the City Attorney if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.

Sample: Letter Acknowledging Receipt of Complaint

[Date]

[Complainant's Name]
[Address]

Dear [Name]:

This letter is to acknowledge receipt of your complaint against the City of Greenleaf alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact me through any of the following:

City of Greenleaf
20523 Whittier Drive
Greenleaf, ID 83626-9199
Phone: 208/454-0552
FAX: 208/454-7994
Email: cityhall@greenleaf-idaho.us

Sincerely,

[Name of City Clerk]

City Clerk
Title VI Coordinator

Sample: Letter Notifying Complainant that the Complaint is Substantiated

[Date]

[Complainant's Name]
[Address]

Dear [Name]:

The matter reference in your letter of (date) against the City of Greenleaf alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) was identified of (Title VI of the Civil Rights Act of 1964 and/or 504/ADA), including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter.

(If a hearing is requested, the following sentence may be appropriate.)
You may be hearing from this office, or from Federal authorities, if your services should be needed during the administrative hearing process.

If you have questions concerning this matter, please feel free to contact me through any of the following:

City of Greenleaf
20523 Whittier Drive
Greenleaf, ID 83626-9199
Phone: 208/454-0552
FAX: 208/454-7994
Email: cityhall@greenleaf-idaho.us

Sincerely,

[Name of City Clerk]

City Clerk
Title VI Coordinator

Sample: Letter Notifying Complainant that the Complaint is Not Substantiated

[Date]

[Complainant's Name]
[Address]

Dear [Name]:

The matter referenced in your complaint of (date) against the City of Greenleaf alleging has been investigated.

The results of the investigation did not indicate that the provisions of (Title VI of the Civil Rights Act of 1964 and/or 504/ADA), have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving Federal financial assistance.

The City has analyzed the materials and facts pertaining to your case for evidence of the City's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within seven calendar days of receipt of this final written decision from the City to the appropriate Federal agency.

Thank you for taking the time to contact us.

If you have questions concerning this matter, please feel free to contact me through any of the following:

City of Greenleaf
20523 Whittier Drive
Greenleaf, ID 83626-9199
Phone: 208/454-0552
FAX: 208/454-7994
Email: cityhall@greenleaf-idaho.us

Sincerely,

[Name of City Clerk]

City Clerk
Title VI Coordinator

2004 Census Test

United States Census 2010

LANGUAGE IDENTIFICATION FLASHCARD

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
Խնդրում ենք նշում կատարեք այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն:	2. Armenian
যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
Mark this box if you read or speak English.	11. English
اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بزنيد.	12. Farsi

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Economics and Statistics Administration

☐ Cocher ici si vous lisez ou parlez le français.	13. French
☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
☐ अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
☐ Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
☐ Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
☐ Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
☐ Marchi questa casella se legge o parla italiano.	21. Italian
☐ 日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
☐ ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
☐ Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

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Economics and Statistics Administration

☐ Assinale este quadrado se você lê ou fala português.	26. Portuguese
☐ Însemnaţi această căsuţă dacă citiţi sau vorbiţi româneşte.	27. Romanian
☐ Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
☐ Обележите овај квадратић уколико читате или говорите српски језик.	29. Serbian
☐ Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
☐ Marque esta casilla si lee o habla español.	31. Spanish
☐ Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
☐ ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
☐ Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
☐ Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою.	35. Ukranian
☐ اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
☐ Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
☐ באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

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Economics and Statistics Administration

NRPSI National Register of Public Service Interpreters

1994-2019 25 YEARS

www.nrpsi.org.uk

Language Identification Chart by Dr. Lucila Makin/APCI

I speak English	English
Unë flas shqip	Albanian
አማርኛ እናገራለሁ::	Amharic
Ես Հայերէն կը խօսիմ	Armenian
أنا أتكلم اللغة العربية	Arabic
Мен азербайжан дилинде данышырам	Azeri
আমি বাংলা বলি।	Bengali
Govorim bosanski	Bosnian
	British Sign Language
Аз говоря български	Bulgarian
[illegible]	Burmese
Parlo català	Catalan
我講廣東話	Cantonese
我講客家話	Hakka
我说普通话	Mandarin
Govorim hrvatski	Croatian
Mluvím česky	Czech
Jeg taler dansk	Danish
من دری صحبت می کنم	Dari
Ik spreek Nederlands	Dutch
Ik spreek Vlaams	Dutch /Flemish
Ma räägin Eesti keelt	Estonian
Medoa Ewegbe	Éwé
من فارسی صحبت می کنم	Farsi
Minä puhun suomea	Finnish
Je parle français	French
მე ვლაპარაკობ ქართულად	Georgian
Ich spreche Deutsch	German
Μιλώ τα ελληνικά	Greek
હું ગુજરાતી બોલું છું.	Gujarati
Na yia Hausa	Hausa
אני מדבר עברית	Hebrew
मैं हिन्दी बोलता हूँ	Hindi
Én magyarul beszélek	Hungarian
Saya bicara bahasa Indonesia	Indonesian
Anam asu igbo	Igbo
Ti sarc ket Ilocano	Ilacano
Parlo italiano	Italian
私は日本語を話す	Japanese
Мен казакша билемин	Kazakh
Nvuga ikinyarwanda	Kinyarwanda
나는 한국어를 말한다	Korean
Kurmancî zimanê min e	Kurdish Kurmanji
من به زمانی کوردی سۆرانی قسه دەکەم	Kurdish Sorani
Es runāju latviski	Latvian
Ngai nalobaka Lingala	Lingala
Aš kalbu lietuviškai	Lithuanian
Jas zboruvam makedonski	Macedonian
Saya Bicara Bahasa Malay	Malay
मी मराठी बोलतो	Marathi
Mo koze créole	Mauritian Creole
Eu vorbesc Moldovenește	Moldovan
Би Монгол хэлээр ярьдаг	Mongolian
म नेपाली बोल्दछु ।	Nepalese
Jeg snakker norsk	Norwegian
Say salitac et Pangasinan	Pangasinan
I sabi speak pidgin or broken english	Pidgin English
Mówię po polsku	Polish
Eu falo português	Portuguese
زه پښتو خبری کولای شم	Pushto
ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ ਹਾਂ	Punjabi
Eu vorbesc limba Română	Romanian
Я говорю по-русски	Russian
Говорим српски	Serbian
මම සිංහල භාෂාව කථාකරමි	Sinhalese
Ndino taura Shona	Shona
Hovorím po slovensky	Slovak
Govorim slovenski	Slovenian
Wahan ku hadlaa Scommali	Somali
Hablo español	Spanish
Ninasema Kiswahili	Swahili
Jag talar svenska	Swedish
Tagalog arg aking salita	Tagalog
[illegible]	Tamil
ฉันพูดภาษาไทย	Thai
ትግርኛ እዛረብ::	Tigrigna
Ndi ngakula Tshiluba	Tshiluba
Ben Türkçe konuşuyorum	Turkish
Mekan Twi	Twi
Я розмовляю українською мовою	Ukrainian
Мен ўзбекча гапираман	Uzbek
میں اردو بولتا ہوں	Urdu
Tôi nói tiếng Việt	Vietnamese
Mo le so yaruba	Yoruba

Subject: World Wide Interpreters, Inc. Access PIN Email Request
From: help@e-wwi.com
Date: Mon, 20 Dec 2010 11:41:53 -0600 (CST)
To: greenleafcity@cableone.net

City:

Welcome to the WorldWide Interpreters system. Your World Wide Interpreters, Inc. Access PIN is: 87403.

Dial 866-278-8643, and use your Personal Access PIN, to reach an interpreter.

For Support, or other business matters, call 1-866-967-5313.

World Wide Interpreters, Inc.
516 Missouri
South Houston, Texas 77587
FAX: 713-941-1030

City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
208/454-7994 (fax)
cityhall@greenleaf-idaho.us
www.greenleaf-idaho.us

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 program, or

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

then 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 disfficult to arrange, then we will try to make the changes your 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, then we will explain the reasons. You can give us more information if you think that will help.

If you need help filling out a REQUEST FOR A REASONABLE ACCOMMODATION form, or if you wan to give us your request in some other way, then we will help you.

You can get a REQUEST FOR A REASONABLE ACCOMMODATIO FORM from the City Clerk (please see the city's contact information, given above).

City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
208/454-7994 (fax)
cityhall@greenleaf-idaho.us
www.greenleaf-idaho.us

REQUEST FOR A REASONABLE ACCOMMODATION

Applicant: _____ Date: _____

Street Address: _____

City:_____ State:_____ Zip: _____

Telephone:_____(home) _____(work)

E-mail: _____

Please provide the following change or changes so that the applicant listed above can use facilities or participate in the city's programs. (Note: Be specific about what is needed. The other side of this form may be used if necessary.)

_____
_____
_____

This reasonable accommodation is needed because:

_____
_____

The following companies or organizations might help provide the requested accommodation (Note: If you don't know of any, the city will try to get this information elsewhere).

_____
_____

You may verify the need for this request by contacting:

Name:_____
Address: _____
Phone: _____
E-mail: _____

Permission is given to contact the above for purposes of verifying the need for the reasonable accommodation requested above.

Signature: _____ Date: _____

City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
208/454-7994 (fax)
cityhall@greenleaf-idaho.us
www.greenleaf-idaho.us

LETTER TO VERIFICATION SOURCE
FOR
REASONABLE ACCOMMODATION REQUEST

Greetings!

Enclosed is a copy of a 'Request for a Reasonable Accommodation' form. The applicant has indicated that you can verify this need.

Please reply at your earliest convenience indicating whether you believe the accommodation is necessary and will achieve its stated purpose, utilizing the contact information given above. Please 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, thereby authorizing this request.

Please contact the City Clerk if there are any questions.

Thank you,

City Clerk
City of Greenleaf