

NOTICE REGARDING THE 1990 AMERICANS WITH DISABILITIES ACT TITLE II & SECTION 504 OF THE REHABILITATION ACT OF 1973 NONDISCRIMINATION STATEMENT

This notice is provided as required by Title II of the 1990 Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act. It is the policy of the City of Bryan that the City will not discriminate against qualified individuals with disabilities on the basis of their disability in its services, programs, or activities, nor exclude from participation in, deny the benefits of, or otherwise subject individuals to discrimination, including discrimination of employment, under any program or activity that receives or benefits from federal financial assistance. The City of Bryan ensures its programs will be conducted, and its facilities operated, in compliance with all non-discriminatory practices and requirements imposed by or pursuant to 49 Code of Federal Regulations (CFR) Part 27, 28 CFR Part 35 and 42 USC sections 12101-12213. Individuals may request reasonable accommodations from the City of Bryan they believe will enable them to participate in our programs, services, and activities.

Employment: The City of Bryan does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

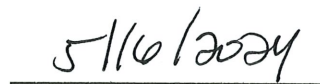
Communication: The City of Bryan will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Bryan's programs, services, and activities, including qualified sign language interpreters,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

Modifications to Policies and Procedures: The City of Bryan will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Bryan, should contact W. Paul Kaspar, ADA Coordinator, City of Bryan, 300 S. Texas Avenue, Bryan, Texas, 77803 or at ada@bryantx.gov as soon as possible but no later than 48 hours before the scheduled event. Other City contact information for this purpose is provided on City Council, Board, and Commission Agendas and Gathering Notices. The ADA does not require the City of Bryan to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. The City of Bryan 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 mobility devices.

Grievance: Complaints that a program, service, or activity of the City of Bryan is not accessible to persons with disabilities should be directed to W. Paul Kaspar, ADA Coordinator, City of Bryan, 300 S. Texas Avenue, Bryan, Texas, 77803 or at ada@bryantx.gov. Please fill out the City of Bryan's ADA GRIEVANCE FORM, available on the internet, to report problems with access to any City of Bryan facility, program or service. If you require a reasonable accommodation or have a question, complaint, or require additional information please contact the ADA Coordinator listed above.



Kean Register
City Manager



Date

ADA POLICY - ACCESSIBILITY TO CITY BENEFITS, SERVICES AND PROGRAMS

PURPOSE: To set forth the City of Bryan's responsibilities under Title II of the Americans with Disabilities Act of 1990, as amended, which protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by the City of Bryan; and to establish a grievance procedure that provides a mechanism for the effective resolution of Title II violations.

POLICY: In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, the City of Bryan will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. 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 City of Bryan'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. Further, the City of Bryan will make all reasonable modifications to policies and procedures to ensure that persons with disabilities have an equal opportunity to enjoy all of its programs, services and activities.

PROCEDURE:

A. ADA Coordinator designated. Title II of the ADA requires all state or local government entities with 50 or more employees to appoint a responsible person to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with Title II of the ADA or alleging any actions that would be prohibited by Title II. The name and contact information for the responsible person is required to be publicly advertised and is available on the City's website and public bulletin boards. W. Paul Kaspar, ADA Coordinator, City of Bryan, 300 S. Texas Avenue, Bryan, Texas, 77803 or at ada@bryantx.gov.

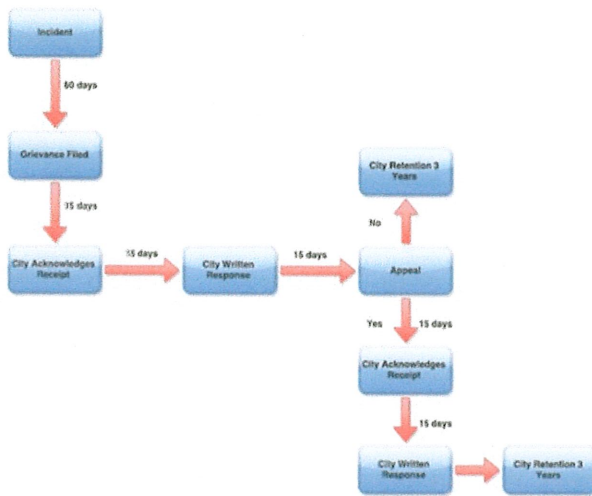
B. Title II of the ADA: Five (5) major administrative duties.

1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance; and
2. Administer and write self-evaluation of the programmatic barriers in services offered by the local government; and
3. Establish a complaint or grievance procedure to respond to complaints of noncompliance from the public; and
4. Develop a transition plan if structural changes are necessary for achieving program accessibility; and
5. Retain the self-evaluation for three years.

C. Grievance Procedure.

1. This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Bryan. The City of Bryan's Personnel & Administrative Policies & Procedures Manual govern Title I employment-related complaints of disability discrimination.
2. A complaint should be in writing and filed by the complainant as soon as possible but no later than sixty (60) calendar days after the alleged ADA Title II violation. The writing should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the alleged violation / problem. The complaint may be filed with the City by submitting a completed **ADA Grievance Form** to: **W. Paul Kaspar - ADA Coordinator, 300 S. Texas Avenue, Bryan, TX 77803.**
3. The **ADA Grievance Form** is available online at the City's website, and hard copies are available upon request at the City Engineer's Office at Municipal Office Building, 300 S. Texas Avenue, Bryan, Texas, 77803.

4. Complaints may also be made by email at ada@bryantx.gov. If you have a disability requiring this material be produced in an alternate format (large print, audiotape, etc.), please call the ADA Coordinator, W. Paul Kaspar, at (979) 209-5040. Alternative means of filing complaints, such as personal interviews or tape recordings of the complaint, will be made available for persons with disabilities upon request. Every reasonable effort will be taken to produce the material in the desired format.
5. The ADA Coordinator will investigate the Title II complaint and may contact the complainant for additional information and/or contact City of Bryan staff who are best qualified to assist in reviewing the complaint, if necessary. The ADA Coordinator or her designee will contact the complainant within fifteen (15) calendar days of the receipt of the written complaint to set up a meeting to discuss the complaint and possible resolutions.
6. Within fifteen (15) calendar days of the meeting, ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the City of Bryan and offer options for substantive resolution of the complaint.
7. If the response by the ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant or designee may appeal the decision to the City Manager within fifteen (15) calendar days after receipt of the response from the ADA Coordinator.
8. Within fifteen (15) calendar days after receipt of the appeal, the City Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City Manager or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
9. All written complaints received by the ADA Coordinator or his designee, appeals to the City Manager or his designee, and responses from these two offices will be retained by the City of Bryan for at least three (3) years.
10. This procedure is available in alternative formats on request.

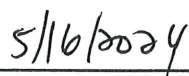


FORMS:

ADA Grievance Form



Kean Register
City Manager



Date

ADA Grievance Form

Instructions: Please complete and sign the form and submit it within 60 calendar days of any incident to:

Paul Kaspar - ADA Coordinator

Physical Address:
City of Bryan
300 S. Texas Avenue
Bryan, Texas 77803

Mailing Address:
City of Bryan
P.O. Box 1000
Bryan, Texas 77805

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

- Accommodation Request
 Program/Service
 Facility Accessibility
 Other: _____
-

CONTACT INFORMATION

2. Reporting Individual:

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

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

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

DETAILS OF COMPLAINT / INCIDENT

4. Date/Time of Incident: _____

5. Department/Facility/Location Involved:

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

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

8. What remedy are you seeking?

Signature

Date

Attach additional pages as necessary. If you need assistance, require an accessible format, or have questions about this form, please contact the City of Bryan ADA Coordinator at: pkaspar@bryantx.gov or (979) 209-5030.