

## **Americans with Disabilities Act Notice (ADA)**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, the city of Helena will not discriminate against qualified individuals with disabilities on the basis of disability in the city's services, programs, or activities.

***Employment:*** The city of Helena 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 Americans with Disabilities Act (ADA).

***Effective Communication:*** The city of Helena 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 by providing alternate formats for making information and communication accessible to people who have speech, hearing, or vision impairments.

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

Auxiliary aids or services for effective communication, or a modification of policies or procedures to participate in a city

program, service, or activity are available upon request. The request should be made as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a city of Helena program, service, or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator. A copy of the city of Helena's ADA Grievance form can be obtained from the city website at <http://www.helenamt.gov>. In addition, any questions or concerns regarding program accessibility can be submitted to the city ADA Coordinator, 316 North Park Avenue, Room 445, Helena, MT 59623; or by phone at 406-447-8490; or by e-mail at [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov).

The city of Helena 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 and other documents are also available on line in the following format: Adobe's Portable Document Format. Please click on the hyperlink to obtain copies of these PDF documents. Notice in PDF (Portable Document Format). These Documents can also be provided in these other formats upon request: Notice in MS Word|Notice in Text Format|.