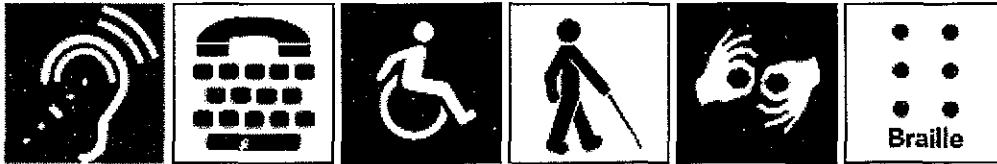


# City of Greensburg

## REASONABLE ACCOMMODATION PROCEDURE



In an effort to ensure that communications with members of the public with disabilities are as effective as communications with others, the City of Greensburg will provide appropriate auxiliary aids and services whenever necessary for those individuals who have hearing, sight or speech impairments, unless to do so would result in a fundamental alteration of its existing programs or an undue administrative or financial burden. 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 services or reasonable modifications of policy. In determining what type of auxiliary aid or service is necessary, the City will give primary consideration to requests of individuals with disabilities.

A person who requires an accommodation, an auxiliary aid or service to participate in a City program, service or activity, or who requests a modification of policies or procedures should contact the City Administrator no later than five (5) business days before the scheduled event. The best effort to fulfill the request will be made.

Please use the Request for Accommodation form which may be accessed from the City's website at [www.greensburgpa.org](http://www.greensburgpa.org) or by calling the City Administration offices at 724-838-4324. The request should contain the location of the program, service or facility where the accommodation is required and the type of accommodation needed. The City Administrator will respond within two (2) business days to the individual requesting the accommodation and a determination made based upon the nature of the request, budget and scheduled project allocations. If the request cannot be filled, a reason will be provided and a written record will be kept on file.