

**CITY OF IRONWOOD, GOGEBIC COUNTY
SECTION 504 ADA SELF-EVALUATION QUESTIONNAIRE**

The City of Ironwood has 35 full time employees.

PART I

1. The City of Ironwood provides the following programs and services to residents and visitors:
 - a. Municipal water and sewer service
 - b. Parks and recreation facilities
 - c. Cemetery
 - d. Solid waste and recycling collection (contracted service)
 - e. Compost site drop-off
 - f. Police services
 - g. Fire protection services
 - h. Ironwood Carnegie Library
 - i. Public housing through Ironwood Housing Commission
 - j. Streets and sidewalks
 - k. Economic and community development
 - l. Residential building code inspections
 - m. Zoning and land use

2. Below is a listing of the various policies and ordinances that that direct the operation of the programs and services listed above.
 - City Charter
 - Code of Ordinances, City of Ironwood
 - City of Ironwood Comprehensive r Plan
 - City of Ironwood Recreation Plan
 - Downtown Blueprint Plan
 - Adopted Fee Schedule
 - Title VI Plan

The City of Ironwood’s water, sewer, and street operations are governed by city ordinances and policies established by the city commission. City management works with staff to develop and implement best practices in asset management and operations in each particular service the city provides. As requested, city staff provides assistance to those with disabilities to access city services. The city abides by ADA requirements for the construction of sidewalks and other public facilities. The city recreation plan identifies universal access as a key goal in providing for future park developments.

3. Identify issues with any program qualifications, eligibility, admission requirements or licensing standards that an individual must meet that might negatively affect individuals with disabilities.
 - a. Do you currently provide a qualified disabled individual the opportunity to participate in, or

benefit from, the aid, benefit, or service you provide?

Qualified disabled individuals are provided the opportunity to participate in, or benefit from, the aid, benefit, or service the City provides: Accessibility is provided at baseball fields and other city recreation areas, at governmental meetings, and public events held at other city-owned buildings.

- b. Do you provide opportunities for participation or benefit to the disabled, equal to opportunities afforded the population at large?

The City provides opportunities to the disabled for participation; if needed reasonable accommodations can be made.

- c. Do you avoid providing different or separate aids, benefits, or services to a qualified individual with a disability unless proven necessary to make them as effective as the aids, benefits, or services provided to others?

The City provides reasonable accommodations to a qualified individual with a disability.

- d. Do you exercise due diligence to avoid assisting or contracting with any persons or entities that are known to discriminate based on disability?

The City exercises due diligence to avoid assisting or contracting with any persons or entities that are known to discriminate based on disability.

- e. Do you allow qualified disabled individuals a full opportunity to participate in all local policy planning or advisory boards? This includes providing reasonable accommodations in the scheduling of time and/or location of meetings, use of auxiliary aids including guide dogs, etc.

The City allows qualified disabled individuals a full opportunity to participate in all local policy planning or advisory boards. The City provides reasonable accommodations in the scheduling of time and/or location of meetings and use of auxiliary aids including guide dogs, etc.

4. In the area of employment, the City of Ironwood is an *Equal Opportunity Employer* and as such follows policies, practices, and procedures to ensure non-discrimination based on disability:

- a. Public advertising of vacant positions and other job opportunities are in local and regional newspapers and contacting appropriate state/federal employment services
- b. Processing and review of applications;
- c. Testing and established minimum requirements have been reviewed as to not be discriminatory;
- d. Interviewing is conducted in accordance with state laws, nondiscriminatory interview questions are avoided; the city will provide necessary accommodations upon request;
- e. The City Personnel Policy outlines the procedures employed by city administration in regards to promotion/demotion, layoff/reinstatement, or transfer, including changes in compensation, these are reviewed to ensure they are nondiscriminatory ;
- f. The City Personnel Policy outlines job assignments/classifications and requires the nondiscriminatory treatment of employees by supervisory personnel;

- g. The City Personnel Policy assures equal access to benefits, including policies on use of vacation and sick leave, unpaid leave of absence, and compensatory time. Also include opportunities for training, attendance at conferences, or other supported activities, including recreational or social programs, health and insurance benefits, etc.;
- h. City personnel policies and city administrative procedures provide for city administration to consider a request for a reasonable accommodation on the job, including determining whether an individual with a disability is capable of performing the essential functions of a particular job with or without a reasonable accommodation. The City Manager, along with guidance from the city attorney will review and act upon such a request.

5. To ensure that communication with disabled applicants, participants, and members of the public are as effective as communications with non-disabled individuals:

a. If any written materials are produced on a program or service, indicate whether the following alternative formats are provided:

- | | | |
|--------------------|------------------------------|--|
| Audio tape | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Braille | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Reader | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Aide | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Mailed to home | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Large print format | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Interpreter | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |
| Other assistance | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input checked="" type="checkbox"/> if requested and resources are available |

The Ironwood Carnegie Library has large print books and audio tape books available at the library. If a special need arises, library staff could provide limited services in reading a book to patrons.

Upon request and resources are available, the City could, provide alternative formats described above to explain and communicate programs and services to city residents and to the public.

b. How would a disabled person learn about these auxiliary aids and services, and how could they request such assistance from you? **Placement of notices at City offices and other city-owned facilities and inclusion on notices of public meetings. Individuals would contact city officials for assistance.**

c. How will you ensure that meetings, hearings, and conferences are accessible for individuals with communication disabilities? **With seven days' notice, the City will provide reasonable accommodations to an individual.**

d. Do you currently offer TDD (telecommunication device for the disabled) access within your communications system? **The City does not utilize TDD communication services.**

e. Are 911 or E-911 emergency service offered within your jurisdiction? If so, is there a TDD connected to your system? **Iron County Central Dispatch serves Gogebic County and is capable of receiving TDD communications. Iron County Central Dispatch is also capable of receiving 911 calls via text messaging.**

- f. Do you have a toll-free phone number to access services and programs? If so, is it usable by persons with hearing impairments? **The City does not have a toll-free number to access services and programs.**
- g. Do you have any public telephones located within your facilities? If so, is at least one phone hearing aid compatible? **There are no public phones at the Ironwood Memorial Building. City staff will assist hearing-impaired individuals in making or receiving phone calls.**

Considering the relatively small scale of the City of Ironwood, and the limited financial resources available, it is necessary to limit aid to the most basic and cost-effective services. As resources are available, staff, boards and officials of the City of Ironwood will be provided training in providing meaningful access of services, and benefits to all individuals.

Part II

- 1. Do you have a policy regarding non-discrimination on the basis of disability that is in compliance with CDBG requirements? Yes No
- 2. Is a copy included in the appropriate project files with your self- evaluation and other related documentation? Yes No
- 3. Does your Notice of Nondiscrimination include the following?
 - a. Contact information for your 504/ADA coordinator Yes No
 - b. How to request auxiliary aids or other services Yes No
 - c. That alternative formats are available Yes No
 - d. That a complaint grievance procedure has been adopted Yes No
- 4. Do you have a grievance procedure? Yes No

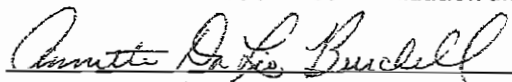
If you answered No, then you must adopt one for successful completion of this project.

If you answered Yes, does it include the following?

- a. A statement allowing an individual to submit a grievance in alternative formats Yes No
- b. A time limit for filing a grievance procedure Yes No
- c. Information on how to also file a complaint through appropriate State or Federal agencies Yes No

Part III Certification

I have reviewed the above self-evaluation and believe it to be accurate.



Signature, Chief Elected Official

8/24/20

Date