

City of El Paso
General Services Department
ACCESSIBILITY/LETTER OF ASSURANCE

TO: ADA Accessibility Coordinator
General Services
2 Civic Center Plaza
El Paso, Texas 79901 (915) 541-4243 voice (915) 541-4229 fax

DATE: _____

As required by the City of El Paso Community and Human Development Department's Funding Program Guidelines, the applicant for funding named below agrees to comply with the City of El Paso Ordinance #9779, Non-Discrimination Against Disabled Persons, and all requirements imposed by said ordinance. The applicant agrees that in accordance with the foregoing requirements, no qualified person shall, on the basis of disability, be excluded from participation in or be denied the benefits of any program or activity receiving financial assistance from or operated by the City of El Paso, or be subjected to discrimination with respect to employment by any recipient of City funds.

Listed below are the exact addresses for **all sites** to be used for the proposed project. (If a section is not applicable, note reason - e.g. "Office in home" or "no rehearsal space."). If you require further space, you may attach an additional sheet.

Administration: _____	Program: _____
_____	_____
_____	_____
Program: _____	Program: _____
_____	_____
_____	_____

Attached is a current Self-Evaluation form for each of the above sites. (If a completed Self-Evaluation form is on file at the proposed site, the applicant may provide a copy *provided* all information is current. If the site has been modified, or if a Self-Evaluation has not been performed on the site, the applicant must complete and submit a current form.)

If the ADA Accessibility Coordinator has found a proposed site to be in Conditional or Non-Compliance status, the applicant must also submit a copy of the **Transition Plan** which is a written agreement between the location's owners or occupants and the City detailing required changes to the site and the time frame to complete these changes. (There is no form for the Transition Plan.)

The applicant understands that any change in the approved site requires notification of the ADA Accessibility Coordinator in the Department of Community & Human Development **at least 60 days prior to use of the new site**. Questions regarding the above information may be addressed to the contact person listed below. **The applicant will expect notification by letter of the accessibility status of each site.**

Name of Organization

Name of Contact Person

Address

Phone of Contact Person

Phone

Signature