



NOTICE OF NONDISCRIMINATION

Carson Water Subconservancy District complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

To File a Complaint

If you think that Carson Water Subconservancy District has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, or age, you can file a complaint in person or by mail, fax or email with:

Edwin James, CWSD General Manager

E-mail: edjames@cwsd.org

Fax: (775)887-7457

U.S. Mail:

Carson Water Subconservancy District
777 E. William Street, Suite 209
Carson City, NV 89701

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov

Fax: 202-401-4708

U.S. Mail:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch
245 Murray Lane, SW

Building 410, Mail Stop #0190

Washington, D.C. 20528

For additional information: www.dhs.gov/crcl

Phone: 202-401-1474 Toll-Free: 1-866-644-8360

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

Carson Water Subconservancy District

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact:
Catrina Schambra, CWSD Nondiscrimination
Program Coordinator**

Phone: (775)887-7450

E-mail: catrina@cwsd.org

Carson Water Subconservancy District

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, Carson Water Subconservancy District (CWSD) will not discriminate against qualified individuals with disabilities on the basis of disability in the CWSD's services, programs, or activities.

Employment: CWSD 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: CWSD will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in CWSD 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: CWSD will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all CWSD programs, services, and activities. For example, individuals with service animals are welcomed in CWSD offices, although otherwise animals are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a CWSD program, service, or activity, should contact the CWSD Administrative Assistant at 775-887-7450 as soon as possible, but no later than 2 business days before the scheduled event.

The ADA does not require CWSD 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 CWSD program, service, or activity is not accessible to persons with disabilities should be directed to the CWSD Administrative Assistant at 775-887-7450.

CWSD 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.

Carson Water Subconservancy District

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a Complaint alleging discrimination based on disability in the provision of services, activities, programs, or benefits by Carson Water Subconservancy District (CWSD). CWSD's Personnel Policy governs employment-related complaints of disability discrimination.

The Complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the Complaint, will be made available, upon request, for persons with disabilities.

The Complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Attn: Catrina Schambra
Carson Water Subconservancy District
777 William Street, #209
Carson City, NV 89701

Within 15 calendar days after receipt of the Complaint, the CWSD Administrative Assistant will speak to or meet with the complainant (whichever the complainant desires) to discuss the Complaint and the possible resolutions. Within 15 calendar days of the meeting, the CWSD Administrative Assistant will respond in writing, and, where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of CWSD and may offer options for substantive resolution of the Complaint.

If the response by the CWSD Administrative Assistant does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response, to the CWSD General Manager at the address above.

Within 15 calendar days after receipt of the appeal, the CWSD General Manager will speak to, or meet with the complainant (whichever the complainant desires) to discuss the Complaint and possible resolutions. Within 15 calendar days after the meeting, the CWSD General Manager will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the Complaint.

All written complaints received by the CWSD Administrative Assistant, appeals to the CWSD General Manager, and responses from them to complainants will be retained by CWSD for at least three years.