



Request for Modification for Meeting Participation

If you are a Peninsula Clean Energy Board or Alternate (“Member”) with a disability or medical condition that limits your ability to participate in public meetings, you may be eligible for a reasonable modification to facilitate your participation. Reasonable modifications may include things like assistive listening devices or remote meeting attendance. Reasonable modification requests are evaluated on individual circumstances to ensure full access to Peninsula Clean Energy meetings.

MEMBER INSTRUCTIONS:

1. Complete the Member section of the Reasonable Modification Request form. Incomplete information **may cause a delay** in processing your request.

- Answer all the questions and fill in all the blanks, including reading and signing the Acknowledgement and Attestation.
- DO NOT state your medical condition or diagnosis.

2. Return all completed forms to the Peninsula Clean Energy Board Clerk.

- US Mail: Attn: Board Clerk, 2075 Woodside Rd, Redwood City, Ca 94061
- E-Mail: boardclerk@peninsulacleanenergy.com

Please note that this information will be maintained in a confidential file and information will be shared only with those who have a need to know in order to evaluate and process your request.

3. You will be contacted by PCE’s Board Clerk upon receipt of the completed Modification Request Form and be provided with the next steps in the process.

4. Contact the Board Clerk if you have questions: Nelly Wogberg, (650) 414-1533, or via E-mail at nwogberg@peninsulacleanenergy.com.



Peninsula Clean Energy Board or Alternate Member Reasonable Modification Request

Member to Complete:

Date: _____

Board / Alternate Name: _____

Email Contact: _____ Phone Contact: _____

1. What specific duties or requirements of the board are you unable to fulfill or participate in as a result of your disability or medical condition?

2. What potential Reasonable Modification(s) may enable you to fulfill these requirements or duties or facilitate your participation in the meetings of the board or committees? (e.g. remote participation)

3. Is this a permanent need for the Reasonable Modification(s)? Yes ___ No ___

4. If not a permanent need, what is the anticipated duration of your need for the Reasonable Modification? (Start and end date)

5. In some cases, we may need to obtain additional information and/or documentation about your condition. This may include documentation from your doctor or other medical provider. If requested, can you provide documentation to support your request and need for accommodation? No Yes



ACKNOWLEDGEMENT and CERTIFICATION

(All Members seeking a reasonable modification must sign)

I certify that I am a member or alternate of the Peninsula Clean Energy Board of Directors and have a disability within the meaning of the Americans With Disabilities Act that limits my ability to fulfill the duties or requirements of the board or committees and/or limits my ability to participate in the meetings the board or committees. I further certify that all the information provided above is true and correct to the best of my knowledge. I understand that this request may require a review of my accessibility needs and the duties and requirements of my position on the board or committees. I agree to cooperate in this process. I further understand that this discussion may involve consideration of alternative potential reasonable modifications other than the one(s) I request, and a modification may not be granted if it imposes an undue burden, is unlawful, and/or fundamentally alters the meetings of the board or committees and my role.

Signature: _____ Date: _____

ADDITIONAL ACKNOWLEDGEMENT FOR REMOTE ATTENDANCE REQUESTS

(Only for Members seeking remote attendance at meetings)

I understand that if granted a modification that allows me to attend meetings remotely, I am required to publicly disclose, at the start of each meeting, whether any other individuals 18 years of age or older are present in the room with me at the remote location, and the general nature of my relationship with any such individuals.

I understand that I take responsibility for the operation of the technology devices I will use to attend remotely, and that Peninsula Clean Energy does not provide devices for this purpose nor technical support for any personal devices I use. I understand that while attending the meeting I am required to participate through both audio and visual technology, and that I will not turn my camera off while participating.

Signed

Printed Name

Board/Alternate Name