

Little Rock Port Authority

Notice and Frequently Asked Questions (FAQ) about Reasonable Accommodations for Individuals with Disabilities

The Little Rock Port Authority is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from its programs, activities, and services. Individuals may request reasonable accommodations from the Little Rock Port Authority that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact Jean Pulliam, Civil Rights Coordinator, 10600 Industrial Harbor Drive, Little Rock, AR 72206, jpulliam@portoflittlerock.com or telephone (501) 490-1468. Hearing and speech impaired may dial 711.

FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is a reasonable accommodation in the Little Rock Port Authority's programs?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of the Little Rock Port Authority's programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to the Little Rock Port Authority.

2. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that the Little Rock Port Authority provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.

3. When should I request a reasonable accommodation?

You may request a reasonable accommodation from the Little Rock Port Authority at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that the Little Rock Port Authority is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation or other language interpretation, the Little Rock Port Authority requests at least two week's advance notice.

4. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with the Little Rock Port Authority staff or participate in its programs or activities.

5. What will the Little Rock Port Authority do upon receiving my request for a reasonable accommodation?

The Little Rock Port Authority may contact you to obtain more information about your request and to better understand your needs. In addition, the Little Rock Port Authority may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of the Little Rock Port Authority's program or impose undue financial or administrative burdens on the Little Rock Port Authority.

In addition, in some cases, the Little Rock Port Authority may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If the Little Rock Port Authority determines that your requested accommodation would fundamentally

alter the nature of the program or impose an undue financial or administrative burden, the Little Rock Port Authority may deny your request. However, in the unlikely event that this occurs, the Little Rock Port Authority will work with you to identify an alternative accommodation that allows you to effectively participate in the Little Rock Port Authority's program, activity, or service.

6. May the Little Rock Port Authority request medical documentation from you after receiving your request for a reasonable accommodation?

No, the Little Rock Port Authority may not request medical documentation after receiving your request for a reasonable accommodation. The Little Rock Port Authority's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

7. May the Little Rock Port Authority charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service provided to you.

8. What are some examples of reasonable accommodations?

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.