

NOTICE
AMERICANS WITH DISABILITIES ACT TITLE II AND SECTION 504 COMPLIANCE

It is the policy of the Port of Houston Authority of Harris County, Texas ("Port Houston") that Port Houston does not discriminate on the basis of disability in its programs, services, or activities. Additionally, Port Houston does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals may request reasonable accommodations from Port Houston they believe will enable them to participate in our programs, services, and activities.

If you require a reasonable accommodation or have a question, complaint, or require additional information please contact the designated **Port Houston ADA Coordinator**, Carlecia Wright, at:

2960 Riverby Road
Houston, Texas 77020
713.670.2436
cwright@porthouston.com

**THIS NOTICE IS AVAILABLE IN ACCESSIBLE FORMATS FROM THE PORT
HOUSTON ADA COORDINATOR.**

FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQ provides information on requesting reasonable accommodations in Port Houston programs, services, and activities.

1. What is a reasonable accommodation in a Port Houston program?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of Port Houston programs, services, 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 Port Houston.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact Port Houston's ADA Coordinator.

3. 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 Port Houston provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.

4. When should I request a reasonable accommodation?

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

5. 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 Port Houston's staff or participate in its programs, services or activities.

6. What will Port Houston do upon receiving my request for a reasonable accommodation?

Port Houston may contact you to obtain more information about your request and to better understand your needs. In addition, Port Houston 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 Port Houston's program or impose undue financial or administrative burdens on Port Houston.

In addition, in some cases, Port Houston may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made. If Port Houston determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, Port Houston may deny your request. However, in the unlikely event that this occurs, Port Houston will work with you to identify an alternative accommodation that allows you to effectively participate in Port Houston's program, activity, or service.

7. May Port Houston request medical documentation from you after receiving your request for a reasonable accommodation?

No, Port Houston will not request medical documentation after receiving your request for a reasonable accommodation. Port Houston'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.

8. May Port Houston charge you the cost of providing the reasonable accommodation?

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

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how Port Houston provides reasonable accommodations include:

- 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 elevated areas or areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.