

**REASONABLE ACCOMMODATION POLICY
CITY OF PITTSBURGH
OFFICE OF THE MAYOR**

In accordance with the Americans with Disabilities Act of 1990, the City of Pittsburgh has adopted the following policy for addressing requests for reasonable accommodations made by people with disabilities in its services, activities, programs, policies, procedures, rules, and regulations. Citizens seeking reasonable accommodations through the ADA should submit their request in writing* to:

ADA Coordinator
200 Ross Street, 4th floor
Pittsburgh, PA 15219
(412) 255-2102

If the ADA Coordinator is able to grant the accommodation, the petitioner will be notified within three business days of receipt of the request and no further action will be required by the petitioner. The request will then be implemented by the appropriate City Department.

If the ADA Coordinator is unable to grant the accommodation request, the petitioner will be notified in writing of the decision, along with his or her rights to file a grievance under the City's Grievance Procedure, in a format acceptable to the petitioner. A copy of that procedure will be included in the correspondence to the petitioner.

* Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing.