



# Disability Accommodation Fund

The Disability Accommodation Fund (“Fund”) is a new funding mechanism that supports employment-related accommodations for people with disabilities at the City of Portland. Any City bureau, office, division or program can access the Fund at any time, provided that funding requests meet the appropriate criteria.

## Fund Eligibility

To use the Fund, the following three conditions must be met:

1. It is being used to finance an employment-related accommodation for a City of Portland job applicant, job candidate, intern, employee, or elected official with a disability. This includes Americans with Disabilities Act (ADA) Title I accommodations that support a person with a disability in:
  - a. Applying for a job;
  - b. Participating in an interview, demonstration, or exam;
  - c. Performing the essential functions of their job;
  - d. Attending a work event, meeting, or training;
  - e. Participating in Affinity Group activities; or
  - f. Receiving information about their employment benefits or privileges.
2. The accommodation has been approved by a Human Resources Business Partner (HRBP).
3. The accommodation requires a financial transaction to acquire a product and/or service.

## Ineligible Expenses

The Fund may **NOT** be used to:

- Finance accommodations that are not related to employment, i.e. ADA Title II or Title III accommodations that are provided for members of the public.
- Finance salaries, stipends, benefits, trainings, leaves of absence, reassignment, or any other privileges of employment for interns, elected officials, or employees with disabilities.



- Finance architectural modifications to City property. Different funding and procedural mechanisms are available to address architectural modifications related to approved ADA Title I requests through Facilities.

### Accessing the Fund

- To use the Fund, a Disability Accommodation Fund Request Form must be completed by a Bureau administrative or personnel staff person.
- The form must be submitted to the BHR Finance Manager for approval via email to [ADATitleI@portlandoregon.gov](mailto:ADATitleI@portlandoregon.gov). Approvals may take up to five (5) business days. If the Finance Manager is out of the office, the BHR Chief Human Resources Officer or Deputy Chief Human Resources Officer may sign as an alternate.
- Once approved, a cost code will be provided to the OBPA for use to purchase the identified product or service. **Receipts must be kept and provided to the BHR Finance Manager no more than two (2) business days after purchase.**
- Any unauthorized charges to the Fund must be reimbursed by the Bureau, Office, or City program that the charge originated from.

### Potential Eligible Expenditures

Please note that this list is **not** exhaustive. Other products or services may also qualify for financing through the Fund.

- Adaptive light switches
- American Sign Language (ASL) interpretation, live or remote
- Amplifiers
- Braille transcription
- Braille or tactile labels and signs
- Braille guides for completing paper forms
- Captioned telephones
- Desk mounts for hardware
- Dictation software
- Easy read materials, e.g. development, translation into other languages
- Electronic magnifiers
- Hardware with customized software, e.g. tablet with an ASL interpretation app



- Hardware that is modified or specialized, e.g. keyboards, mouse, braille terminal
- Hearing loops
- Live captioning, i.e. Communication Access in Real-Time (CART)
- Lockable mini-fridge for storing medications
- Lockable cabinet for storing personal medical equipment
- Modified field-testing equipment
- Modified office furniture, e.g. cabinets or desks
- Noise-cancelling headphones
- Screen reading software
- Smart pens
- Specialized field equipment for researchers with disabilities
- Tactile transcription of maps, graphs, charts
- Talking calculators or desk clocks

### Tracking and Storing Products

- Any product purchased by the Fund is owned by the City of Portland.
- Products that are no longer being used by an employee in one Bureau or Office may be reassigned at any time by BHR for use by an employee in another Bureau or Office.
- All products will receive a tracking number. A tracking mechanism will be maintained by BHR staff.
- If not in use, products may be stored at the Bureau's discretion, provided that they are able to produce it in good, usable condition when requested by BHR.

### Contact Information



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