

Roanoke Valley-Alleghany Regional Commission
Roanoke Valley Transportation Planning Organization
Request for Accommodation

The following document is a record of request for an accommodation requiring an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Roanoke Valley Alleghany Regional Commission and/or Roanoke Valley Transportation Planning Organization program, service or activity.

Contact Information

Name of person needing accommodation: _____

Date of request: _____

Address: _____

Telephone Number: _____

E-mail address: _____

Is the person needing an accommodation a: Visitor Consultant/Contractor
RVARC Commission Member/RTPO Member

If the person needing an accommodation is not the individual completing this form, please provide your information.

Name: _____

Telephone Number: _____

E-mail address or other contact information: _____

Request

Accommodation needed:

Brief statement of why the accommodation is needed:

Date accommodation is needed: _____

Signature: _____ **Date:** _____

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a RVARC and/or RTPO program, service or activity, should submit this form to the Roanoke Valley-Alleghany Regional Commission ADA Coordinator Bryan Hill, as soon as possible but no later than 48 hours before the scheduled event.

To submit the form, or for more information and/or assistance in completing the form, please contact the ADA Coordinator, Bryan Hill, P.O. Box 2569, Roanoke, VA 24010, (540) 343-4417 voice, 711 (Telecommunications Relay Service), (540) 343-4416 fax, bhill@rvarc.org. Please keep a copy of the completed form for your records and future reference.

The Roanoke Valley-Alleghany Regional Commission does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Coordinator.