



CONSORTIUM FOR CITIZENS
WITH DISABILITIES

CCD Policy on Providing Accommodations

The Consortium for Citizens with Disabilities (CCD) is committed to ensuring that all representatives of its member organizations can participate fully in CCD business and therefore provides accommodations as outlined below:

- Conducts in-person meetings in barrier-free locations near public transportation;
- Provides all materials in advance of each meeting in electronic format;
- Upon request, provides materials in alternate formats such as Braille;
- Provide an ASL interpreter and Communication Access Realtime Translation (CART) for:
 - Meetings open to all CCD members including the CCD Annual Meeting and CCD-sponsored briefings;
 - CCD co-chairs meetings; and
 - Upon request, other CCD meetings such as Task Force meetings.
- Upon request, provides other accommodations.

The CCD of Directors will review accommodations expenditures on a quarterly basis and may need to make adjustments due to budgetary considerations. CCD recognizes that we still have work to do and will continue to identify which additional steps are necessary to build the budget and capacity to achieve full and equitable accessibility for all.

Process for Requesting Accommodations:

- CART (Communication Access Realtime Translation) and an ASL interpreter will automatically be provided at meetings open to all CCD members including the CCD Annual Meeting and CCD-sponsored briefings, as well as at CCD co-chairs meetings. These services are automatically being provided at co-chairs meetings based on a survey of CCD membership and the volume of members who indicated that CART and ASL would help them better participate in co-chairs meetings.
- If other accommodations are needed at any CCD meetings or CART and/or ASL are needed at other CCD meetings such as Task Force meetings, members must complete a form at least 7 business days prior to the scheduled meeting in order to provide details about the meeting and specific needs (note: Braille requests are urged to be submitted 7-14 business days in advance of the need). The form can be completed and submitted online ([hyperlink to online form here](#)) or via paper form; if using the paper form, email the completed paper form to charles.ndour@ndrn.org. This form can be completed by the individual needing accommodations or the meeting organizer(s) (e.g., co-chair(s)) on their behalf.

- Services will be arranged by CCD and confirmation of set up will be provided to the individual who requested them, with the meeting organizers (e.g., co-chairs) CC'ed.
- If for any reason the service is no longer needed, the individual who requested the services is responsible for communicating the needed cancellation to charles.ndour@ndrn.org at least 48 hours prior to the scheduled meeting date to ensure that CCD is not charged.
- CCD will issue payment for the services.

This policy replaces CCD's Accommodations Policy that was in effect from January 1, 2015 – December 31, 2015. Effective Date: December 17, 2021.