



NOTICE OF ADA ACCOMMODATION POLICY AND THE AVAILABILITY OF REASONABLE ACCOMMODATIONS

NOTICE OF ADA ACCOMMODATION POLICY

Purpose

DevNW is committed to providing equal access to services for all clients, including individuals with disabilities. In compliance with the Americans with Disabilities Act (ADA) and applicable Oregon laws, we will make reasonable modifications to policies, practices, and procedures when necessary to ensure that people with disabilities have an equal opportunity to participate in our programs and services.

DevNW operates many programs and services that may have specific reasonable accommodation policies, forms, and grievance procedures that are specific to rules and regulations tied to that program. This notice serves as a starting point for members of the public who may wish to become clients of DevNW. This notice includes general information. Program specific reasonable accommodation policies, forms, and grievance procedures are available to clients from their respective program staff member.

If you are a current DevNW client, please contact your program staff member. If you do not know who your specific program staff member is, please contact the DevNW Operator at 541-345-7106 or hello@devnw.org.

Policy Statement

- We do not discriminate against any individual on the basis of disability.
- Reasonable accommodations will be provided to qualified individuals with disabilities, unless doing so would fundamentally alter the nature of our services or cause undue hardship or cost.
- Accommodations may include, but are not limited to:
 - Providing auxiliary aids and services (e.g., interpreters, assistive listening devices, large-print materials)
 - Modifying policies or procedures

- Adjusting communication methods to meet accessibility needs

Requesting an Accommodation

- Clients may request accommodation verbally, in writing, or by email using the Reasonable Accommodation Request form which is made available upon request.
- Requests should be sent to the assigned program DevNW staff member working with the individual and/or the DevNW Operator who can be reached at 541-345-7106 or hello@devnw.org.
- We encourage clients to make requests as early as possible to allow adequate time for arrangements.

Interactive Process

Upon receiving a request, we will:

1. Acknowledge the request promptly.
2. Engage in an interactive discussion with the client to understand their needs.
3. Determine and implement reasonable accommodations in a timely manner.

Confidentiality

All information related to accommodation requests will be kept confidential and shared only with those involved in the process.

Grievance Procedure

If a client believes they have been denied a reasonable accommodation, they may file a grievance with the Director of their respective program and/or the Chief Operations Officer, Jayson Matthews, 541-345-7106x2012 or Jayson.Matthews@devnw.org.

Each program has specific grievance procedures that are tied to the specific rules and regulations of that program. If a client is unable to obtain a specific grievance form their DevNW staff member, they may contact the Chief Operations Officer, Jayson Matthews, 541-345-7106x2012 or Jayson.Matthews@devnw.org.

If the matter is not resolved, clients may also contact:

Oregon Bureau of Labor & Industries (BOLI) – Civil Rights Division

Phone: (971) 245-3844

Email: boli_help@boli.oregon.gov

Website: <https://www.oregon.gov/boli/civil-rights>