

**Opportunity Foundation, Inc.  
504/ADA Self-Evaluation & Transition Plan**

**504/ADA Coordinator**

Opportunity Foundation, Inc. has designated the Executive Director to coordinate the ADA activities of the organization:

Name: Sonya Owan  
Title: Executive Director  
Address: 612 East Broadway, Williston, ND 58801  
Telephone: 701-774-8593  
Office Hours: 8:00 am – 5:00 pm, Monday thru Friday

**NOTICE OF  
NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

Opportunity Foundation, Inc. has adopted by resolution a policy regarding “Non-Discrimination on the Basis of Disability.” Opportunity Foundation, Inc. does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, the operations of its programs, services, or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs known to the 504/ADA Coordinator. Please give at least seven (7) working days notice so that your needs can be adequately met.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should be forwarded to:

Sonya Owan, 504/ADA Coordinator  
Opportunity Foundation, Inc. – Executive Director  
612 East Broadway, Williston, ND 58801  
Phone: 701-774-8593  
Office Hours: 8:00-5:00 p.m. Monday-Friday

Upon request, this notice and other materials may be made available in alternative formats.

**POLICY REGARDING NON-DISCRIMINATION  
ON THE BASIS OF DISABILITY**

A resolution of Opportunity Foundation, Inc., 612 East Broadway, Williston, North Dakota adopting a policy of non-discrimination on the basis of disability.

**Whereas**, the Congress of the United States has passed Section 504 of the Rehabilitation Act of 1973, which requires that "no otherwise qualified individual with a disability shall, solely on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, services, or activities receiving federal assistance; and

**Whereas**, Opportunity Foundation, Inc. has applied for/received federal funds and is required to comply with Section 504 of the Rehabilitation Act of 1973; and

**Whereas**, the failure to comply with the terms and conditions of Section 504 of the Rehabilitation Act may cause the organization to lose its grant or eligibility for future grants;

**Now Therefore Be It Resolved**, by the Executive Director and the Board of Directors of Opportunity Foundation, Inc., Williston, North Dakota the following:

**Section I:** It is the policy of the organization that all programs and activities shall be accessible to and usable by, qualified persons with disabilities, in accordance with Section 504 and the Americans with Disabilities Act (ADA),

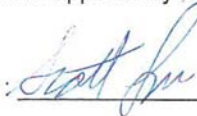
**Section II:** That the organization shall conduct a Self-Evaluation, with the assistance of a review committee involving individuals with disabilities, of its programs, policies, procedures and facilities to determine those areas where discrimination may occur.

**Section III:** The organization shall, upon completion of the Self-Evaluation Plan, make revisions, modifications, or other changes so as to fully comply with the letter and intent of Section 504 and the ADA.

**Section IV:** Further, the organization shall, where building modifications are required, develop and implement a Transition Plan for eliminating structural barriers in a timely manner in accordance with Section 504 and the ADA.

Citizens may contact the Executive Director at 612 East Broadway, Williston, ND 58801, or 701-774-8593 for assistance, or to answer questions regarding this policy during the hours of 8:00-12:00 a.m. and 1:00-5:00 p.m. Monday-Friday.

Passed by the Opportunity Foundation, Inc., Williston, North Dakota

Signed by: 

Title: Board President

Date: 10/29/19

Attest: 

**Opportunity Foundation, Inc.  
504/ADA Self-Evaluation & Transition Plan**

**Board of Directors**

Scott Snow, Trust Officer

Katie Barber, Attorney

David Nelson, Retired Judge

Nikki Johnsrud, Special Education

Keith Long, Person with a disability

Arden Eide, Parent of a child with a disability

Cheryl Saeman, Retired Administrator of Head Start

Kay Unjhem, Parent of a child with a disability

Shelli Hayes, Nurse

Sherill Fosland, Retired Teacher

Jackie Schwan, Nurse

**Opportunity Foundation, Inc.  
504/ADA Self-Evaluation & Transition Plan**

**Board Meeting Minutes**

October 29, 2019

Opportunity Foundation Board Members were contacted by phone or email and approval was given to adopt a policy regarding “Non-Discrimination on the Basis of Disability.” Opportunity Foundation, Inc. does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, the operations of its programs, services, or activities.

**OPPORTUNITY FOUNDATION, INC.**  
**SECTION 504/ADA GRIEVANCE PROCEDURE**

The following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans with Disabilities Act of 1990 (ADA).

According to these laws, Opportunity Foundation, Inc. certifies that all citizens shall have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by the organization.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance must be in writing and must include the name, address, and telephone number of the complainant. **Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available for individuals with disabilities upon request.** The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than ninety (90) days after the alleged violation. Complaints must be signed and sent to:

**Name/Title of Coordinator:** Sonya Owan, Executive Director

**Address:** 612 East Broadway, Williston, ND 58801

**Telephone Number:** 701-774-8593 ext. 114

Within 15 calendar days after receiving the complaint, the Executive Director will meet with the complainant to discuss the complaint and possible resolution. Within fifteen (15) calendar days after the meeting the Executive Director will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio-tape). The response will explain the position of Opportunity Foundation, Inc. and offer options for resolving the complaint.

If the response by the Executive Director does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the 504/ADA Coordinator. Appeals must be made within fifteen (15) calendar days after receipt of the response. Appeals must be directed to the Chairperson of the Board of Directors of Opportunity Foundation, Inc.

Within fifteen (15) calendar days after receiving the appeal, the Chairperson of the Board of Directors will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within fifteen (15) calendar days after the meeting, the Chairperson of the Board of Directors will provide a response in writing. Where appropriate, the response shall be in a format accessible to the complainant. The response shall be accompanied by a final resolution of the complaint. The 504/ADA Coordinator shall maintain the files and records of Opportunity Foundation, Inc. pertaining to the complaints filed for a period of three years after the grant is closed out.

## **GRIEVANCE PROCEDURE NOTIFICATION METHODOLOGY**

The public and staff will be notified of the organization's Grievance Procedure through posted notices, Facebook, and the organization's website.

**OPPORUNITY FOUNDATION, INC.  
PROVISION OF EFFECTIVE COMMUNICATION**

Opportunity Foundation, Inc. will ensure that qualified applicants, participants, and members of the general public who have disabilities are provided communication access that is equally effective as that provided to people without disabilities. Effective communication will be achieved through the use of auxiliary aids and services upon request of a qualified person with a disability. Primary consideration will be given to the individual who requests the auxiliary aid or service. A resource list is available through the 504/ADA Coordinator to help identify aids and services. In choosing equipment or services, the individual requesting the service will first be asked what type of communication aid or service is the most effective.

If the individual's request cannot be granted, every effort to find other services or equipment that will be equally effective will be provided. If for some reason effective communication as requested by the individual cannot be provided, the following steps will be followed.

1. The individual making the request will be told immediately why their request can't be granted and the reason why the decision was made.
2. When claiming fundamental alteration or undue burden, the city will document the basis for its decision in a written statement and demonstrate that all resources available for the funding and operation of the service, activity, or program were taken into consideration.
3. The decision not to provide the service must be made by the head of the entity or his/her designee. Any such designee must be a high ranking official, no lower than a department head, having budgetary authority and responsibility for making spending decisions.



## **EFFECTIVE COMMUNICATION**

Opportunity Foundation, Inc. will make every effort to ensure that people receive effective communication to fit their individual needs. The public will be notified of the organization's Provision of Effective Communication through posted notices, Facebook, and the organization's website. Organizational staff will also be kept informed of the policy.

## **PROVISION OF AUXILIARY AIDS AND SERVICES**

Opportunity Foundation, Inc. makes every effort to ensure that people receive effective communications to fit their individual needs. Auxiliary aids and services can be requested by contacting the Executive Director/ADA Coordinator. The organization will coordinate the provision of aids and services through the Vocational Rehab Program at Northwest Human Resource Center in Williston. The office services the area and can provide listening devices and equipment, contacts with interpreters, Braille translation and other aids and service alternatives that may be required to provide effective communication. The public will be notified that the organization will provide such services through posted notices, Facebook, and the organization's website. Organizational staff will be kept informed of the policy. Phone communication can be accomplished through the use of the State Relay Service.