

DDRC is committed to ensuring that no person is excluded from participating in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin (Title VI) or disability (ADA).

I. Statement

Title VI Commitment

The organization ensures all services, programs, and activities are provided without discrimination based on race, color, or national origin.

ADA Commitment

The organization will provide reasonable modifications to policies, practices, and procedures when required to ensure individuals with disabilities have equal access, unless the modification would cause a fundamental alteration or undue burden.

II. Requesting a Reasonable Modification

Individuals with disabilities may request modifications orally, in writing, electronically, or through assistive communication methods. Requests should include:

- The policy or procedure needing modification
- The specific modification requested
- Why the modification is necessary due to disability

III. Processing Requests

Upon receiving a request, the organization will:

1. Acknowledge receipt promptly.
2. Engage in an interactive process to clarify needs.
3. Evaluate the request by determining whether:
 - The modification is necessary to ensure equal access;
 - It would not cause a fundamental alteration;
 - It would not impose an undue burden.
4. Provide notice of approval or denial.
5. If denied, offer alternative options where feasible.

IV. Examples of Reasonable Modifications

Examples may include:



- Adjusting communication procedures to accommodate disability-related needs.
- Allowing the use of assistive devices or service animals.
- Providing alternative formats for materials or assistance in completing forms.

V. Situations Where Modifications May Be Denied

A request may be denied when:

- It would fundamentally alter the nature of the service or program;
- It would create an undue financial or administrative burden;
- The individual can fully participate without the requested modification;
- It would pose a direct threat to the health or safety of others.

Even when a request is denied, the organization will attempt to offer an alternative solution where possible.

VI. Title VI & ADA Complaints

Anyone who believes they have been subjected to discrimination under Title VI or denied reasonable modification under the ADA may file a complaint.

- Title VI complaints must be filed within 180 days of the alleged event.
- ADA complaints must follow established grievance procedures consistent with civil rights standards.

The organization will:

- Investigate promptly;
- Maintain confidentiality as appropriate;
- Issue written findings and corrective actions if needed.
- Retain a copy of complaints for at least one year.
- Retain a summary log of complaints for at least five years.

VII. Public Notification

This plan will be:

- Posted on the organization's website;
- Provided in alternate formats or languages upon request to ensure accessibility for individuals with disabilities and individuals with limited English proficiency.