DATE

TO: NAME, Executive Director, WDC NAME

Cc: NAME, Title, Organization

FROM: NAME, Equal Opportunity Officer, INITIALS

RE: YEAR Equal Opportunity and Nondiscrimination Monitoring Report

# **Purpose of Review**

In compliance with the Nondiscrimination and Equal Opportunity (EO) provisions of the Workforce Innovation and Opportunity Act (WIOA), the WDC completes annual compliance monitoring of each service provider and site within the LWDA.

# **Elements of Review**

The WDC EO Officer conducted equal opportunity and nondiscrimination monitoring on the following dates:

* Service provider, date
* WS site, date

Our monitoring included meetings with the service provider managers, interviews with customers and employees, file reviews, and facility walkthroughs.

# **Service Provider**

# Summarize the monitoring you conducted for this service provider (i.e. meeting with manager, employee and customer interviews, participant and medical file reviews)

## **NDP Element I: Designation of EO Officers and EO Training**

Summarize how the service provider is complying.

## **NDP Element II: Notice and Communication**

### **EO Notice Posters, EO Taglines and Effective Communications**

Summarize how the service provider is complying.

Service provider ensures effective communications with individuals with disabilities in the following ways:

* Summarize how the service provider is complying.

## **NDP Element III: Assurances**

Summarize how the service provider is complying.

## **NDP Element IV: Affirmative Outreach**

### **Communications and Outreach**

* Summarize how the service provider is complying.

### **Access for LEP Customers**

* Summarize how the service provider is complying.

### **Access for Customers with Disabilities**

* Summarize how the service provider is complying.

## **NDP Element V: Compliance with Section 504**

### **Nondiscrimination On the Basis of Disability**

* Summarize how the service provider is complying.

## **NDP Element VI: Data and Information Collection and Maintenance**

Summarize how the service provider is complying.

## **NDP Element VII: Monitoring Recipients for Compliance**

Summarize how the service provider is complying.

## **NDP Element VIII: Complaint Processing Procedures**

Summarize how the service provider is complying.

## **NDP Element IX: Corrective Actions/Sanctions**

Describe any corrective actions/sanctions.

# **WorkSource Site Walkthrough**

## **EO Posters**

Summarize how the service provider is complying. If issues found, summarize how they were corrected.

## **EO Tagline**

Summarize how the service provider is complying. If issues found, summarize how they were corrected.

## **Assistive Technology**

Summarize how the service provider is complying. If issues found, summarize how they were corrected.

## **Building Accessibility**

Summarize how the service provider is complying. If issues found, summarize how they were corrected.

## **Reception/Welcome Area**

Summarize how the service provider is complying. If issues found, summarize how they were corrected.

**Review Deficiencies**

Service provider immediately corrected most issues such as ?. Following are the identified unresolved deficiencies, and corresponding corrective actions and due dates.

**Service provider or WS site**

1. **Deficiency:** The pressure required to open the restroom doors at SITE is greater than 5 pounds.

**Requirement:** The regulations for Title II of the Americans with Disabilities Act, as amended, at 36 CFR Part 1191 Appendix D 404.2.9 provides:

“Door and Gate Opening Force. Fire doors shall have a minimum opening force allowable by the appropriate administrative authority. The force for pushing or pulling open a door or gate other than fire doors shall be as follows: Interior hinged doors and gates: 5 pounds (22.2 N) maximum.” [Emphasis added]

**Corrective Action:** The restroom doors shall be adjusted so that the pressure required to open the doors is less than 5 pounds.

**Due Date:** This should be completed by DATE.

1. **Deficiency:** The close rate on the restroom doors at SITE is less than 5 seconds.

**Requirement:** The regulations for Title II of the Americans with Disabilities Act, as amended, at 36 CFR Part 1191 Appendix D 404.2.8.1 provides:

“Door Closers and Gate Closers. Door closers and gate closers shall be adjusted so that from an open position of 90 degrees, the time required to move the door to a position of 12 degrees from the latch is 5 seconds minimum.” [Emphasis added]

**Corrective Action:** The restroom doors room doors shall be adjusted so that the time to close is no less than 5 seconds.

**Due Date:** This should be completed by DATE.

# **Summary**

If you have questions or disagree with the deficiencies, corrective actions or due dates, I will meet with you to discuss the issues. The process outlined in the WIOA Equal Opportunity and Nondiscrimination Monitoring guide will be followed. If mutual agreement or voluntary compliance cannot be reached, the corrective action procedures provided in the Washington State Nondiscrimination Plan will be followed, per the U.S. Department of Labor, Civil Rights Center.