

EQUAL OPPORTUNITY

MONITORING GUIDE

QUESTIONNAIRE

ASSURANCES

YES

NO

COMMENTS

1. Is the recipient aware of its obligation to comply with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and Section 188 of the Workforce Innovation & Opportunity Act?
2. Do you wish to receive a summary of the civil rights laws which affect DOL financially assisted programs?
3. Does the required assurance language at 29 C.F.R. § 37.20, or a reference to it, appear on all grant applications, agreements and contracts?
4. Are copies of current EO policies made accessible to staff?
5. Are EO policies communicated in a format appropriate for staff with hearing and/or visual impairments?

EQUAL OPPORTUNITY OFFICER

1. Has the recipient communicated the identity of the recipient's designated EO Officer to all sub-recipients/staff in their workforce region?
2. Does each office in the workforce region have staff available to assist with EO responsibilities?
3. Is the person's identity known to all staff persons in the office?

RECORD KEEPING

1. Does the recipient maintain a log of complaints and submit a copy of the log to DWD on a quarterly basis?

RECORD KEEPING (continued)

YES

NO

COMMENTS

2. Are complaints of discrimination retained for a period of no less than three (3) years after resolution?
3. Are complaint files maintained confidentially and by some systematic method, e.g., alphabetically or numerically by date filed? Please state the method in the comments section.
4. Do complaint files include the following: a copy of the written complaint, a record of contacts made and information obtained during an investigation, and related correspondence?
5. Are beneficiary/participant files free of subjective and/or inappropriate remarks and comments?
6. Are beneficiary/participant files retained for at least three (3) years after close of the applicable program year?
7. Is data collected and retained for each beneficiary, applicant and employee as required by 29 C.F.R. § 38.37?

STRUCTURAL ACCESSIBILITY

(Applicable to each office in the recipient's LWSA)

1. Is there designated parking with signage available for disabled individuals?
2. Is there a designated restroom for the disabled with appropriate signage?
3. Is there at least one wheel chair accessible entrance/exit?
4. If there are public telephones available, are accommodations

STRUCTURAL ACCESSIBILITY (continued) **YES** **NO** **COMMENTS**

provided for hearing impaired individuals, e.g., TDD/TYY?

5. Are all services/activities provided in a facility that is accessible to disabled persons? If not, what accommodations are made?
6. Has an Americans with Disabilities Act (ADA) self-evaluation survey been recently conducted on all facilities where services/activities are provided to the public?
7. Have corrective actions been taken to correct any deficiencies noted in the self-evaluation survey? If not, please explain.

PROGRAM ACCESSIBILITY

1. How is information provided to limited English speaking individuals?
2. Does the recipient have a procedure for providing auxiliary aids and services when requested by a client? Please provide a copy of the same.
3. Does the recipient have a procedure for providing reasonable accommodation as requested? Please provide a copy.
4. Are programs/activities provided in the most integrated setting?

EO POSTERS AND NOTIFICATION

1. Is the "Equal Opportunity is the Law" notice posted prominently in all offices?
2. Where paper files are maintained is the notice included in the participant's files?

EO POSTERS AND NOTIFICATION

YES

NO

COMMENTS

(continued)

3. Is the EO Notice provided in alternate formats and languages where required?
4. Is the EO Tagline included on all brochures and pamphlets as required?
5. If a phone number is provided on the pamphlets, etc., is there a TDD/ TYY number?

COMPLAINT PROCEDURES

1. Have all staff, applicants and beneficiaries been advised of the recipient's policy on filing complaints of discrimination?
2. Are all complaints of discrimination entered into the complaint log?
3. Are complaints of discrimination responded to in a most expedient manner?
4. Are there procedures in place for assisting limited English speaking individuals, or others requiring assistance, in filing complaints of discrimination?

COMMUNITY RELATIONS

1. Have community-based organizations and public interest groups been advised of the recipient's obligations to equal opportunity?
2. If, not, what assistance does the recipient require of the State EO Officer in meeting this requirement?