



Eligible Training Providers (ETPS) Monitoring Form
Section 188 of WIOA and 29 CFR Part 38 Nondiscrimination and Equal Opportunity
PY21-22 (35)

Eligible Training Provider:

Date of Review / / 20__

Prepared By: **W. Holifield**

(302) 761-8160

Follow up or Next Review Date: / / 20__

Print Name:

Signature:

Section 1: Assurances	
1. Who signed the Eligible Training Provider (ETP) contract for this organization? Please provide the contact information and title for the person authorized to sign the contract(s).	
2. Provide a copy of the following policies:	
a. sexual harassment	
b. religious accommodation	
3. Provide a copy of checklists or other guidelines used by contract specialists, attorneys, or others who review contracts and agreements that indicate that nondiscrimination and equal opportunity regulations is considered in the evaluation of such documents.	
4. Does this organization have a discrimination policy that includes the prohibited bases under Section 188 of WIOA?	
5. What is the organization's Equal Opportunity (EO) statement and policy?	
6. Provide a copy of the organization's reasonable accommodation/modification policy.	

7. Explain the procedure implemented within your organization that inform students of the reasonable accommodation/modification policy.	
8. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 2: Designating an individual to work with the Local EO Officer 29 CFR 38.33	
9. Provide the contact information of the person designated to work with the Local EO Officer.	
10. Provide the contact information for the person responsible for implementing the required policies and procedures under Section 188 of WIOA within your organization.	
11. Provide the list of EO related training provided to staff from July 1, 20__, to June 30, 20__ (provide dates and locations).	
12. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 3: Notices and Communications 29 CFR 38.44-39	
13. Provide a copy of the posted notice required by Section 188 of WOIA and the Delaware Nondiscrimination Plan. Describe the locations where this notice is posted within the facilities.	
14. Provide a copy of each recruitment brochure and other item of material distributed from July 1, 2020, to June 30, 2021 to the public showing that each includes the statements "equal opportunity employer/program" and "auxiliary aids and services are available upon request to individuals with disabilities"; and the telephone numbers for TDD/TTY access and/or telephone relay services.	
15. Describe how steps are taken to ensure communications with individuals with disabilities are as effective as communication with others is sufficiently addressed.	
16. How does your organization service individuals that are limited English proficiency (LEP)? Please provide a copy of the any policy.	
17. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 4: Affirmative Outreach 29 CFR 38.40	
18. Provide the organization's assessment by the population to be served including: the various racial and ethnic groups; members of both sexes; individuals with disabilities; individuals in different age groups; and individuals with different language needs. This assessment applies to those considered for employment and participation.	
19. Provide copies of targeting, outreach and recruitment plans.	
20. Provide copies of plans for expanding the pool of those considered for participation or employment by race/ethnicity, sex, disability status, age, and language needs from July 1, 2020, to June 30, 2021.	
21. Provide copies of brochures, posters, public-service announcements, computer screens displaying related information, and other publicity materials (media, newspaper, and radio program) from July 1, 2020, to June 30, 2021, on programs services.	

22. Provide copies of the organization's advertised programs, services and activities to target various demographics (minorities/older individuals/ individuals with disabilities) from July 1, 2020, to June 30, 2021.	
23. Please provide a copy of the advertisement	
24. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 5: Data and Information Collection Maintenance 29 CFR 38.41-45	
25. Provide a copy of policy/issuance that discusses ensuring the confidentiality of demographic information regarding individuals.	
26. Provide a copy of reports regarding the WIOA EO demographic (race/ethnicity, age, disability status sex, and preferred language) information for participants and employees.	
27. Provide a copy of the complaint logs used to track discrimination complaints that allege a violation.	
28. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 6: Governor's oversight and monitoring responsibilities for State Programs 29 CFR 38.53-54	
29. Demonstrate how data and records collected on students and employees from July 1, 2020, to June 30, 2021 , that were analyzed to determine whether any differences based upon race/ethnicity or sex have practical or statistical significance.	
30. Explain how, if any, significant differences found from July 1, 2020, to June 30, 2021, on analysis of students and employees data records investigated to determine whether the differences are due to discrimination.	
31. Provide a copy of the follow up plan for the significant differences found from the analysis conducted on student and employee data from July 1, 2020, to June 30, 2021.	
32. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 7: Complaint Procedures 29 CFR 38.72-73	
33. Provide a copy of your complaint procedures for students and employees.	
34. Provide the instrument (e.g. directive, memorandum) used to inform students and employees of the complaint procedures.	
35. Is technical assistance needed for this section?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Completed By: <input type="checkbox"/> Wanda Holifield, WIOA EO Officer
<input type="checkbox"/> State EO Officer
Comments:
Date: / / 2022

If you have questions, please contact WIOA EO Officer Wanda.Holifield@delaware.gov [(302) 761-8160]