



Date: April 11, 2017

To: **WIOA Directors, District Managers, Managers, Grantees, and Sub-Recipients**

From: Harvey Andrews, State WIOA EO Officer

Subject: **Procedure for Equal Opportunity (EO) and Nondiscrimination Policy Guidance under 29 CFR Part 38, "Implementation of the Non-Discrimination and Equal Opportunity Provisions of the Workforce Innovation Opportunity Act (WIOA)"**

As an IWD Director, District Manager, Manager you are designated "EO Liaisons". To assist you in carrying out your responsibilities under WIOA 29 CFR Part 38 and to enhance your abilities to serve in the EO Liaison capacity, you and your reporting authorities will continue to be provided notices together with training. This is to emphasize our ongoing requirement to be in compliance with state and federal regulations ensuring equal opportunity and nondiscrimination in all of our programs, services, activities and training. I have also sent this policy to State Boards, Advisory Councils, Regional Investment Boards, Grantees and Sub-Recipients for their information. They are not being asked to complete any of the provided forms but are to be knowledgeable of the obligations.

As a Department of Labor (DOL) financial recipient, IWD is required to ensure that policies, procedures, technical assistance, guidance, communiqués and memorandums related to EO and Nondiscrimination are effectively communicated to all four districts and the 15 regions, grantees, and sub-recipients. It is a

continuing requirement to provide **EO and Nondiscrimination policy guidance and information** relative to the programs, services and activities IWD provides.

I will continue to provide topical communication to you in a variety of formats, such as written documents, memorandums, e-mails with attachments, posters, informational brochures, videos and other forms of audio and visual presentation. This will be inclusive of information regarding any action you should take regarding applicable deadlines, and other pertinent information to implement the effective action required. For your reference, you should maintain a file for this documentation I am providing so you can refer to the material as needed.

Please contact me for further information or with any questions you may have (Harvey Andrews, State WIOA EO Officer, 515-281-8149 or email harvey.andrews@iwd.iowa.gov). Your continued cooperation is appreciated.

A handwritten signature in black ink, appearing to read 'Harvey Andrews', with a long horizontal flourish extending to the right.

Harvey Andrews
State WIOA EO Officer