



EQUAL OPPORTUNITY IS THE LAW

It is Against the Law for This Recipient of Federal Financial Assistance to Discriminate on the Following Bases:

- ❖ Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; or,
- ❖ Against any beneficiary of programs financially assisted under Title 1 of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title 1-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- ❖ Deciding who will be admitted, or have access, to any WIOA Title 1-financially assisted program or activity;
- ❖ Providing opportunities in, or treating any person with regard to, such a program or activity; or
- ❖ Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to Do If You Believed You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title 1-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

**EO Officer
Gina Baker
City of Richmond (CRETP)
Employment and Training Department
330 -25th Street
Richmond, CA 94804**

or

**Director
Civil Rights Center
U.S. Department of Labor
Room N-4123
200 Constitution Avenue, NW
Washington, DC 20210**

If you file your complaint with the CRETP, you must wait either until the CRETP issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see CRC address above).

- ❖ If you file your complaint with the CRETP, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).
- ❖ If the CRETP does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient)
- ❖ If the CRETP does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

FOR MORE INFORMATION OR TO FILE A COMPLAINT, CONTACT:

**Gina Baker, EO Officer
City of Richmond
Employment and Training Department
330 -25th Street
Richmond, CA 94804
gbaker@richmondworks.org
(510) 307-8014**

Please use the Employment Development Department Discrimination Complaint Form, ED 8498, to submit your complaint. Auxiliary aids and services are available upon request to individuals with disabilities. TTY users, please call the California Relay Service at 711.