

## EQUAL OPPORTUNITY IS THE LAW

The Orange County Development Board (OCDB) and Workforce Innovation and Opportunity Act (WIOA) Recipients are prohibited from discriminating 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, applicant to, or participant in, programs financially assisted under Title I of the *Workforce Innovation and Opportunity Act* (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The OCDB and all its WIOA Recipients must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I 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.

The OCDB and all its WIOA 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 BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either [Orange County One-Stop \(OCOS\)](#) OR with the OCDB's Equal Opportunity Officer OR the Director, Civil Rights Center (CRC), U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210; or electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc).

If you elect to file your complaint with the OCOS Equal Opportunity Officer [Michelle Foster, 949-341-8000, TDD 800-735-2922/TTY #711, 17891 Cartwright Road #100 Irvine, CA 92614](#) you must wait until the OCOS issues a written Notice of Final Action, or until 45 days have passed, whichever is sooner, before filing with the OCDB's Equal Opportunity Officer, Amy Hernandez, (714) 480-6438, California Relay Service (CRS) (800) 735-2922 or TTY users 711; OCDB/Orange County Community Services-Community Investment Division, 1300 South Grand Avenue, Building B, 3<sup>rd</sup> flr., Santa Ana, CA 92705.

If the OCOS does not provide you with a written Notice of Final Action within 45 days of the day on which you filed your complaint, you do not have to wait for the OCOS to issue that Notice before filing a complaint with the OCDB. You must file your complaint with the OCDB within 15 days of the 45-day deadline (in other words, within 60 days after the day on which you filed your complaint with the OCOS).

If the OCOS 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 OCDB. You must file your OCDB complaint within 10 days of the date on which you received the Notice of Final Action.

If you elect to file your complaint directly with OCDB, you must wait until you receive a Notice of Final Action from OCDB or until 90 days have passed, whichever is sooner, before you file with CRC. If OCDB does not provide you with a written Notice of Final Action, within 90 days of the day on which you filed your complaint, you do not have to wait for OCDB to issue that Notice before filing with CRC. 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 agency you filed against). If you received a Notice of Final Action but you are dissatisfied with OCDB's decision, you may file a complaint with CRC within 30 days of the date on which you received the Notice of Final Action.

This WIOA Title I-financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Request for services, aids, and/or alternative formats need to be made by calling: TDD/TTY users [1-800-735-2922](tel:1-800-735-2922) or TTY users 711 or 1-800-735-2922.

## EQUAL OPPORTUNITY IS THE LAW

It is against the law for The Orange County Development Board (OCDB) and any of its subrecipients and contractors, as recipients 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, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program activity.

The OCDB and any of its subrecipients and contractors must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-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.

### WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

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

- a. The [Orange County One-Stop Center \(OCOS\)](#) Equal Opportunity Officer (EOO), [Kimberly May, 714-241-4900, TDD 800-735-2922/TTY 711, and 7077 Orangewood Ave #200 Garden Grove, CA 92841](#) **OR**
- b. With the OCDB's Equal Opportunity Officer, Amy Hernandez, (714) 480-6438, TDD (714) 834-7163 or TTY users 711; Orange County Development Board/Orange County Community Services-Community Investment Division, 1300 South Grand Avenue, Building B, Santa Ana, CA 92705 **OR**
- c. With the Equal Opportunity Officer, Employment Development Department (EDD), PO Box 826880, MIC 83, Sacramento, CA 94280 **OR**
- d. The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the [OCOS](#) you must wait until the [OCOS](#) issues a written Notice of Final Action, or until 45 days have passed, (whichever is sooner), before filing with the OCDB.

If the [OCOS](#) does not give you a written Notice of Final Action within 45 days of the day on which you filed your complaint, you do not have to wait for the [OCOS](#) to issue that Notice before filing a complaint with the OCDB. However, you must file your OCDB complaint within 15 days of the 45-day deadline (in other words, within 60 days after the day on which you filed your complaint with the [OCOS](#)).

If the [OCOS](#) 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 OCDB. You must file your OCDB complaint within 10 days of the date on which you received the Notice of Final Action.

If you file your complaint directly with the OCDB, you must wait either until you receive a Notice of Final Action from OCD or until 90 days have passed, whichever is sooner, before filing with CRC.

If OCDB does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for OCDB to issue that Notice before filing with CRC. 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 agency you filed against).

If OCDB 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.

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