

**Corrective Actions and Sanctions
Appendix A**

Letter of Findings

IN THE MATTER OF:

(NAME AND ADDRESS OF RECIPIENT)

Recipient.

LETTER OF FINDINGS

You meet the definition of “recipient” under 29 C.F.R. § 38.4 of the regulations implementing Section 188 of the Workforce Innovation and Opportunity Act (WIOA). As a result, you are obliged under Federal law to ensure nondiscrimination and equal opportunity in our WIOA-assisted programs and activities on the bases of race, color, national origin (including serving limited English proficient persons, age, gender (including sexual orientation, pregnancy, and gender identity), political affiliation, citizenship, disability, WIOA-participant status. I am the designated Equal Opportunity (EO) Officer charged with conducting discrimination complaint investigations, monitoring, and compliance reviews to ensure our obligations under WIOA Section 188 are satisfied.

This “Letter of Findings” is being issued because:

█ I found violations of WIOA Section 188’s nondiscrimination requirements during monitoring and/or a compliance review of our operations, which was conducted on █, 20█. A description of the violations is as follows: █

█ Upon conclusion of a discrimination complaint investigation, I found discrimination in violation of WIOA Section 188’s nondiscrimination mandates. A description of the violation(s) as set forth in my “Final Determination” is as follows: █

Within █ calendar days of the date of issuance this Letter, you are directed to take the following corrective actions: █

Within █ calendar days of the date of issuance of this Letter, you are directed to comply with the following sanctions: █

Within █ calendar days of the date of issuance of this Letter, you must provide me with either: (1) written assurances that each corrective action/sanction has been successfully completed; or (2) a written “Conciliation Agreement” that complies with the requirements at 29 C.F.R. § 38.91(b)(2). Failure to timely comply with this “Letter of Findings” shall result in the issuance of a “Final Determination: Sanctions,” which may provide for suspension or termination of your funding in addition to any other remedies allowed by law.

Equal Opportunity Officer
(contact information)

Date Issued: █