



Date

Name

Title

Organization Name

Street Address

City, State, Zip

Dear [NAME]:

Thank you for taking the time to assist the Office of the State Superintendent of Education for the District of Columbia (OSSE) during our Career and Technical Education (CTE) Methods of Administration (MOA) on-site civil rights compliance review of [ORGANIZATION NAME], which was conducted on [DATE]. Your time and effort in organizing documents for the OSSE's review, as well as scheduling interviews, was much appreciated.

The *Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs* (34 C.F.R. Part 100, Appendix B) (*Guidelines*) require each state agency responsible for the administration of CTE programs to conduct compliance reviews of subrecipients that offer such programs, and that receive federal financial assistance from the U.S. Department of Education. As a recipient of federal funds, [ORGANIZATION NAME] is required to comply with federal laws and regulations that prohibit discrimination on the basis of race, color, national origin, sex, and disability.

The purpose of the on-site review was to determine the school's compliance with the *Guidelines* and the following federal laws and regulations:

- Title VI of the Civil Rights Act of 1964 and its implementing regulations at 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color, and national origin;
- Title IX of the Education Amendments of 1972 and its implementing regulations at 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 34 C.F.R. Part 104, which prohibit discrimination on the basis of disability; and
- Title II of the Americans with Disabilities Act of 1990 and its implementing regulations at 28 C.F.R. Part 35, which prohibit discrimination on the basis of disability.

School Letter of Findings

This Letter of Findings (LOF) summarizes OSSE’s visit and any required corrective actions across eight major areas of review:

- I. Administrative Requirements;
- II. Recruitment, Admissions, and Counseling;
- III. Accessibility;
- IV. Comparable Facilities;
- V. Services for Students with Disabilities;
- VI. Financial Assistance;
- VII. Work-study, Cooperative Programs, and Job Placement; and
- VIII. Employment.

All required corrective action must be included in [ORGANIZATION NAME]’s Voluntary Compliance Plan (VCP), which will be sent to you approximately five business days after the date of this letter. Once received, your organization should:

- 1. Identify the individual(s) responsible for completing each area of noncompliance on behalf of the organization;
- 2. Address each item of noncompliance;
- 3. Describe the corrective action that [ORGANIZATION NAME] will take to remedy each area of noncompliance;
- 4. Specify the target completion date (month and year) for each area of noncompliance; and,
- 5. Provide a brief narrative statement detailing how the completed remedy will be reported to, and verified by, OSSE.

The completed VCP must be returned to the DC CTE MOA Coordinator, Joseph Green, via email (joseph.green3@dc.gov) no later than [DATE].

Thank you again for your cooperation during the on-site review. Feel free to contact me if you have any questions regarding this LOF. Please be advised that your district has a continuing obligation to maintain compliance with all civil rights requirements.

Sincerely,

Richard W. Kincaid
State CTE Director

Joseph Green
Coordinator, Methods of Administration

cc: [NAME(S)]



Summary of Findings

Methods of Administration Review of [ORGANIZATION NAME]

Onsite Review Conducted [DATE]

Please note that Federal law prohibits retaliation against individuals because they assisted or participated in any manner in an investigation under Title VI, Title IX, Section 504, or the ADA. Thus, a school district may not intimidate, threaten, coerce, or discriminate against any individuals because of their cooperation with an MOA review. Please see 34 C.F.R. §§ 100.7(e), 104.61, 106.71; 28 C.F.R. § 35.134 for more details.

I. Administrative Requirements

A. Annual Notice of Nondiscrimination

Applicable Requirements: *Guidelines* Section IV.O.

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None

B. Continuous Notice of Nondiscrimination

Applicable Requirements: 34 C.F.R. §§ 100.6(d), 104.8, and 106.9; and 28 C.F.R. § 35.106.

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

C. Designation of Compliance Coordinators

Applicable Requirements: *Guidelines* Section IV.O; 34 C.F.R. §§ 104.7(a) and 106.8(a); 28 C.F.R. § 35.107(a).

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

D. Grievance Procedures

Applicable Requirements: 34 C.F.R. §§ 104.7(b) and 106.8(b); 28 C.F.R. § 35.107(b).

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

II. Recruitment, Admissions, and Counseling

A. Admissions Criteria and Access to Classes

Applicable Requirements: *Guidelines* Sections IV.A, IV.F, IV.K, and IV.N; 34 C.F.R. §§ 100.3(a) and (b)(1)(v), 104.4(a) and (b), 106.34 and 106.35; 28 C.F.R. § 35.130.

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

B. Access for National Origin Minority Students with Limited English Language Skills

Applicable Requirements: *Guidelines* Section IV.L.

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

C. Counseling and Prospects for Success

Applicable Requirements: *Guidelines* Sections V.A and B; 34 C.F.R. §§ 100.3(a) and (b); 104.37(b), and 106.36.

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

D. Counseling of Students with Limited English Speaking Ability or Hearing Impairments

Applicable Requirements: *Guidelines* Section V.D; 34 C.F.R. §§ 100.3(a) and (b) and 104.37(b).

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

E. Recruitment and Promotional Activities

Applicable Requirements: *Guidelines* Sections V.A, V.C and V.E

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

III. Accessibility for Students with Disabilities

Applicable Requirements: *Guidelines* Section IV.N; 34 C.F.R. §§ 104.21-104.23; 28 C.F.R. §§ 35.149-35.151

Summary of Findings and Analysis:

XYZ's alterations were completed in 2006 and the school chooses to comply with the 1991 ADA Standards for Accessible Design. Below are the accessibility findings:

Area and Accessibility Violation	Applicable Accessibility Standard	Corrective Action
Area: Floor 1 X - There were no doors on the men's and women's stalls.	4.13.5 and 4.17.13	Install stall and door, so that the width of the stall is 60 inches, and the depth of the stall required is a minimum of 59 inches. 4.13.5 - Clear Width. Doorways shall have a minimum clear opening of 32 in (815 mm) with the door open 90 degrees, measured between the face of the door and the opposite stop.

IV. Comparable Facilities

Applicable Requirements: *Guidelines* Section VI.D; 34 C.F.R. § 106.33

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

V. Services for Students with Disabilities

Applicable Requirements: *Guidelines* Sections IV.N and VI.A; 34 C.F.R. §§ 104.4(a) and 104.33-104.36; 28 C.F.R. § 35.130

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None

VI. Financial Assistance

Applicable Requirements: *Guidelines* Sections VI.B; 34 C.F.R. §§ 100.3(a) and (b), 104.4(a) and (b), and 106.37

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

VII. Work-Study, Cooperative Programs, and Job Placement

Applicable Requirements: *Guidelines* Sections VII.A and B, 34 C.F.R. § 106.38(a).

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.

VIII. Employment

Applicable Requirements: *Guidelines* Sections VIII.A-F; 34 C.F.R. §§ 104.11-104.14 and 106.51-106.61

Summary of Findings and Analysis: There was no evidence of a violation.

Required Corrective Action(s): None.