

DIVISION OF GRANTS ADMINISTRATION	Section:	Agency Policies & Procedures
	Eff Date: 7/1/02	Revision Date: 3/1/07
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The Division of Grants Administration (DGA) is requiring all agencies which receive federal, state, local and/or private employment and training funds for which the City of Lawrence holds financial liability: the Division of Grants Administration, the Department of Training and Development (DTD), the ValleyWorks Career Center (VWCC) and the Merrimack Valley Workforce Investment Board (MVWIB) to adhere to the following policy:

EQUAL OPPORTUNITY IS THE LAW

This recipient is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Workforce Investment Act, as amended (W.I.A.) in admission or access to opportunity or treatment in or employment in the administration of or in connection with any W.I.A.-funded program or activity. If you think that you have been subjected to discrimination under a W.I.A.-funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the recipient’s Equal Opportunity Officer (or the person designated for this purpose), or you may file a complaint directly with the Director, Directorate of Civil Rights (DCR):

Or

Beverly Stopyra, Equal Opportunity Officer*
Division of Grants Administration
Heritage Place
439 South Union Street, Bldg. 2
Lawrence, MA 01843
(978) 722-7065

Director
Director of Civil Rights
U.S. Department of Labor
200 Constitution Ave. N.W.
Room N-4132
Washington, DC 20210

New England Telephone Relay Service to TDD Users: 1-800-439-2370 (V/TTY)

TTY: 978-722-7088 (Lawrence)
TTY: 978-469-7859 (Haverhill)

***EEO Officer is Subject to Change**

The 180 day filing deadline is extended to 300 days if the charge also is covered by a state or local anti-discrimination law. For ADEA charges, only state laws extend the filing limit to 300 days.

If you elect to file your complaint with the recipient, you must wait until the recipient issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR (see address above). If the recipient has not provided you with a written decision within 60 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with DCR within 30 days of the expiration of the 60 day period. If you are dissatisfied with the recipient’s resolution of your complaint, you may file a complaint with DCR. Such complaint must be filed within 30 days of the date you received notice of the recipient’s proposed resolution.

**EQUAL OPPORTUNITY EMPLOYER/PROGRAM AUXILIARY AIDS AND
SERVICES ARE AVAILABLE UPON REQUEST TO
INDIVIDUALS WITH DISABILITIES**