



## Oregon Department of Education | Office of Learning Community Colleges and Workforce Development

### Methods of Administration (MOA) Process

---

#### Step 1 **Creation of Targeting Plan**

- Create and describe a process for identifying sub-recipients to be targeted for on-site reviews during each year of the biennium.
  - Annually, at least 2.5% of the sub-recipients shall receive an on-site review—for **Oregon**, at least **3 school districts** and **2 community colleges** shall receive an on-site review during each year of the biennium.
  - Submit Targeting Plan to U.S. Department of Education, Office for Civil Rights by **September 1** of each odd numbered year.
- 

#### Step 2 **Select and Notify Targeted Sites of the On-site Review**

- Notifying targeted sites of pending on-site review.
  - Conduct follow-up with site to identify review contact. Schedule review orientation meeting.
  - Meet with targeted sites' staff to provide information about the review, discuss the "checklist" and answer questions.
  - Provide technical assistance following review orientation meeting & set actual review schedule.
- 

#### Step 3 **Conduct On-site Review**

- Use same on-site review process and compliance checklist as provided.
  - Conduct a comprehensive facilities accessibility review of the site.
  - Address OCR and state expectations, interview the District Superintendent/ Community College President (or designee) & administrators on policy-level compliance.
  - Interview school staff, students
  - Conduct exit interview with appropriate administrative staff and describe post-review reporting (Letter of Findings & Voluntary Compliance Plan)
- 

#### Step 4 **Letter of Findings**

- Each on-site review results in a written Letter of Findings which addresses whether or not evidence of a violation was found for each of the civil rights standards reviewed on the visit.
- In addition to reporting the compliance status for each standard, include overall commendations and recommendations or suggestions in the Letter of Findings.
- Submit a copy of the Letter of Findings to the targeted site.

#### **Voluntary Compliance Plans**

- If a violation has been identified, negotiate and prepare a Voluntary Compliance Plan for the site that includes specific corrective actions to remedy the violation, including a date for compliance.
  - Require Voluntary Compliance Plan to be signed by the Superintendent or President.
  - Submit Letter of Findings and signed Voluntary Compliance Plan with the OCR Biennial Report to the U.S. Department of Education.
  - Continually monitor the site's corrective actions on the Voluntary Compliance Plan.
- 

#### Step 5 **Biennial Civil Rights Compliance Report**

- Submit Biennial Civil Rights Compliance Report to U.S. Department of Education, Office for Civil Rights by **July 1** of each odd numbered year.
-