CITY OF LOS ANGELES
CALIFORNIA

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ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT
1200 W. 7TH STREET
LOS ANGELES, CA 90017

DATE: October 5, 2016

TO: LA's Workforce Development System

FROM: Jaime H. Pacheco-Orozco, Director
Workforce Development Division

SUBJECT: **WDS INFORMATION BULLETIN NO. 17-07**
INTRODUCTION TO THE PHYSICAL AND PROGRAM ACCESSIBILITY CHECKLIST (PPA) TRAINING, AND DOING THE PHYSICAL AND PROGRAM ACCESSIBILITY CHECKLIST (PPA) MEASUREMENTS TRAINING

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to announce the following EO Compliance training sessions:

- Introduction to the PPA
- Doing the PPA Measurements

BACKGROUND
The State of California Employment Development Department utilizes a biennial self-evaluation process as a part of their monitoring process. As detailed in WDS15-21, every Local Workforce Delivery Area is required to prepare the self-evaluation for each of its sites.

Training 1: **Introduction to the PPA**
This training will be a discussion of the PPA, along with some helpful tips.

Date: Thursday, October 20, 2016

Time: 9:00 a.m. to 11:00 a.m.

Location: Economic and Workforce Development Department
Main Conference Room
1200 W. 7th St., 6th Floor
Los Angeles, CA 90017

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.

Training 2: Doing the PPA Measurements
This training will be a "hands-on" training on how to do the measurements required for the PPA. Attendees are asked to dress comfortably, as we will be walking around, and taking measurements.

Date: Thursday, November 3, 2016

Time: 9:00 a.m. to 11:00 a.m.

Location: Economic and Workforce Development Department
Main Conference Room
1200 W. 7th St., 6th Floor
Los Angeles, CA 90017

We do not anticipate significant changes in the PPA. These trainings are predominantly for those who have never completed the PPA in the past.

Please note: **Parking will not be validated.** Please plan to carpool, use public transportation, or park in one of the nearby surface parking lots.

RESERVATION DEADLINE
Reservation deadline for both trainings is Monday, October 17, 2016. RSVP to Mary Estrada at mary.estrada@lacity.org and include the following information:

- Name of the individual(s) attending.
- E-mail address of each person.
- Date of the session(s) they plan to attend.

WDS CONTACT
If you have questions regarding this training bulletin, please contact Maureen Brown, EO Compliance Officer, at maureen.brown@lacity.org or (213) 744-7272, TTY (213) 744-7290.

JHP:MB:me