



KANSAS GOVERNOR'S GRANTS PROGRAM SUBGRANTEE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM REQUIREMENT

Background

In 2023 the Equal Employment Opportunity Program (EEOP) reporting tool that assists Subgrantees with verifying EEOP compliance requirements, analyzing workforce demographics, and submitting Utilization Reports to the Office for Civil Rights (OCR) was replaced with a new system.

The OCR no longer accepts or approves Subgrantee Verification of Exemption Forms or Utilization Reports. Maintenance and review of Subgrantees' Verification of Exemption Forms and Utilization Reports are now the direct responsibility of the Kansas Governor's Grants Program.

Subgrantee Report Builder Launched

The OCR launched Report Builder for use by subgrantees. This EEOP Report Builder for use by subgrantees can be found at: [Civil Rights Office | Data Tools | Office of Justice Programs \(ojp.gov\)](#)

This Report Builder Tool will allow Subgrantees to prepare but not submit, Verification Forms and Utilization Reports. Once completed, subgrantees will need to download and save their Verification form and Utilization Report (Note: not all Subgrantees are required to create a Utilization Report) for review by the KGGP Paraprofessional, Connie.Tilton@ks.gov.

You can find the Subgrantee User Guide at: [EEOSubrecipientReportTool_JobAid \(ojp.gov\)](#)

***TIP – Once logged in to the Report Builder, follow the tabs at the top right of the screen while proceeding through the process.**

What is an EEOP?

Regulations implementing the nondiscrimination in employment provision of the Omnibus Crime Control and Safe Streets Act require that recipients of financial assistance from OJP, the Office on Violence Against Women, and the Office of Community Oriented Policing Services, with some exceptions, create and implement an EEO Program and Plan in accordance with [28 C.F.R. § 42.301-.308](#). The purpose of the EEO Program and Plan is to ensure that subgrantees provide the opportunity for full and equal participation in their workplaces, regardless of race, color, national origin, or sex. An EEO Utilization Report is a critical component of a recipient's written EEO Plan. The EEO Utilization report includes an analysis of a grant recipient's workforce and its relevant labor market to identify possible barriers to the participation of women and minorities in the recipient's employment.