

# Civil Rights Updates

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# Welcome



This webinar is being recorded.



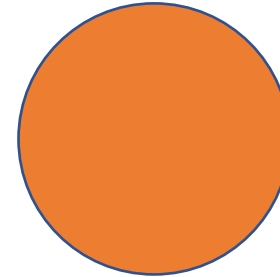
Please mute your microphone/turn off video.



Please ask questions in the chat throughout. All questions will be answered at the end of the webinar.



The link to the PowerPoint and the recorded training will be posted on [www.grants.ks.gov](http://www.grants.ks.gov).



# **UPDATES AND CHANGES**

**EEOP Requirements**

**Civil Rights Form**

**Civil Rights Checklist**

# UPDATES AND CHANGES EEOP REQUIREMENT/PROCESS Subgrantee Responsibilities

## Previous EEOP requirement/process

Every two years, submit EEOP related information online to the Federal Office of Justice Programs, Office for Civil Rights

- Reporting Tool
- Submit the EEOP certification to the KGGP

If required by state or federal law, formulate an EEOP and submit online to the Federal Office of Justice Programs, Office for Civil Rights

- Reporting Tool

## New EEOP requirement/process

Every two years, enter EEOP related information in the online Federal Office of Justice Programs, Office for Civil Rights Subgrantee Report Builder

- Subgrantee specific Report Builder
- Submit the EEOP Verification form to the KGGP

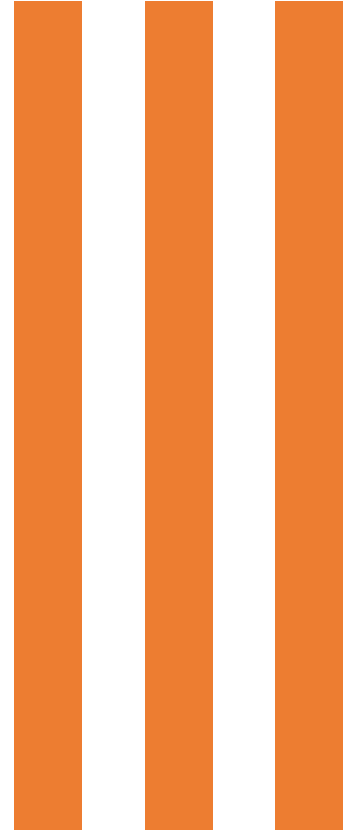
If required by state or federal law, formulate an EEOP Utilization Report using the online Federal Office of Justice Programs, Office for Civil Rights Report Builder and submit to KGGP

**\*Verification forms and Utilization Reports are no longer submitted to the Office for Civil Rights**

# UPDATES AND CHANGES

## EEOP REQUIREMENT/PROCESS

### Subgrantee Responsibilities



If	Then	Does the subgrantee need to submit a Verification Form to the KGGP?	Does the subgrantee need to develop an EEOP Utilization Report?	Does the subgrantee need to submit an EEOP Utilization Report to the KGGP?
Subgrantee is a medical or educational institution, Indian Tribe, or Nonprofit	YES	NO	NO	NO
Largest individual grant received is less than \$25,000	YES	NO	NO	NO
Subgrantee has less than 50 employees	YES	NO	NO	NO
None of the above	YES	YES	YES	YES

Subgrantees do not submit EEOP Verification forms or EEOP Utilization Reports to the Office for Civil Rights

# UPDATES AND CHANGES CIVIL RIGHTS FORM

**DOCUMENT SUBMISSION REQUIRED.** All subgrantees must provide an Equal Employment Opportunity Program (EEO) **Verification Form**, Limited English Proficiency (LEP) policy, and non-discrimination policy. If the LEP and non-discrimination policies are on file with KGGP and remain unchanged since submission, the policies do not have to be resubmitted. If applicable, provide the Board approval date of submitted policies and a copy of the subgrantee's EEO **Utilization Report**.

Return the completed Federal Civil Rights Compliance Form and a copy of the applicable documents **to KGGP** at [kggp@ks.gov](mailto:kggp@ks.gov).

# UPDATES AND CHANGES CIVIL RIGHTS FORM

1. Has the subgrantee submitted an EEOP Verification Form **to the KGGP** claiming an exemption from preparing and submitting an EEOP Utilization Report? (Less than 50 employees; or nonprofit organization, Indian Tribe, educational institution, medical institution; or receiving no single award of \$25,000 or more.)  Yes  No

If yes, on what date did the agency submit the EEOP Verification Form **to KGGP**?

2. If the subgrantee is required to prepare an EEOP Utilization Report, has the subgrantee submitted it **to the KGGP**? (50 or more employees AND is receiving an individual grant of \$25,000 or more.)

Yes  No  N/A

If yes, on what date did the subgrantee submit the EEOP Verification Form **to KGGP** indicating it is required to prepare an EEOP Utilization Report?

If yes, on what date did the subgrantee prepare the EEOP Utilization Report?

If yes, on what date did the subgrantee submit the EEOP Utilization Report **to the KGGP**?

- **Subgrantees are no longer required to submit the EEOP Verification Form or EEOP Utilization Report to the Department of Justice Civil Rights Division.**
- If a Subgrantee is exempt from preparing and submitting an EEOP Utilization Report as stated in 1, then 2 will not apply.

# UPDATES AND CHANGES CIVIL RIGHTS CHECKLIST

<input type="checkbox"/>	The name and <b>title</b> of the subgrantee's civil rights liaison.
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# NEW EEOP SUBGRANTEE REPORT BUILDER

## STEP ONE

**Prepare a Verification  
Form**

## STEP TWO

**Complete a Utilization  
Report (if necessary)**

## STEP THREE

**SUBMIT TO KGGP**

The screenshot shows a web browser window with the following elements:

- Browser Tab:** "EEO Report Builder\_WL" with a "Create" button.
- Browser Address Bar:** "Sign in" and various utility icons.
- Page Header:** "Office of Civil Rights Equal Employment Opportunity Program" with the DOJ seal.
- Warning Banner:** "This tool **should not** be used by direct recipients of DOJ funding with mandatory Equal Employment Opportunity (EEO) Program reporting requirements. If your organization is a direct recipient of DOJ funding your Verification Forms and Utilization Reports must be submitted to the Office for Civil Rights [Direct Recipient Site](#)."
- Section Header:** "EEOP Report Builder: DOJ Sub-recipients or DOJ Unfunded Entities".
- Text:** "The EEOP Report Builder is designed to assist recipients of DOJ financial assistance with meeting some of their related civil rights reporting requirements. Compliance with various federal civil rights standards and reporting is a condition of accepting federal financial assistance. Failure to meet these requirements could result in loss of current and/or future funding."
- Text:** "This tool will provide a step-by-step method for preparing and completing your EEO Utilization Report and/or Verification Form. If you have questions regarding EEO Program requirements, visit the DOJ Office for Civil Rights (OCR) website at: <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>. If you have problems navigating the system please refer to the [EEOP Report Builder Job Aid](#)."
- Text:** "Please enter your tracking number and click **Continue** button to access your organization profile and resume your required documents preparation. If you do not have a tracking number, please click [Get New Tracking Number](#) to start new."
- Form:** A text input field labeled "\*Tracking Number" with a placeholder "25 alphanumeric characters".
- Buttons:** "Get New Tracking Number" (blue link) and "Continue" (blue button).

### 1. Access the EEO Report Builder

Navigate to the [OCR Data Tools](#) to access the [EEO Report Builder](#).

#### Tracking Number

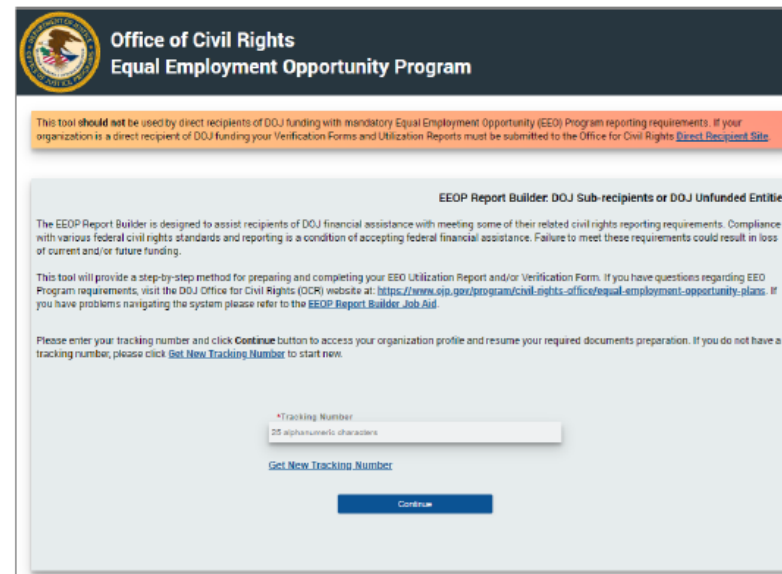
To access the [Verification Form](#) and/or [Utilization Report](#), a tracking number is required. A tracking number serves as a key to regain access to the tool, allowing you to manage and complete your tasks.

#### NOTE

Tracking numbers are valid and accessible for a period of three weeks, following the allowed timeframe, the tracking number will expire. Therefore, you will not be able to resume your work or access completed information and/or documentation.

#### Get New Tracking Number:

1. If you do not have a tracking number, select Get New Tracking Number (Figure 1).



The screenshot shows the 'Office of Civil Rights Equal Employment Opportunity Program' header. Below it is a warning message: 'This tool should not be used by direct recipients of DOJ funding with mandatory Equal Employment Opportunity (EEO) Program reporting requirements. If your organization is a direct recipient of DOJ funding your Verification Forms and Utilization Reports must be submitted to the Office for Civil Rights [Direct Recipient Site](#).' The main content area is titled 'EEO Report Builder: DOJ Sub-recipients or DOJ Unfunded Entities' and contains instructions on how to use the tool and how to obtain a tracking number. At the bottom, there is a text input field for the tracking number (with a placeholder '25 alphanumeric characters'), a 'Get New Tracking Number' link, and a 'Continue' button.

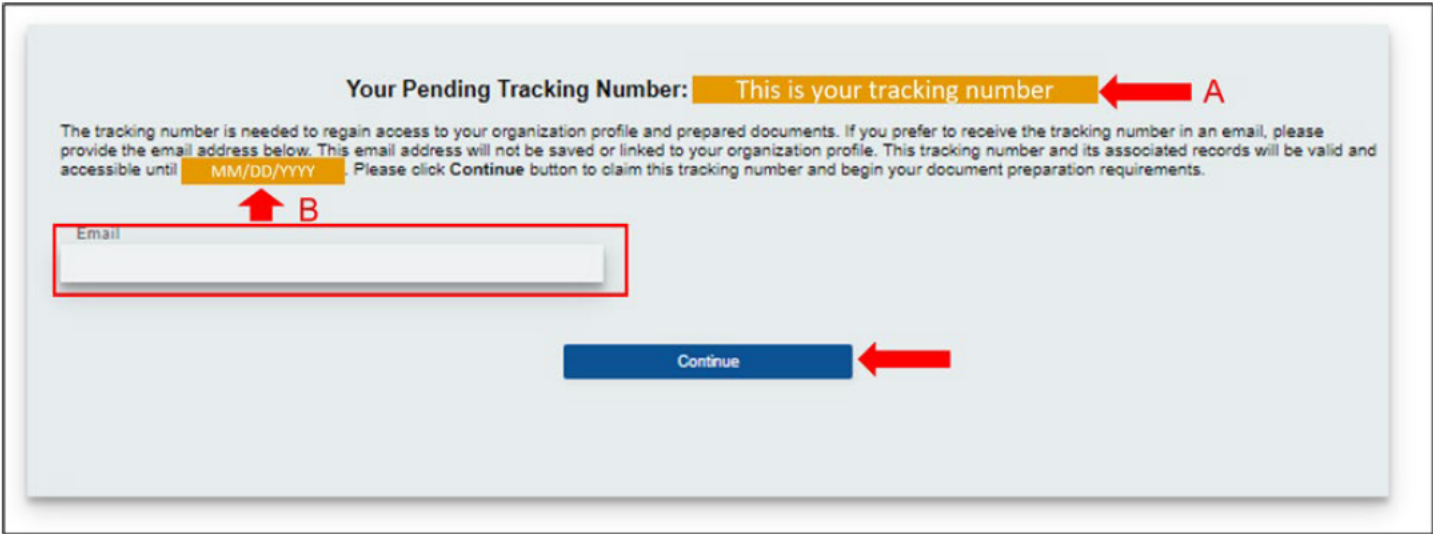
Figure 1: New Tracking Number

Menu EEO Report Builder\_WL Create

All tools Edit Convert Sign Find text or tools

2. The following information will appear on a new screen (Figure 2):

- A. Pending Tracking Number – The tracking number is pending and not *reserved* at this time.
- B. Tracking Number Availability – Expiration date of the tracking number.



**Your Pending Tracking Number:** This is your tracking number ← A

The tracking number is needed to regain access to your organization profile and prepared documents. If you prefer to receive the tracking number in an email, please provide the email address below. This email address will not be saved or linked to your organization profile. This tracking number and its associated records will be valid and accessible until MM/DD/YYYY. Please click **Continue** button to claim this tracking number and begin your document preparation requirements.

Email

Continue ←

**Figure 2: Pending Tracking Number**

- 3. In the **Email** field, enter your email address (Figure 2) to receive your EEOP tracking number electronically (Figure 3).
- 4. Select **Continue** to *reserve* your tracking number and access the Organization Profile module.

Menu EEO Report Builder\_WL Create

All tools Edit Convert Sign Find text or tools

Reserved Tracking Number:

1. Enter your *reserved Tracking Number* in the text field (Figure 4).
2. Select **Continue** to resume your EEO requirements.

**Office of Civil Rights  
Equal Employment Opportunity Program**

**Equal Employment Opportunity Program Reporting Tool**

The Equal Employment Opportunity (EEO) Program Reporting Tool is designed to assist recipients of DOJ financial assistance with meeting some of their related civil rights reporting requirements. Compliance with various federal civil rights standards and reporting is a condition of accepting federal financial assistance. Failure to meet these requirements could result in loss of current and/or future funding.

This tool will provide a step-by-step method for preparing and submitting your EEO Utilization Report and/or Verification Form. If you have questions regarding EEO Program requirements, visit the DOJ Office for Civil Rights (OCR) website at: <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>

Please enter your tracking number and click **Continue** button to access your organization profile and resume your required documents preparation. If you do not have a tracking number, please click [Get New Tracking Number](#) to start new.

\*Tracking Number  
25 alphanumeric characters

[Get New Tracking Number](#)

Continue

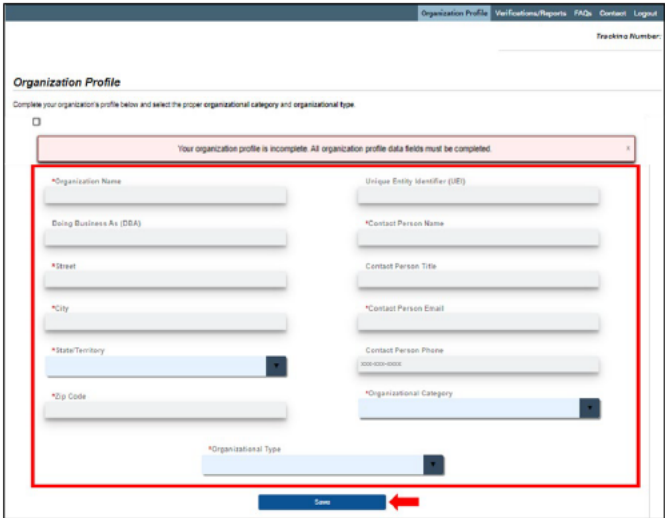
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## 2. Organization Profile

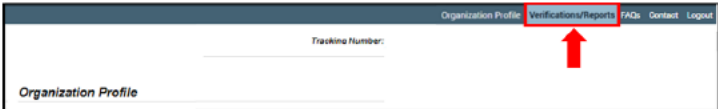
The Organization Profile module will be displayed, complete your organization profile, and select the proper organizational category and type (Figure 5).

1. Enter the **Organization Name**, **Unique Entity Identifier (UEI)**, **Doing Business As (DBA)**, **Contact Person Name**, **Street**, **City**, **Contact Person Email**, **State/Territory**, **Contact Person Phone**, and **Zip Code**.
2. Click the drop-down button to select the **Organizational Category** and **Type**.
3. Select **Save**.



**Figure 5: Organization Profile**

4. In the upper right-hand corner of the module, click on **Verification/Reports** to continue to the next module (Figure 6).



**Figure 6: Verifications/Reports**

Menu Home EEO Report Builder\_WL Create

All tools Edit Convert Sign Find text or tools

Equal Employment Opportunity Program EEO Report Builder (Not Direct Recipients) Job Aid

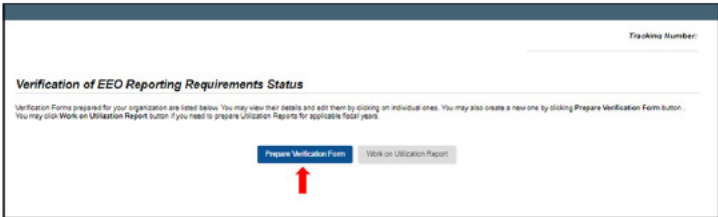
### 3. Prepare a Verification Form

The Verification Form is the process in which the recipients acknowledge reporting requirements.

#### 3.1 Verification of EEO Reporting Requirements Status

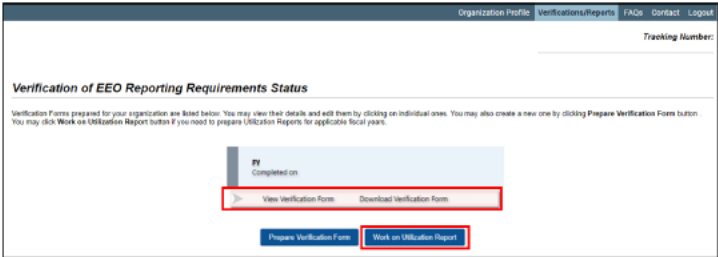
The Verification of EEO Requirements Status module lists current verification forms you have completed for this tracking number as well as finalizing a pending verification form.

- To create a new form, select **Prepare a Verification Form** (Figure 7).
- The system will direct you to the Determination of EEO Reporting Requirements module.



**Figure 7: Prepare a Verification Form**

- To review a completed form, select **View Verification Form** or you may also select **Download Verification Form**. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report** (Figure 8).



**Figure 8: Work on Utilization Report**

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Equal Employment Opportunity Program EEO Report Builder (Not Direct Recipients) Job Aid

### 3.2 Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module. The data collected in this section will be used to determine the type of Verification Form that is required (Figure 9).

1. Click on the drop-down button to select the **Number of Employees**, the **Award Fiscal Year** for which you are certifying, and the **Single Largest Grant Amount**.
2. Select **Save and Continue**.

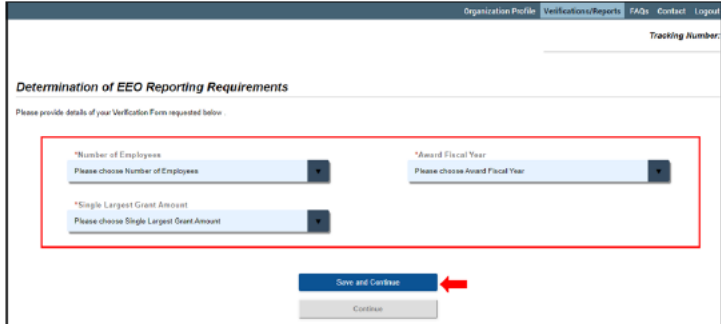


Figure 9: Determination of EEO Reporting Requirements Module



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Equal Employment Opportunity Program EEO Report Builder (Not Direct Recipients) Job Aid

**Exempt Verification**

If your organization is exempt from completing a Utilization Report, you will be required to prepare and complete the Verification Form (Figure 11). Upon completion, the system will direct you to the Verification of EEO Reporting Requirements Status module where you can review or download the form.

1. Review the 'Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement'.
2. Enter your Name in the text box to declare exemption.
3. Select Complete Verification Form.

Organization Profile Verifications/Reports FAQs Contact Logout

Tracking Number:

**Compliance with Equal Employment Opportunity Program (EEO) Requirements**

Organization Name:	URI:
Address:	Category / Type:
Contact Name:	Contact Title:
Contact Email:	Contact Phone:
Number of Employees:	Single Largest Grant:
Recipient Type:	DBA:

Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement:

The following boxes apply:

<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Tribe or Tribal Government
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Health Care or Hospital Facility
<input type="checkbox"/> Less Than 50 Employees	<input type="checkbox"/> Receiving Award(s) Less Than \$25,000

Name:

(Authorized officials) verify that best (organization) is not required to prepare an EEO Program Utilization Report during 2021 (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. Further verify that best (organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Complete Verification Form

Figure 11: Complete Exempt Verification Form

Figure 12: Profile Verification Module

## RESOURCES

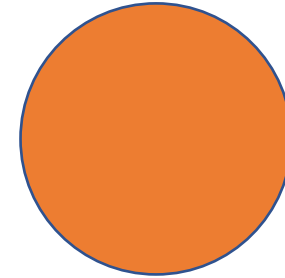
**KGGP GUIDANCE: [KGGP Civil Rights EEOP Requirement.](#)**  
This document can also be found on the KGGP website.

**SUBGRANTEE USER GUIDE “EEO SUBRECIPIENT REPORT  
TOOL JOB AID”:** [EEO SUBRECIPIENT REPORT TOOL JOB AID  
\(OJP.GOV\)](#)

**EEOP Report Builder:** [OCR - EEOP \(ojp.gov\)](#)

**Recommend using Internet Explorer 11 (You may  
experience compatibility issues when using Google  
Chrome or Mozilla Firefox)**

# QUESTIONS & COMMENTS



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