



## KANSAS GOVERNOR'S GRANTS PROGRAM CHECKLIST FOR EEOP UTILIZATION REPORT

**Agency Name:** Click or tap here to enter text.      **Grant:** Choose an item.      **Specific to:** Choose an item.

### The following must be addressed in a Subgrantee's EEOP Utilization Report.

- Not applicable.** Subgrantee is exempt under Click or tap here to enter text. from submitting an EEOP Utilization Report because the Subgrantee:
  - Is a nonprofit organization, a medical or educational institution or an Indian Tribe; or
  - Has less than 50 employees; or
  - Received a single award for less than \$25,000.00.
- Section 1** – Policy Statement is complete
- Section 5** – Narrative Interpretation of Data is complete
  - Explain why the relevant labor market was chosen.
  - Identify underutilized populations, focusing on underutilizations of women and minorities.
  - For each significant underutilization:
    - Determine, review, and list the area of underutilization; and
    - Provide a brief analysis of why each area exists (contributing factors).
  - If no underutilization is found, address how to maintain the status and promote equal employment opportunity in the work force.
- Section 6** – Objectives and Steps are complete
  - Provide outcome based/measurable objectives specific to remedying the underutilization or identified issues.
  - The step is specific, measurable, and explains the following:
    - Each of the tasks the agency will complete;
    - How the agency completes the tasks;
    - The timeline for when the agency will complete the tasks; and
    - Who in the agency will work to complete the tasks.

- The objectives should be aimed at enhancing the EEO in the agency’s workforce and focus on reviewing and modifying employment policies and practices such as:
  - Recruitment and outreach;
  - Composition of applicant pool;
  - Protocols for selecting applicants and ensuring these are not creating barriers in hiring;
  - Shift assignments and work assignments;
  - Promotion practices;
  - Training and/or mentoring opportunities; and
  - Any other employment practices which cause or contribute to underutilization.
- Section 7 – Dissemination Strategy: Internal is complete**
  - Disseminate the EEOP Utilization Report to agency employees.
  - Posting the EEOP Utilization Report on the agency website or providing a written notification stating the physical location where it can be reviewed by employees who do not have access to the internet during the course of their employment.
  - Notifying employees of its existence and availability.
- Section 7 – Dissemination Strategy: External is complete**
  - Disseminate the EEOP Utilization Report to the public via posting it on the agency’s public website.
  - Provide the report to the public upon request.
  - Identify how to request the report.
- Utilization Analysis Chart** is complete (avoid numerical goals).
- Significant Underutilization Chart** is complete.

Paraprofessional: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: March 2024