

Equal Employment Opportunity Plan (EEO) Verification/Certification Information

All organizations receiving Department of Justice funding are required to complete and file either an *EEO Plan and Utilization Report* or file the *Verification of EEO Reporting Requirement* form using the online EEO Reporting system.

This is an annual requirement.

The Verification form has two sections: (1) Compliance with Equal Employment Opportunity Program (EEO) Requirements; and (2) Declaration Claiming Exemption from the EEO Program Utilization report Completion requirement. You will complete both sections regardless of whether you submit an *EEO Plan and Utilization* report and/or the *Verification* form. Be sure to complete each section completely, electronically sign and date the form. **The link you need to get started is provided below for you.**

Once you file the form online, you should receive a **certification back** from the online system stating this has been completed. It is auto generated from the system. If not, please record the date and time of your submission to the federal government and advise your grant coordinator. You will likely need to follow up with the federal government to verify the EEO Plan and Utilization Report or exemption form has been filed.

We have updated the GVS organizational profile/organization details page to allow you to upload the certification or receipt from the DOJ. This must be done annually. Instructions for uploading the form are at the end of these instructions.

Getting Started/How to File the EEO

Here is the link you will use to get started.

<https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-program-eeop-faqs#10-0>

Step #1: Read the FAQs. Please read all the FAQs and pay close attention to the following:

FAQ #9. How can I tell if a recipient/subrecipient is subject to the Civil Rights Requirements of the Safe Streets Act? (If you receive OJP, OVW or COPs funding, you are subject to the Safe Streets Act.)

FAQ #29. What is a Verification form? Note in this situation, Victim Services grantees are recipients.

FAQ #30. Which recipients must submit a Verification form?

FAQ #31. How often must each recipient submit an EEO Verification form?

FAQ #32. What is the deadline for submitting an EEO Verification form? (The initial award date is October 1, 2023, for FY24.

Step #2: After you read the FAQs, click on the **EEO Reporting Tool Login** button

EEO Reporting Tool Login

and login. Here is what you will see:

The screenshot shows a dark blue header with the Department of Justice seal on the left and the text "Office for Civil Rights Equal Employment Opportunity Program - *Direct Recipients Use Only*". Below the header is a pink box with the text: "Only direct recipients of DOJ funding can use this tool. If your entity is a DOJ sub-recipient with mandatory Equal Employment Opportunity (EEO) Program reporting requirements, you can generate a report [HERE](#)." Below this is a gray box titled "EEO Report Builder: DOJ Direct Recipients". The gray box contains two paragraphs of text: "The EEO 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." and "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>. If you have problems navigating the system please refer to the [EEO Report Builder Job Aid](#)." At the bottom of the gray box is a blue "Login" button.

Step #3: Determine if your organization is a direct recipient of DOJ funding, or a subrecipient of DOJ funding. A direct recipient has a grant or grants directly from the Department of Justice. Subrecipients receive their grants from the Iowa Attorney General’s Office and do not receive any grants directly from the DOJ.

Direct recipients click on the login link in the gray box.
Subrecipients click **HERE** on the pink box. See below:

This is a close-up of the pink box from the interface, containing the text: "Only direct recipients of DOJ funding can use this tool. If your entity is a DOJ sub-recipient with mandatory Equal Employment Opportunity (EEO) Program reporting requirements, you can generate a report [HERE](#)."

This tool **should not** be used by direct recipients of DOJ funding with mandatory Equal Employment Opportunity (EEO) Program reporting requirements. Direct recipients can only submit their Verification Forms and Utilization Reports to the Office for Civil Rights via the [Direct Recipient Site](#).

EEOP Report Builder: DOJ Sub-recipients or DOJ Unfunded Entities

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.

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](#).

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

Step #4: Follow the steps in the system. This online tool will provide a step-by-step method for preparing and completing your EEO Utilization Report and/or Verification Form.

These are the online instructions: 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.

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](#).

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. The system will ask some questions and send an email with next steps.

Step #5: Refer to the Verification form attached to this email to confirm you have found the correct form. Verification/Certification form will look similar to either one of the screen shots below and on the next page.

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>
Address:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>
Recipient Type:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>
DUNS Number:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>
Name of Contact Person:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>
Telephone Number:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>
Subrecipients:	<i>(will automatically fill based on what you entered in online EEO Tool)</i>



Declaration Claiming Exemption form the EEOP Utilization Report Submission Requirement

The following exemptions apply:

(reason for exemption will automatically fill based on what you answered/entered in online EEO Tool)

I, _____ (authorized official), certify that _____ (recipient organization), is not required to prepare an EEOP Utilization Report during ____ (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further certify that _____ (recipient organization), will comply with applicable federal civil rights laws that prohibit discrimination in employment and in delivery of services.

Print or Type Name and Title	Signature	Date
------------------------------	-----------	------



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Innovation • Partnerships • Safer Neighborhoods

View Organization Profile FAQ Submit Different Organization

Certification of Exemption

Compliance with Equal Employment Opportunity Program (EEO) Requirements

Read Instructions

Recipient's Name: [REDACTED]
 Address: [REDACTED]
 Recipient Type: [REDACTED] Law Enforcement Agency: [REDACTED]
 DUNS Number: [REDACTED] Vendor Number (only if direct recipient): [REDACTED]
 Name of Contact Person: [REDACTED] Title of Contact Person: [REDACTED]
 Telephone Number: [REDACTED] E-Mail Address: [REDACTED]
 Subrecipients: [REDACTED]

Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement

The following boxes apply:

- Less than fifty employees
- Indian Tribe
- Publicly owned utility
- Nonprofit Organization
- Educational Institution
- Resolving a Dispute Award (U) less than \$25,000
- Filed Utilization Report in previous year

I, [REDACTED] (authorized official) certify that [REDACTED] (recipient organization) is not required to prepare an EEO Program Utilization Report during [REDACTED] (fiscal) year for the reason(s) checked above, pursuant to 29 C.F.R. Section 42.802. I further certify that [REDACTED] (recipient organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

E-SIGN AND CERTIFY



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Innovation • Partnerships • Safer Neighborhoods

View Organization Profile FAQ Submit Different Organization

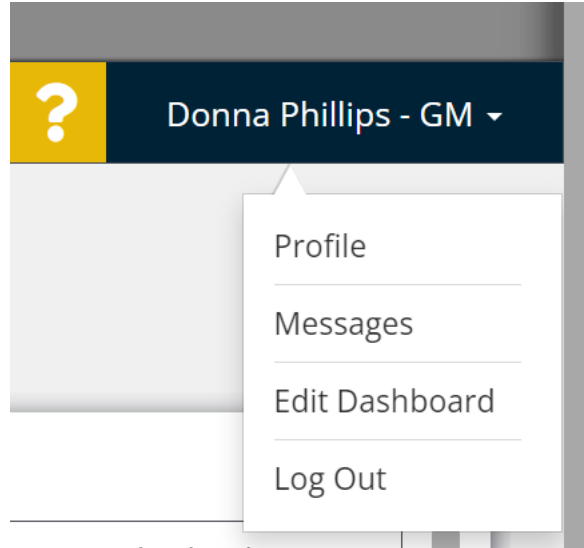
Thank You

Thank you for using the ODR EEO Program system to submit your Certification Form.

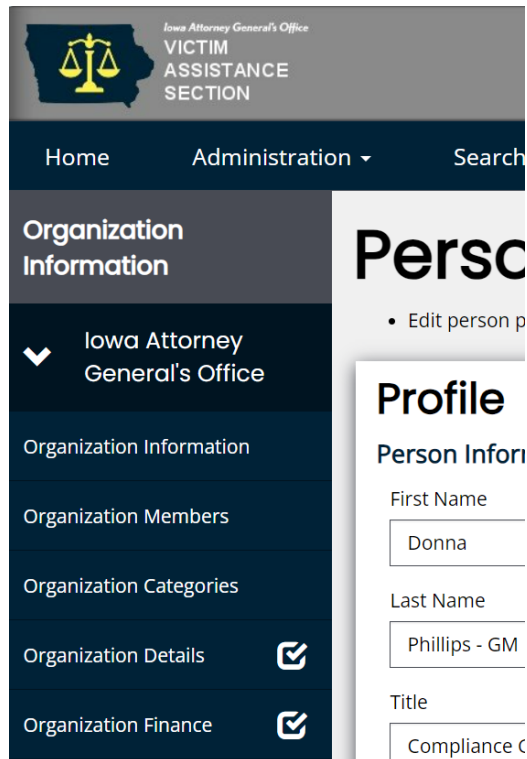
Step #6: Grantees will use the **EEOP Report Builder** to prepare a *Profile* for their program and submit either an EEO Utilization Report and/or a Verification form. You will upload the verification form in GVS in the Organization profile on the organization details page. You will also upload the EEOP form on the pre-site monitoring page as part of your scheduled site monitoring visit.

Uploading Verification Form of EEOP filing or Exemption Form (Certification)

Please login into GVS then under your profile name at right hand corner click the down arrow next to your name and choose Profile.



Click on Organization Details on the menu on the left-hand side.



Scroll down. Below Table of Organization and above Organization People section you will see a place to upload the Verification or Certification/Exemption form for the Equal Employment Opportunity Plan & Utilization Report.

The screenshot shows a user profile page with a dark blue sidebar on the left and a main content area on the right. The sidebar contains navigation links: Home, Searches, Person Information (Donna - Fake Phillips), Organization Information (Donna's Incredible Agency), Organization Information, Organization Members, Organization Categories, Organization Details (with an info icon), and Organization Finance (with a checkmark icon). The main content area has three sections, each with a title and a file upload area. The first section is 'Office for Civil Rights Training Certification *' with a 'Select' button, 'Drag Files Here' text, and a '+' button. Below it is a file card for 'Donna Fake Document for Testing 1.docx' (11.58 KB) with an 'x' icon. The second section is 'Table of Organization *' with a 'Select' button, 'Drag Files Here' text, and a '+' button. Below it is a file card for 'Donna Fake Document for Testing 1.docx' (11.58 KB) with an 'x' icon. The third section is 'Equal Employment Opportunity (EEO) Plan & Utilization Report Verification or Exemption Certification. *' with a 'Select' button, 'Drag Files Here' text, and a '+' button.

Click the Select button which will open your computer for you to select/add the Verification and/or Certification/Exemption form that the EEO tool generated.

This is a close-up of a file upload area. It features a yellow 'Select' button on the left, the text 'Drag Files Here' in the center, and two buttons on the right: a white '+' button on a dark blue background and a white '-' button on a red background.

Once the document has been uploaded in the upper right-hand corner under your profile name, click the save button.

The screenshot shows a user profile header with a dark blue background. On the left, there is a red circle followed by the text 'Donna Jean Phillips Test' and a dropdown arrow. Below this, there is a yellow button with the text 'Print | Save'.

If you receive an Attention box, please correct these items and click Save button until all of the attention items have been cleared, otherwise the system will not save what you have uploaded. You may exit out of the system once all the attention items have been cleared and items on this page have been saved.

▼ **Attention**

- ⊘ List of Agency Board of Directors is required.
- ⊘ Office for Civil Rights Training Certification is required.
- ⊘ Table of Organization is required.