

Compliance with Equal Employment Opportunity Plan Requirements

At the start of each fiscal year, CDVSA subgrantees certify that they will complete the Equal Employment Opportunity Plan (EEO) certification form as required by the U.S. Department of Justice. As a recipient of federal funds, CDVSA is required to have all subgrantees comply with EEO requirements, regardless of whether or not that subgrantee is, themselves, receiving a CDVSA award from a federal funding stream. While non-profit agencies are exempt from filing EEO utilization reports, they do need to declare their exemption from filing one. **The certification of compliance is due to CDVSA by January 30th of each year.**

Go Here to Start the Process

<https://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans>

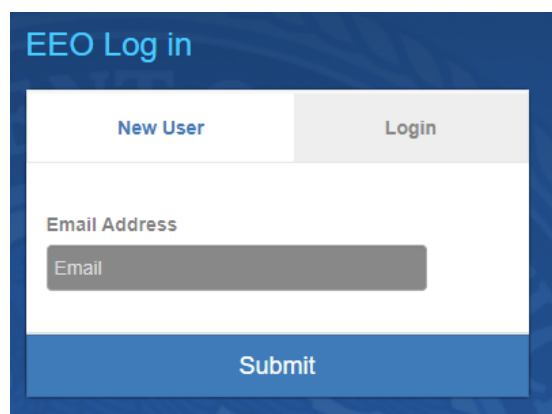
Midway down the page click this button:

EEO Reporting Tool Login HERE

To Set Up an Account with the EEO Reporting Tool

If your agency does not yet have a login, or if your organization has registered in the past but now wants the account associated with a new email, sign in as a new user. Click the **New User** tab. There will be a series of messages to click through but then the login box will allow you to enter the email you wish to use.

A temporary password will be sent to your email. Back on the EEO Reporting Tool, click on the **Login** tab using the temporary password to enter the site. You will be asked to change your password at this time.



Enter your organization's information; you will need your UEI number and Federal Employer ID number.

Click on **Edit** the authorized user information to put in name, telephone, and title. Mark the box **Has Implementation Authority** to allow you to fill out the information for your organization. Click **Update**.

Under the organizational information screen mark the **Type of Recipient**. If the only federal grants you may receive come from CDVSA, or you receive no federal grants, you are a sub-recipient. If you have federal grants you receive directly, you are a direct recipient. A comprehensive list of all grants that provide funds directly to an organization (versus through a state agency) can be found here:

<https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/ssanondiscriminationprovision.pdf>

To File Your Report

Click on the **Login** tab using the email and password for your account.

You will be asked if you filed a utilization report last year. If you are a non-profit organization, the answer to this is no, as non-profits are exempt from filing the utilization report.

Once you accept that information, you will see a screen allowing you to sign the exemption.

When all the information needed to submit the report has been typed in, you will see the **E-sign and Certify** box.

Note: If you do not receive any federal grants, you may leave the Award Number section blank.

Click the box to **Submit to OCR**. You will receive an email stating that it has been submitted. A pdf of this email can serve as documentation of certification. You can also re-login to your account and print the certification form you filed and submit that as evidence. CDVSA accepts either document as evidence of compliance.

Upload the evidence of compliance to GrantVantage, under Agreements→Performance Reports as per the instructions for uploading quarterly reports found here: <https://dps.alaska.gov/CDVSA/Grantee-Support/Technical-Assistance>.

From: DoNotReply@usdoj.gov
To: "execdir" <execdir@nome.net>
Sent: Monday, February 7, 2022 9:27:38 AM
Subject: Received Certification

Hello execdir@nome.net,

Your EEOP certification has been submitted successfully.

Thank You.

CERTIFICATION FORM			
Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements			
Recipient's Name:	PROGRAM NAME		
Address:	ADDRESS OF PROGRAM		
Recipient Type:	SUBRECIPIENT	Law Enforcement Agency:	NO
DUNS Number:	PROGRAM DUNS	Vendor Number (only if direct recipient):	N/A
Name of Contact Person:	PROGRAM CONTACT	Title of Contact Person:	PROGRAM CONTACT TITLE
Telephone Number:	PROGRAM PHONE NUMBER	E-Mail Address:	PROGRAM CONTACT EMAIL
Subrecipients:	LIST OF ANY SUBRECIPIENTS OF PROGRAM		

Declaration Claiming Exemption from the EEOP Utilization Report Submission Requirement

The following exemptions apply:

Nonprofit Organization	Less than fifty employees	
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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 the delivery of services.

NAME/TITLE OF AUTH. OFFICIAL	SIGNATURE OF AUTH. OFFICIAL	DATE OF SIGNATURE
Print or Type Name and Title	Signature	Date