

EEOP Report Builder FAQ's

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Q: What is EEOP Report Builder?

A: EEOP (Equal Employment Opportunity Program) Report Builder is a tool to assist sub-recipients with meeting some of their EEOP (Equal Employment Opportunity Program) related civil rights reporting requirements. Compliance with various federal civil rights standards and reporting is a condition for receiving Department of Justice funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968. Sub-recipients must complete and submit to the Office of Justice Programs' Office for Civil Rights (OCR) the necessary documents to comply with EEOP requirements annually. Requirements for compliance may include the development of an EEO plan, and/or submission of an EEO Utilization Report and/or an EEO Verification Form (formerly called a Certification Form). These requirements can be completed via the EEOP Report Builder.

Q: How do I access the EEOP Report Builder?

A: There are two different online platforms for the EEOP Report Builder; one for agencies that receive funding directly from the Department of Justice and one for agencies that do not receive direct funding from the Department of Justice. Below are the links to the reporting platforms and job aids that provide step-by-step instructions on how to complete EEOP requirements.

Agencies that receive direct federal funding from the Department of Justice:

- Reporting platform - <https://eeop.ocr.ojp.gov/cert/homepage>
- EEOP Job Aid - https://www.ojp.gov/EEOReportTool_JobAid

Agencies that do not receive direct federal funding from the Department of Justice:

- Reporting platform - <https://eeop.ocr.ojp.gov/certsub/homepage>
- EEOP Job Aid - https://www.ojp.gov/EEOSubrecipientReportTool_JobAid

Q: What is the difference between agencies that receive direct federal funding through the Department of Justice (DOJ) and those that do not?

A: Direct DOJ funding means the recipient receives money directly from the federal government, with no pass-through entity in between. Pass-through entity means a non-federal entity (e.g., a state agency or institution) that provides a subaward to a subrecipient. If your agency only receives federal funds through a MOVA-administered

award (or another agency or institution), then your agency does not receive direct federal funding from the DOJ.

Q: What are the EEOP reporting requirements?

A: EEOP reporting requirements are dependent on sub-recipient agency type, size, and award amount. Requirements may include the completion of the following components: Verification Form, EEO Utilization Report, and EEO Plan. We strongly encourage you to use the EEOP Report Builder to determine and complete your agency's reporting requirements. Compliance with EEO reporting is an annual requirement for all MOVA-administered awards.

Q: What is a Verification Form?

A: The Verification Form is the way for sub-recipients to acknowledge what their reporting requirements are. It includes information on number of employees, single largest grant amount, and organizational type. The Verification Form allows sub-recipients to claim an exemption from additional EEOP requirements or to acknowledge their additional reporting requirements. Documentation that this form has been completed annually should be retained.

Q: What is an EEO Utilization Report?

A: An EEO Utilization Report is a workforce analysis made to ensure that recipients of Department of Justice funding are providing equal employment opportunities. The report also includes the sub-recipient's policy statement, objectives, and steps to eliminate underutilizations, and dissemination plans. The Utilization Report is a sub-component of the more comprehensive EEO Plan and a requirement for some recipients of Department of Justice funding.

Q: What is an Equal Opportunity Employment Plan?

A: An Equal Opportunity Employment (EEO) plan is a comprehensive document that analyzes a recipient's labor market data, as well as employment practices, to identify potential barriers to the participation in all levels of a sub-recipient's workforce. Its purpose is to ensure full and equal participation in the workplace, regardless of sex, race, color, or national origin. The creation of an EEO Plan is a requirement for some recipients of Department of Justice funding.