

## Federal Civil Rights Compliance Checklist

1. Has the subrecipient submitted a Certification Form to the Office of Civil Rights (OCR) certifying compliance with the Equal Employment Opportunity Program (EEO) requirements?  
 Yes                       No

If yes, on what date did the subrecipient submit the Certification form? \_\_\_\_\_

2. If the subrecipient is required to prepare a written Equal Employment Opportunity (EEO) Plan in accordance with 28 C.F.R. part 42 subpart E, does the subrecipient have an EEO Plan on file for review? (If subrecipient is unsure if they are required to prepare a written EEO Plan, they can find out at <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>. This link will also allow you to file your EEO Plan electronically.)  
 Yes                       No

If yes, on what date did the subrecipient submit the EEO Plan? \_\_\_\_\_

3. If the is required to submit an EEO Utilization report to OCR in accordance with 28 CFR part 42 subpart E, has the subrecipient done so? (If subrecipient is unsure if they are required to prepare a written EEO they can find out at <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>. This link will also allow you to file your EEO Utilization Report electronically.)  
 Yes                       No

If yes, on what date did the subrecipient submit the EEO Utilization Report? \_\_\_\_\_

If yes, what is the date of the subrecipient's most recent EEO Utilization Report? \_\_\_\_\_

4. How does the subrecipient notify program participants and beneficiaries (e.g., through brochures, postings, or policy statements) that it does not discriminate in the delivery of services or benefits based on race, color, national origin, religion, sex, disability, age? If subrecipient receives funding from the Office on Violence Against Women (OVW) or under the Violence Against Women Act (VAWA) of 1994, do the notifications address not discriminating based on sexual orientation or gender identity? Please discuss below:

5. How does the subrecipient notify employees and prospective employees (e.g., through advertisements, recruitment materials, postings, dissemination of orders or policies) that it does not discriminate based on race, color, national origin, religion, sex, disability, age? If subrecipient receives funding from OVW or VAWA, do the notifications address not discriminating based on sexual orientation or gender identity? Please discuss below:

6. Does the recipient have written policies or procedures for notifying employees and applicants on how to file complaints alleging discrimination by the subrecipient?

Yes                       No

If yes, explain these policies and procedures.

7. Does the subrecipient have written policies or procedures for notifying program participants and beneficiaries on how to file complaints alleging discrimination by the subrecipient including how to file complaints with the State Administering Agency or OCR?

Yes                       No

If yes, explain these policies and procedures.

8. If the subrecipient has fifty (50) or more employees and receives Department of Justice (DOJ) funding of \$25,000 or more, as the subrecipient taken the following actions?

a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementation Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. part 42, subpart G, which prohibits discrimination on the basis of disability in employment practices and the delivery of services?

Yes                       No

b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. part 42, subpart G?

Yes                       No

- c. Notified program participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability?  
 Yes       No

Please discuss below:

- 9. If the subrecipient operates an educational program or activity, has the subrecipient taken the following actions?

- a. Adopted grievance procedures for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments Act of 1972, found at 28 C.F.R, part 54, which prohibit discrimination on the basis of sex?  
 Yes       No

- b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. part 54?  
 Yes       No

- c. Notified applicants for admission and employment, employees, students, parents, and others that the subrecipient does not discriminate on the basis of sex in its education programs or activities?  
 Yes       No  
Please discuss below:

- 10. Has the sub recipient complied with the requirement to submit to OCR any adverse findings of discrimination against the subrecipient based on race, color, national origin, religion, or sex that are the result of a due process hearing conducted by a federal or state court or a federal or state administrative agency?  
 Yes       No

Please discuss below:

11. What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

- Yes                       No

Please discuss below:

12. Does the subrecipient have a written language-access policy on providing services to LEP persons?

- Yes                       No

13. Does the subrecipient conduct any training for its employees on the requirements of applicable federal civil rights laws?

- Yes                       No

Please discuss below:

14. Does the subrecipient provide federally funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice?

- Yes                       No

15. If a subrecipient engages in explicitly religious activities, does the subrecipient:

a. Separate the explicitly religious activities in either time or location from the federally funded activities?

- Yes                       No

b. Ensure the participation in the explicitly religious activities is voluntary for participants in the federally funded program?

- Yes                       No

Please discuss below:

16. If the subrecipient receives funding under VAWA or from OVW, does the subrecipient serve male victims of domestic violence, dating violence, sexual assault, and stalking?

- Yes                       No

Please include any additional comments:

17. If the subrecipient receives funding under VAWA or from OVW, does the subrecipient provide sex-segregated or sex-specific services:

- Yes                       No

If yes, describe how the services are sex-segregated or sex-specific.

If yes, has the subrecipient determined that providing services that are sex-segregated or sex-specific is necessary to the essential operation of the program?

- Yes                       No

If yes, describe how the subrecipient determined that providing sex-segregated or sex-specific services is necessary to the essential operation of the program.