Equal Employment Opportunity Program (EEOP)

Report Builder

User Guide

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Introduction

The Equal Employment Opportunity Program (EEOP) Report Builder is designed to assist the Department of Justice (DOJ) funding recipients meet the requirements to continue to receive financial assistance. 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 the loss of current or future funding, or both.

There is no requirement to use the EEOP Report Builder.

Purpose

This user guide provides step-by-step instructions on how to navigate the EEOP Report Builder to create your organization's account, complete the Verification Form, and if necessary, complete the Utilization Report.

Process Overview

- Before accessing the EEOP Report Builder, confirm whether your organization has an existing account.

Following the confirmation or creation of an account, this user guide will guide you through the following steps:

- Accessing the EEOP Report Builder.
- Creating an Organization Profile.
- Preparing and submitting a Verification Form.
- Preparing and submitting a Utilization Report, if required.

EEOP Service Desk

If you require programmatic assistance with your submission, you may contact the Office for Civil Rights (OCR) at 202-598-6458 and leave a detailed message or by email at EEOPForms@usdoj.gov.

If you have IT related problems with your submission, you may contact the EEOP Service Desk at 202-307-0627 and leave a detailed message or by email at EEOPITSupport@usdoj.gov.

1. Log In to Access the EEOP Report Builder

The Digital Identity & Access Management Directory (DIAMD) system provides a centralized and highly secure identity governance and access management platform supporting the DOJ users. If you have not created an account in DIAMD, you have the option to enroll. Refer to the DIAMD Frequently Asked Questions (FAQ)

1.1 Homepage Login

Navigate to the OCR EEOP homepage to access the EEOP Report Builder and select **Login** (Figure 1).

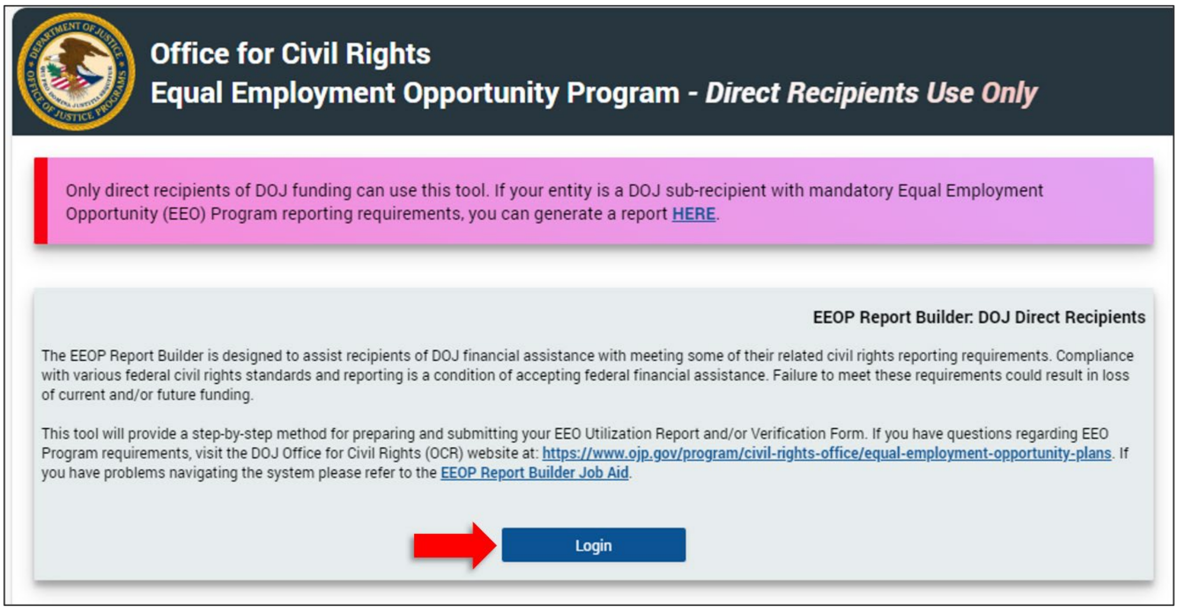


Figure 1: Homepage Login

1. If you *do not* have an active session in DIAMD, the authentication screen will appear. Enter your email address and password to authenticate and select **Sign In** (Figure 2). The system will direct you to the Organization Profile module.

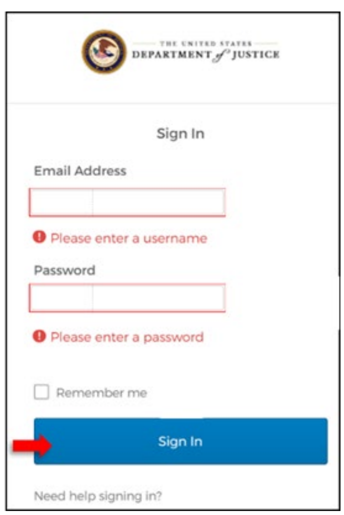


Figure 2: DIAMD Sign-On

2. If you have an active session in DIAMD, the system will direct you to the Organization Profile Module.

1.2 DIAMD Login

Navigate to DIAMD to access the EEOP Report Builder.

1. If you *do not* have an active session in DIAMD, the authentication screen will appear. Enter your email address and password to authenticate and select **Sign In** (Figure 2).
2. Select the **EEOP** tile to access the EEOP Report Builder (Figure 3). The system will direct you to the Organization Profile module.

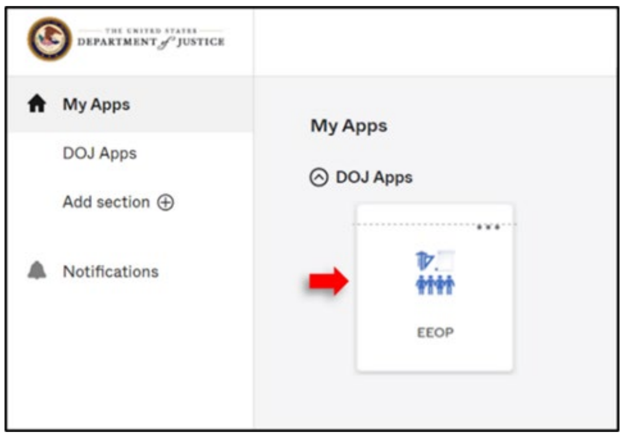


Figure 3: EEOP Application

3. If you have an active session in DIAMD, select the **EEOP** tile to access the EEOP Report Builder (Figure 3). The system will direct you to the Organization Profile module.

2. Organization Profile

2.1 Authorized Users

Under the Organization Profile tab, you will find a list of Authorized Users (Figure 4).

NOTE: Reporting requirements are determined when the Verification Form is submitted.

Non-Exempt*.* If your organization *is* required to submit a Utilization Report, the end-user with Implementation Authority, User, and Entity Administrator can E-Sign and Submit the Verification Form.

Exempt*.* If your organization *is not* required to submit a Utilization Report, *only* the end-user with Implementation Authority can E-Sign and Submit the Verification Form.

1. Enter your phone number in the required field (marked with an asterisk) and select **Save** (Figure 4)**.**

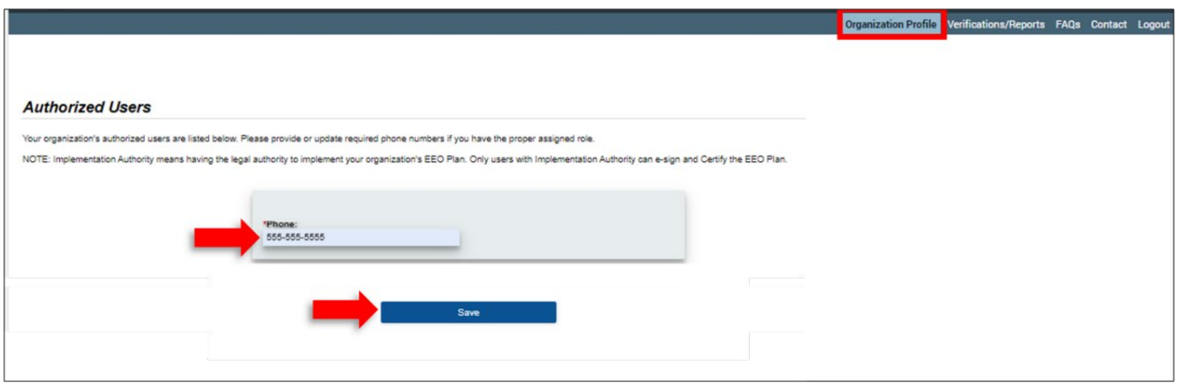


Figure 4: Authorized Users

2.2 Organization Profile

The Organization Profile will be pre-populated with the information provided in the System for Award Management (SAM). Any changes to the Organization Profile must be submitted via SAM.gov.

1. Click the drop-down button to select an **Organizational Category** and **Organizational Type** and select **Save** or **Save and Work on Forms/Reports** (Figure 5).

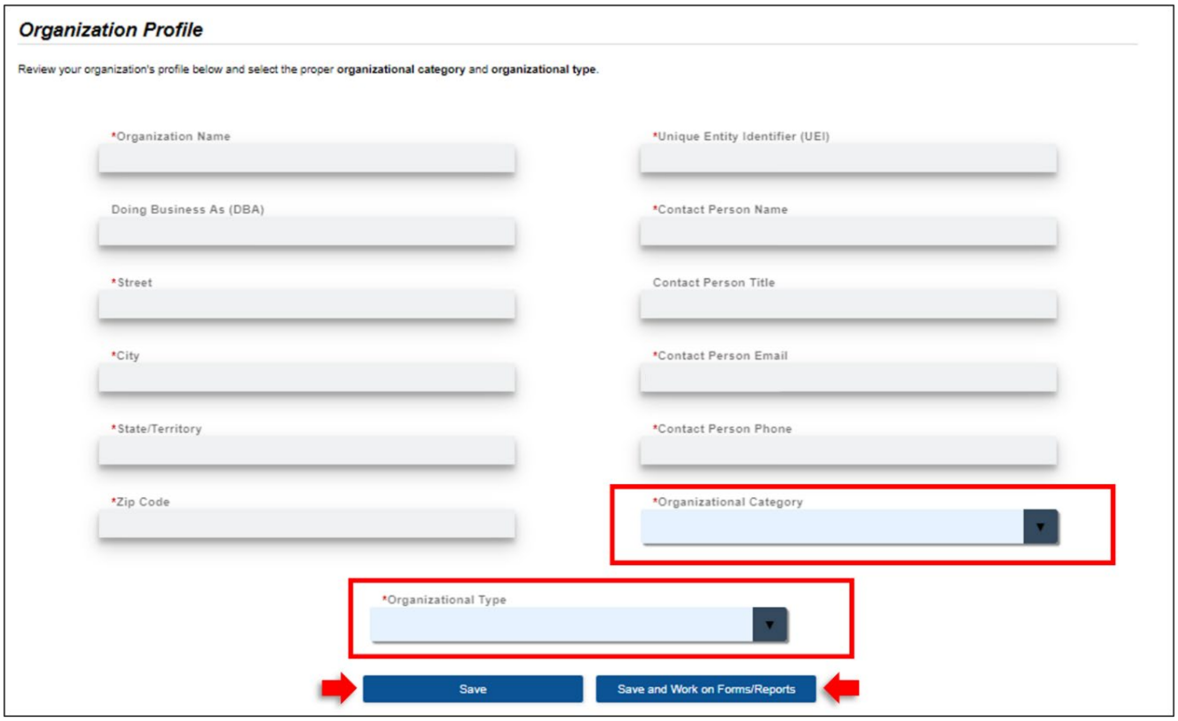


Figure 5: Organization Profile

2. Click the **Verifications/Reports** tab on the top right to continue to the next module (Figure 6).

Figure 6: Verifications/Reports Tab

3. Prepare a Verification Form

The Verification Form is the process in which recipients acknowledge the reporting requirements.

3.1 Verification of EEO Reporting Requirements Status

The Verification of EEO Requirements Status module lists any previously submitted forms (Figure 7).

1. To review a completed form, select **View Verification Form** or **Download Verification Form**.
2. To create a new form, select **Prepare Verification Form**.
3. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report**.

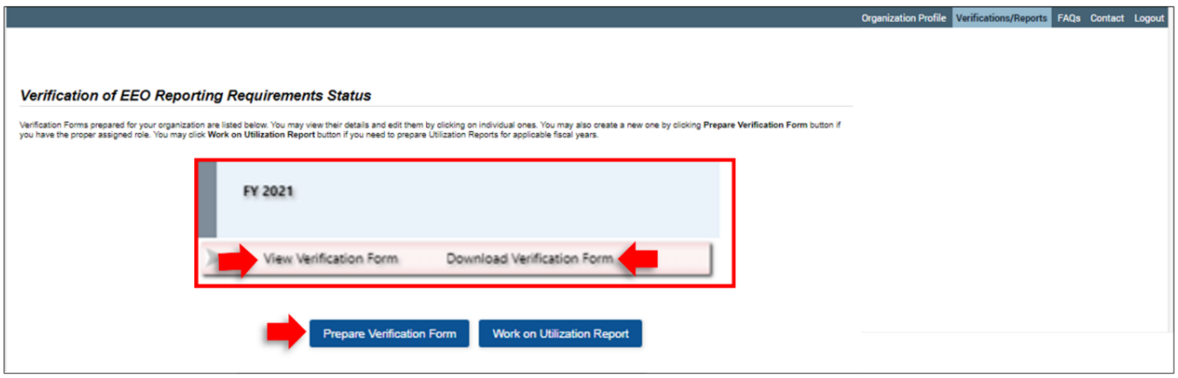


Figure 7: Verification Form Status

3.2 Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module (Figure 8). The data collected in this section will be used to determine the type of Verification Form that is required.

1. Click on the drop-down button to select the **Number of Employees**, **Award Fiscal Year** for which you are certifying, **Single Largest Grant Amount, Filed Utilization Report Last Year,** and **Have Subrecipients Subawarded More than $500,000** fields.

2. Select **Save and Continue**.

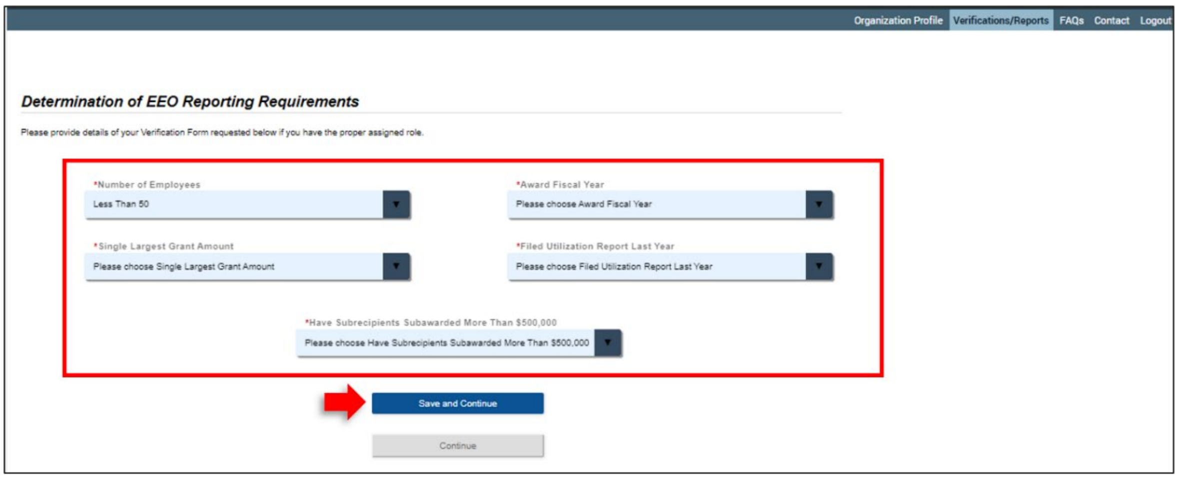


Figure 8: Determination of EEO Reporting Requirements Module

3.3 Large Subrecipients Awards

Review the displayed information in the Large Subrecipients Awards module and provide information for each subrecipient your organization sub-awarded more than $500,000 in a single subaward (Figure 9).

1. Click on the drop-down button in the **Subrecipient Unique Entity Identifier (UEI) Availability** to choose whether the subrecipient has a UEI.
2. Select **Continue**.

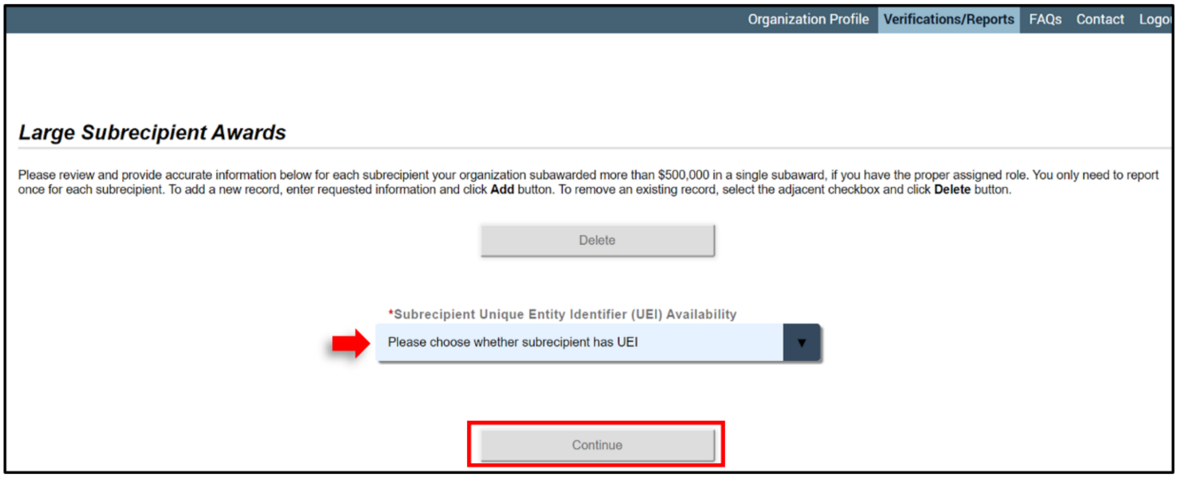


Figure 9: Large Subrecipient Awards Module

Subrecipient with UEI

If the subrecipient has a UEI, you will be prompted to enter the UEI and Single Largest Grant Amount (Figure 10).

1. Click on the dropdown button in the Subrecipient UEI Availability and select **Yes.**
2. Enter the subrecipient **UEI** and **Single Largest Sub-Grant Amount** and select **Add.**

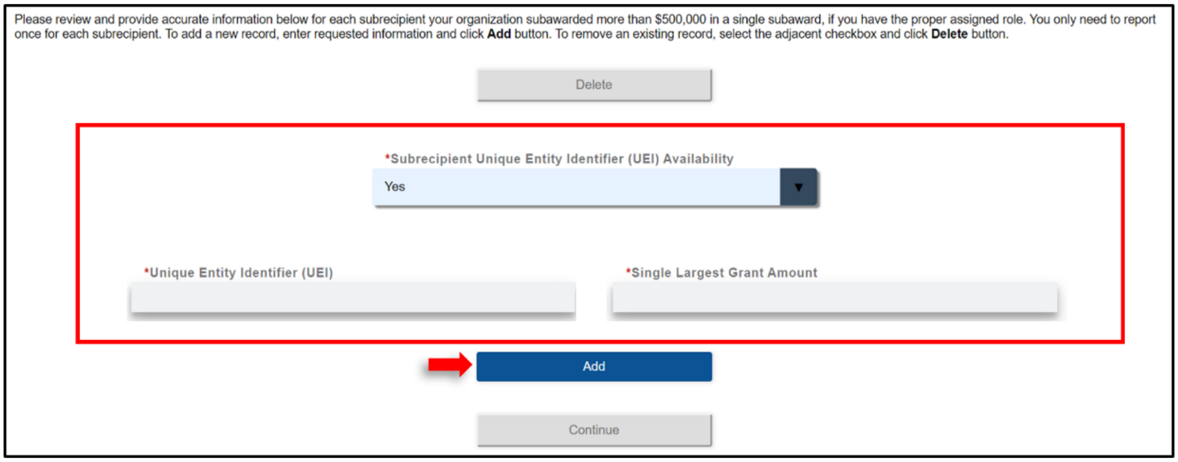


Figure 10: Subrecipient with UEI

3. The subrecipient profile will be displayed, select **Continue** (Figure 11)**.**

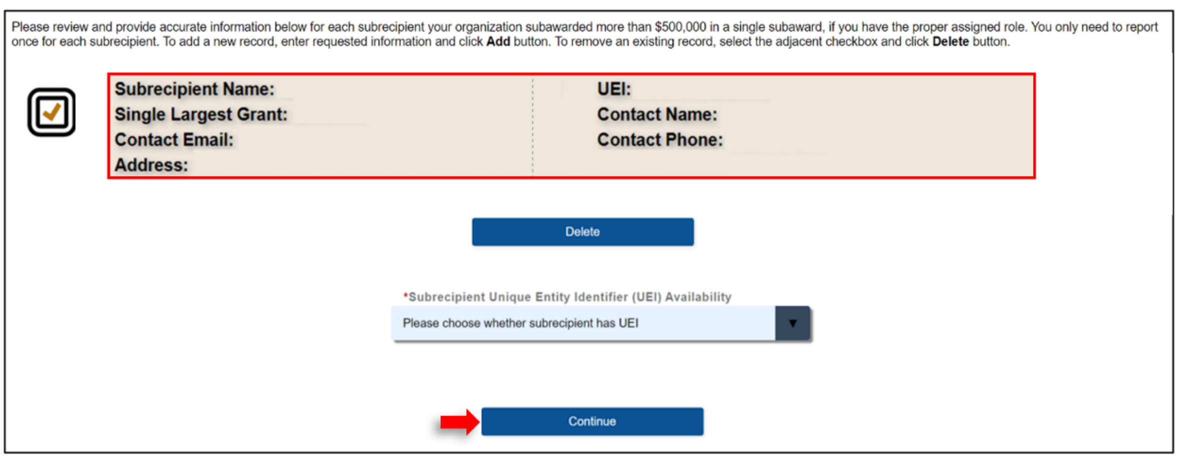


Figure 11: Subrecipient with UEI Profile

The system will direct you to the Compliance with EEOP Requirements module, see 3.4 in this document.

Subrecipient without UEI

If the subrecipient does *not* have a UEI, you will be prompted to provide information about the subrecipient (Figure 12).

1. Click on the dropdown button in the Subrecipient UEI Availability and select **No**.
2. Enter the **Subrecipient Name**, **Single Largest Grant Amount**, **Contact Name, Contact Email**, **Contact Phone**, **Contact Street**, **City**, **Zip Code**, and **State/Territory** and select **Add**.

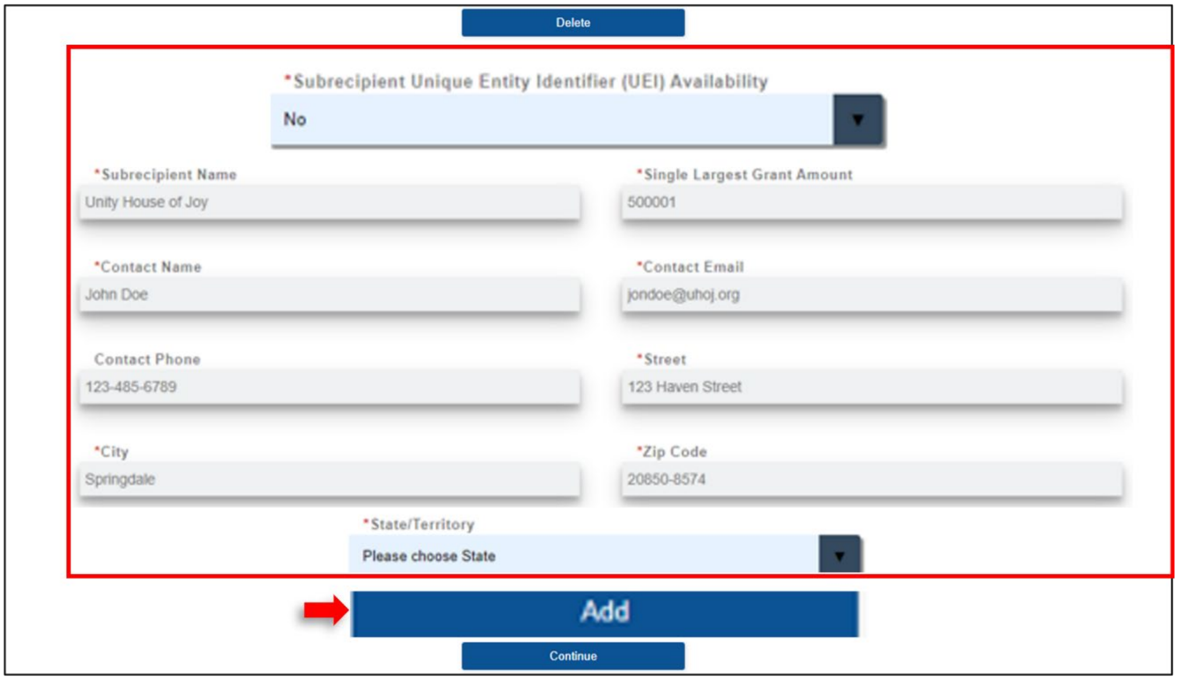


Figure 12: Subrecipient without UEI

4. The subrecipient profile will be displayed, select **Continue**.

Figure 13: Subrecipient without UEI Profile

The system will direct you to the Compliance with EEOP Requirements module, see 3.4 in this document.

Delete Subrecipient

To remove an existing subrecipient, click on the **adjacent checkbox** next to the subrecipient profile you want to delete. A checkmark will appear, select **Delete** (Figure 14).

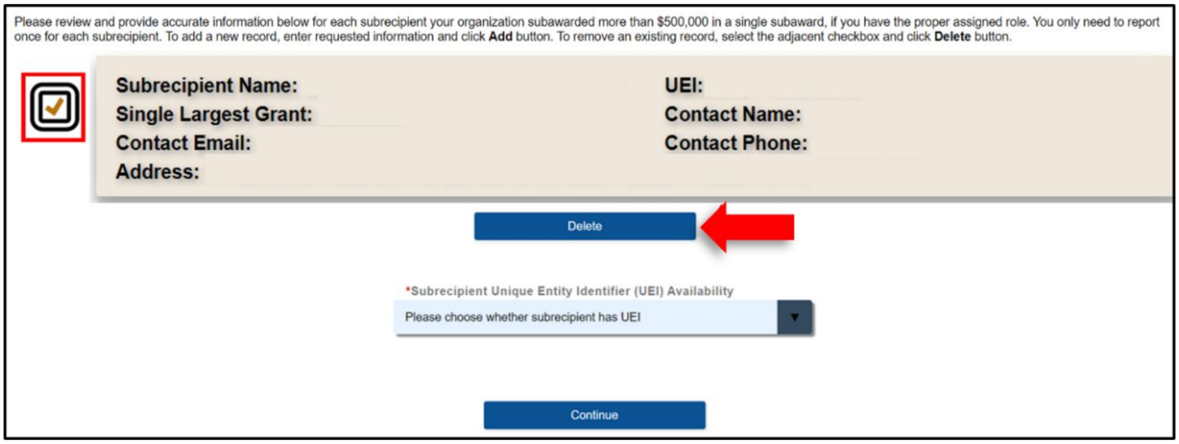


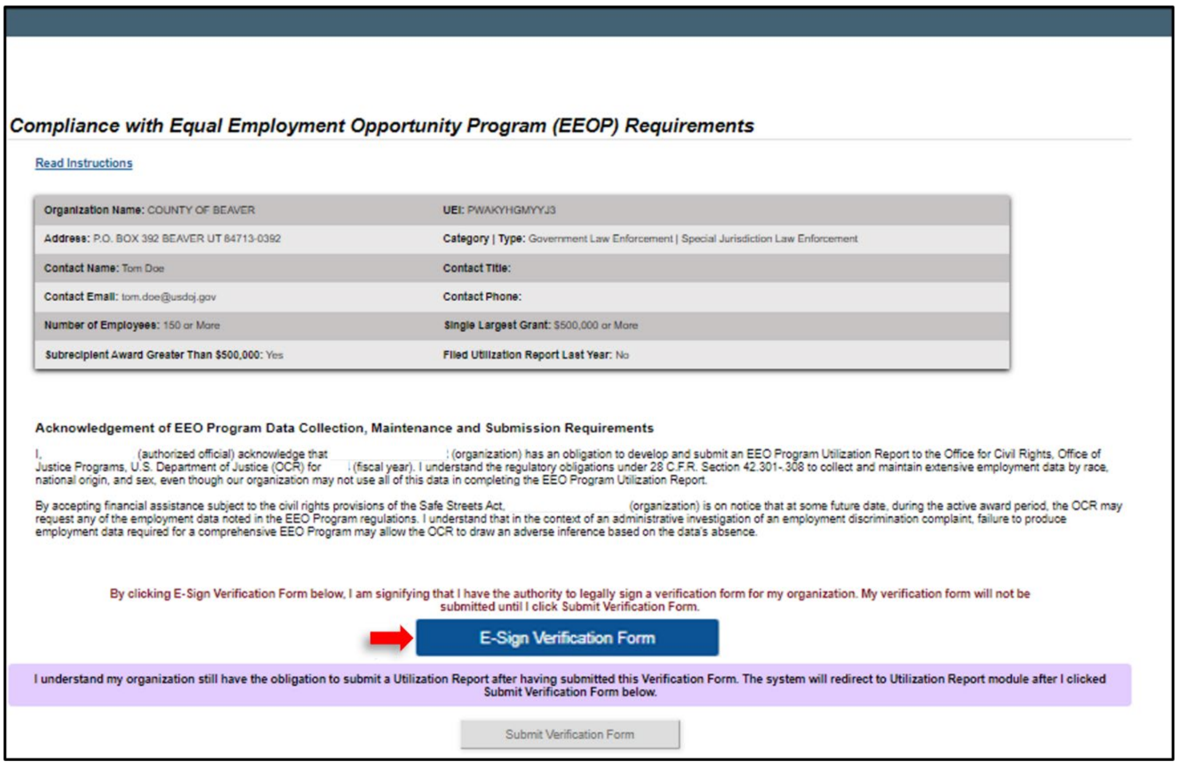
Figure 14: Delete Subrecipient

3.4 Compliance with EEOP Requirements

Non-Exempt Verification

If your organization is *not* exempt from submitting a Utilization Report, you will be required to electronically sign the Verification Form. Prior to submission, a notice will alert you of the requirement to submit a Utilization Report. By clicking on “Submit Verification Report”, you agree to the requirement (Figure 15).

1. Review the **‘Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements’** and select **E-Sign Verification Form**.


Compliance with Equal Employment Opportunity Program (EEOP) Requirements

Read Instructions

Organization Name: COUNTY OF BEAVER	**UEI:** PWAKYHGMYYJ3
Address: P.O. BOX 392 BEAVER UT 84713-0392	**Category | Type:** Government Law Enforcement | Special Jurisdiction Law Enforcement
Contact Name: Tom Doe	**Contact Title:**
Contact Email: tom.doe@usdoj.gov	**Contact Phone:**
Number of Employees: 150 or More	**Single Largest Grant:** $500,000 or More
Subrecipient Award Greater Than $500,000: Yes	**Filed Utilization Report Last Year:** No

Acknowledgement of EEO Program Data Collection, Maintenance and Submission Requirements

I, (authorized official) acknowledge that (organization) has an obligation to develop and submit an EEO Program Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Program Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEO Program regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEO Program may allow the OCR to draw an adverse inference based on the data's absence.

By clicking E-Sign Verification Form below, I am signifying that I have the authority to legally sign a verification form for my organization. My verification form will not be submitted until I click Submit Verification Form.

E-Sign Verification Form

I understand my organization still have the obligation to submit a Utilization Report after having submitted this Verification Form. The system will redirect to Utilization Report module after I clicked Submit Verification Form below.

Submit Verification Form

Figure 15: Non-Exempt - E-Sign Verification Form

2. The blue box will turn orange to indicate the form has been electronically signed (Figure 16).

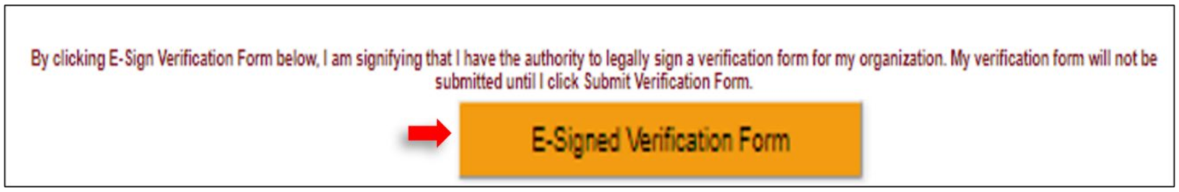


Figure 16: Non-exempt – E-Signed Verification Form

YOU ARE NOT DONE
YOU MUST SUBMIT THE VERIFICATION FORM

3. Click on **Submit Verification Form** to acknowledge the requirement to submit a Utilization Report (Figure 17).

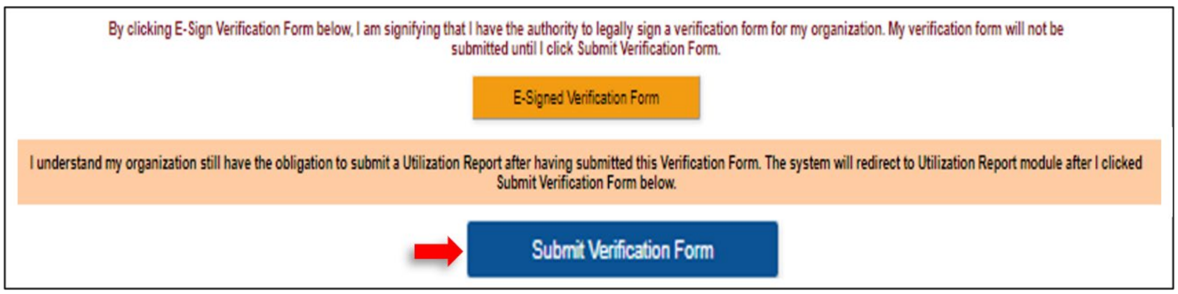


Figure 17: Non-Exempt – Submit Verification Form

4. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization **is required to submit a Utilization Report** (Figure 18). **Your organization must maintain a written EEO Plan and has additional reporting requirements**. The system will then redirect you to the Profile Verification module.

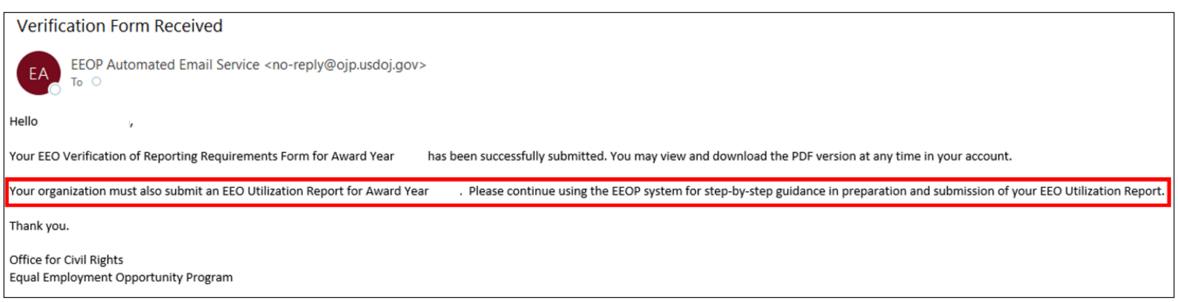


Figure 18: Non-Exempt - Email Notification

Exempt Verification

If your organization *is* exempt from submitting a Utilization Report, only the person with Implementation Authority will be able to electronically sign and submit the Verification Form (Figure 19).

1. Review the **"Declaration Claiming Exemption from the EEO Program Utilization Report Submission Requirement"** and select **E-Sign Verification Form**.

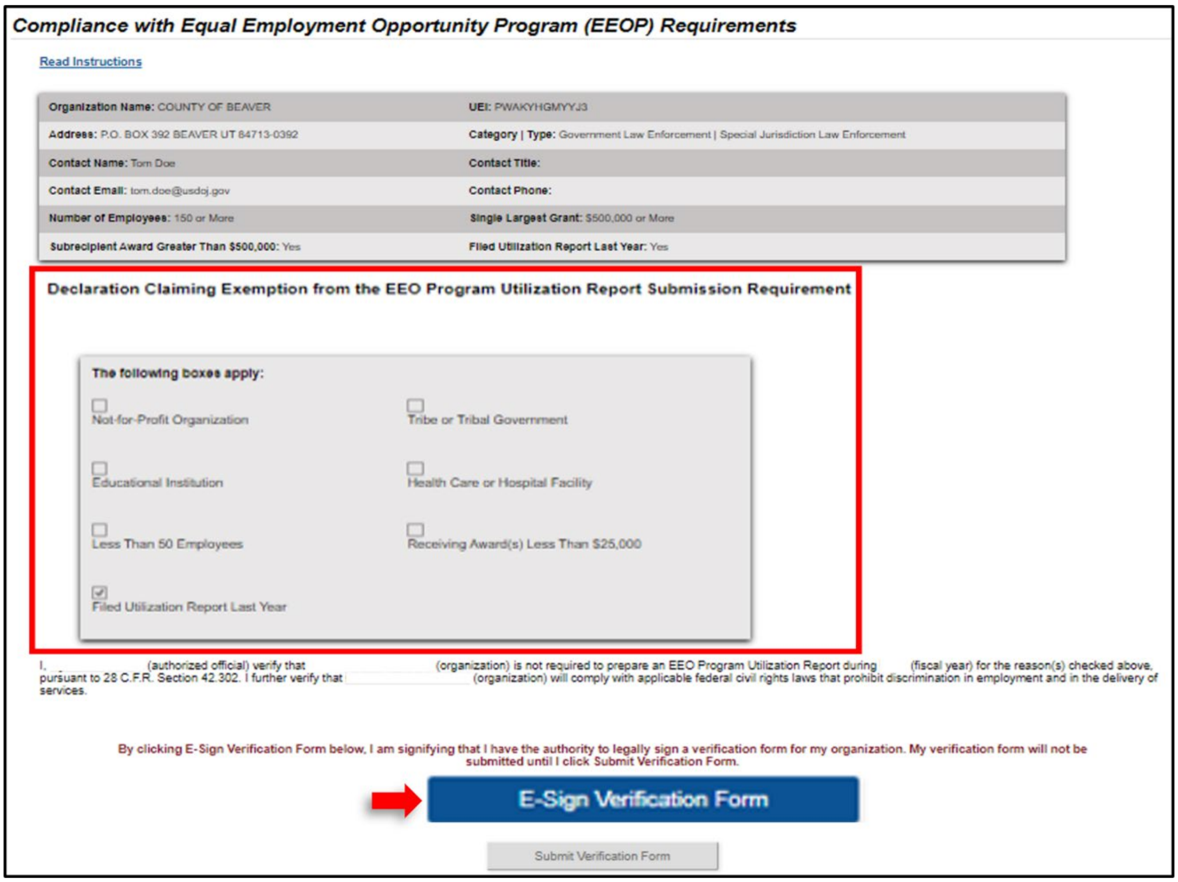


Figure 19: Exempt – E-Sign Verification

2. The blue box will turn orange to indicate the form has been electronically signed (Figure 20).

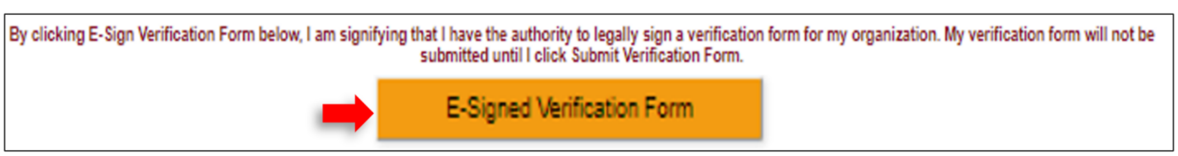


Figure 20: Exempt – E-Signed Verification Form

YOU ARE NOT DONE
YOU MUST SUBMIT THE VERIFICATION FORM

3. Select **Submit Verification Form** (Figure 21).

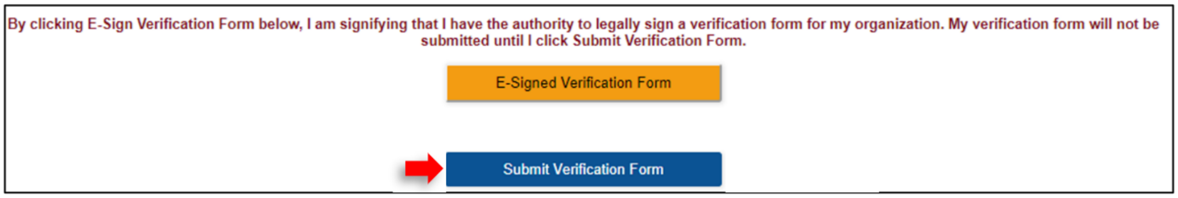
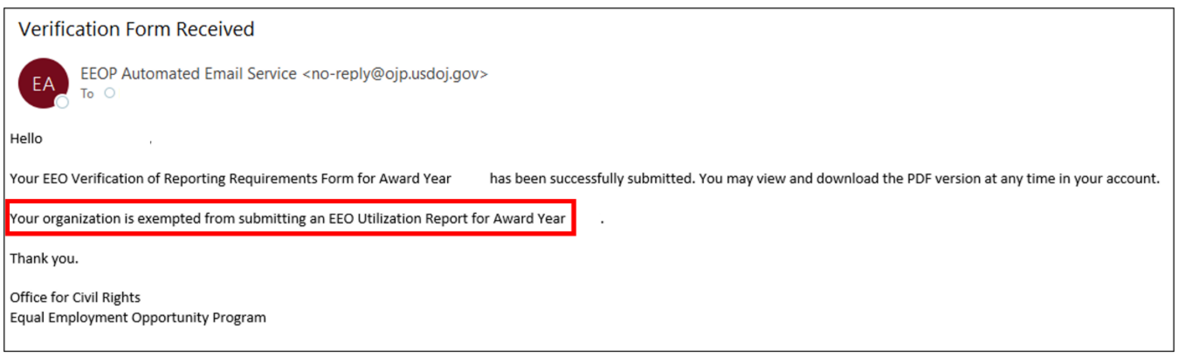


Figure 21: Exempt – Submit Verification Form

4. Once the Verification Form is submitted, the system will generate an email and send it to your email address. The email notification will confirm that your organization is exempt from submitting a Utilization Report (Figure 22).


Verification Form Received

EA EEOP Automated Email Service <no-reply@ojp.usdoj.gov>
To

Hello .

Your EEO Verification of Reporting Requirements Form for Award Year has been successfully submitted. You may view and download the PDF version at any time in your account.

Your organization is exempted from submitting an EEO Utilization Report for Award Year .

Thank you.

Office for Civil Rights
Equal Employment Opportunity Program

Figure 22: Exempt - Email Notification

The system will redirect you to the Verification of EEO Reporting Requirements Status. You may choose to view or download your submitted form or exit the system by clicking **Logout** located on the top right.

3.5 Profile Verification

The system will direct you to verify your user and organization information prior to beginning the preparation of the EEO Utilization Report for the listed organization (Figure 23).

1. If the information displayed on the screen is correct, select **Accept**. The system will direct you to the Reporting History module.
2. If the information displayed on the screen is *not* correct, select **Not Accept.** The system will redirect you to Verification of EEO Reporting Requirements Status module.

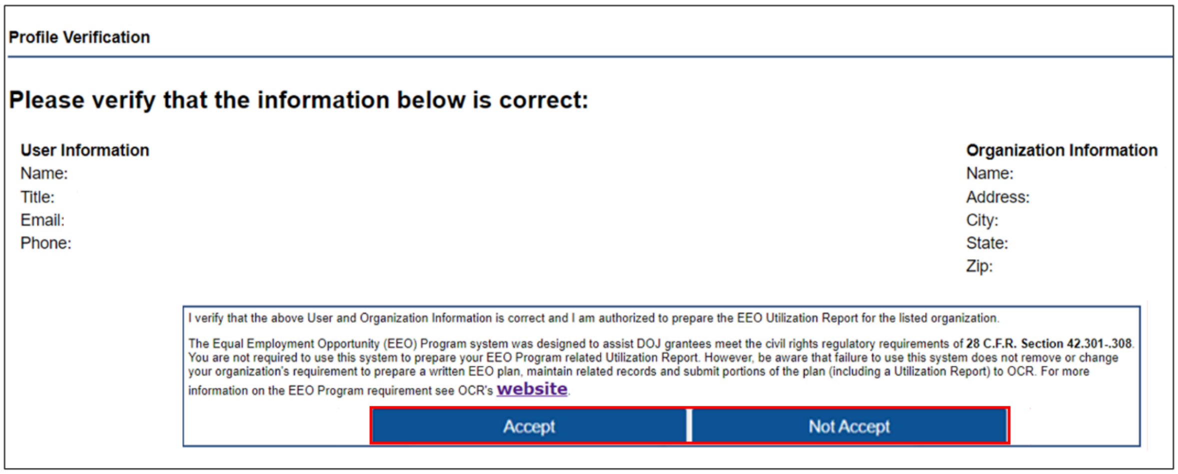


Figure 23: Profile Verification Module

4. Prepare a Utilization Report

The following sections will guide you through the process of preparing and submitting a Utilization Report.

> Note*:* To navigate the sections of the Utilization Report, select the **<<Go Back** or **Next Page>>** on the top right of the screen. The system does not support the BACK arrow, to return to a previous page select the **<<Go Back** button only.

4.1 Reporting History

The system will display the Reporting History Module. The Fiscal Year column displays previous and current reports. The Available Action column allows you to click on the link to act for the individual report listed (Figure 24).

1. To begin preparing your Utilization Report, select **Click to start Utilization Report** under the Available Action column. The system will direct you to Prepare the Utilization Report.
2. To edit an existing report, select **Edit**.

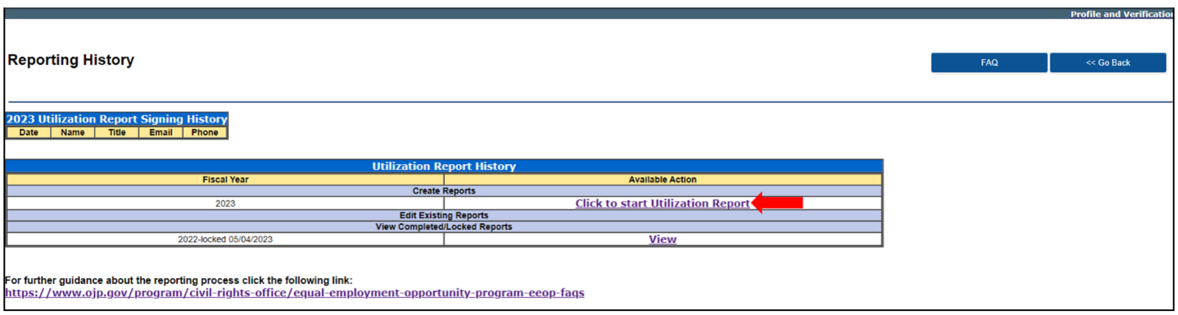


Figure 24: Reporting History Module

4.2 Prepare the Utilization Report

The system will display the EEO Utilization Report Seven Sections: Checklist module (Figure 25)

> ***Note:*** If you are a returning user and have completed any of the sections, the completed sections will be checked. You can return to any completed checked section by clicking on it.

1. Select **Next Step>>** to continue to the next module.

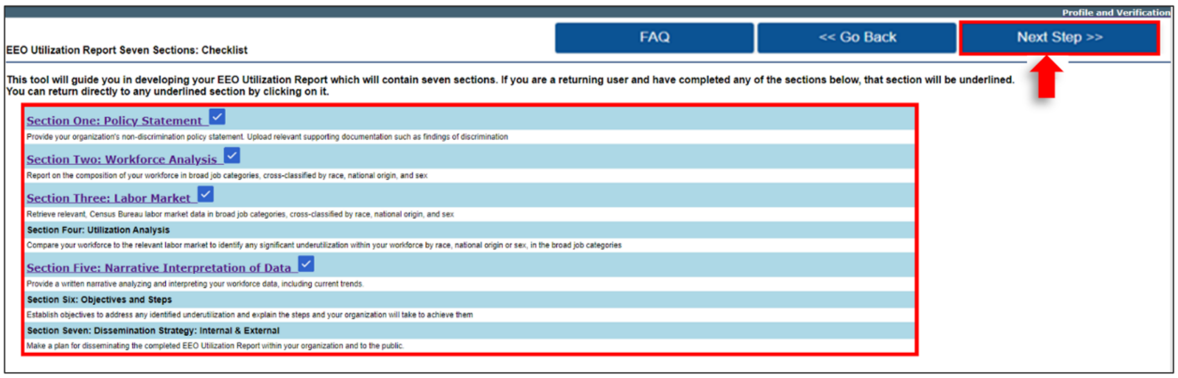


Figure 25: Checklist Module

Seven Sections:

Section 1 of 7: EEO Policy Statement

1. Enter your organization policy statement in the text box (Figure 26).

> ***NOTE:*** If your text exceeds 2,000 characters, you may upload your policy as an attachment (see "How to upload Supporting Documentation").

2. Select **Next Step>>** to continue to the next module.

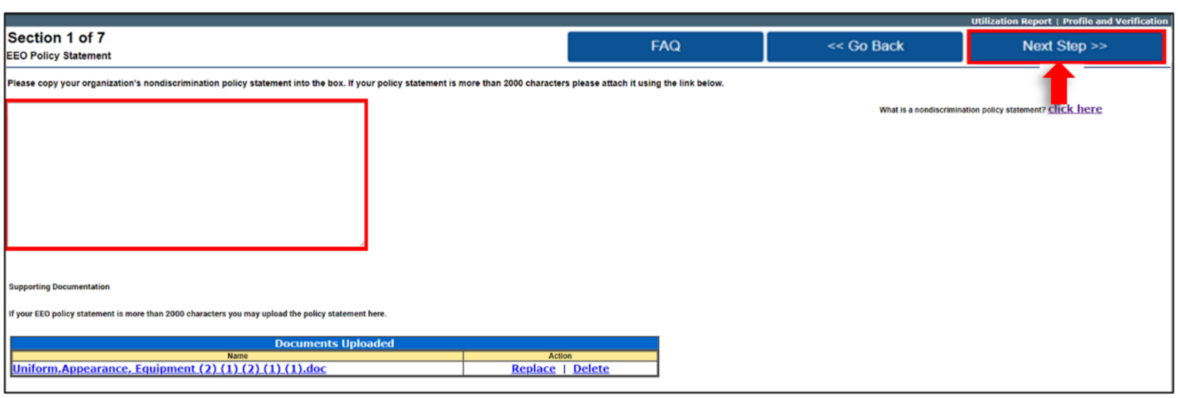


Figure 26: EEO Policy Statement Module

How to upload Supporting Documentation

1. Select the **Click Here** link to be directed to the "Documentation Upload" page (Figure 27).

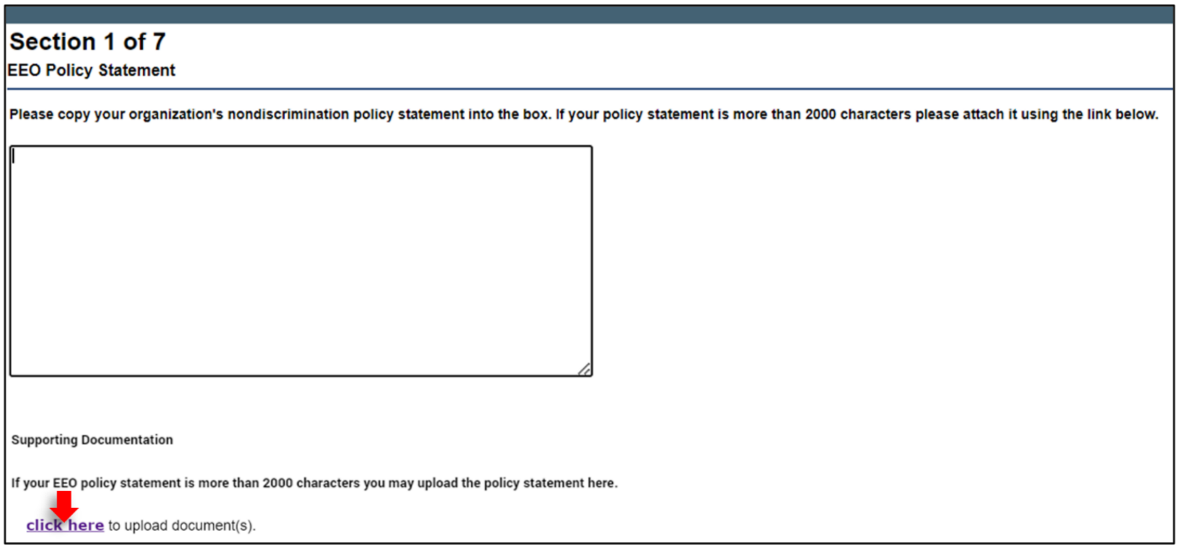


Figure 27: Upload EEO Policy Statement

2. Select the **Choose File** button then click **Upload** to attach your document (Figure 28).

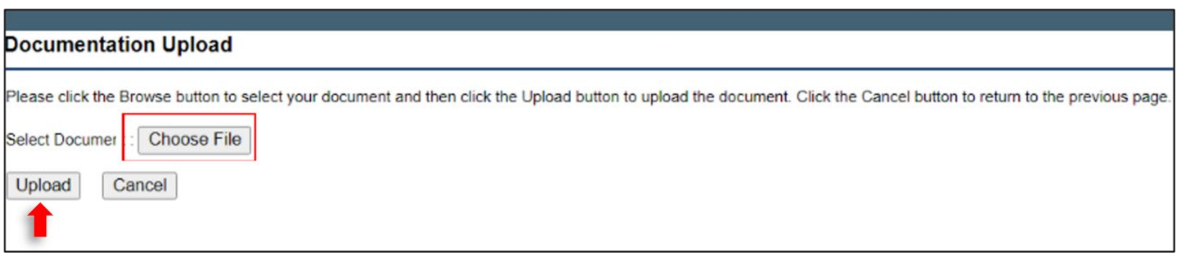


Figure 28: Documentation Upload

Section 2a of 7: Total Number of Employees of Known Race, National Origin, and Sex

This module requires information to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex in eight (8) major categories (Figure 29).

1. Enter the **Total number of employees**, and the **Number of employees of unknown race, national origin, or sex**. The **Total number of employees of known race, national origin, or sex** will auto populate.
2. Select **Next Step>>** to continue to the next module.

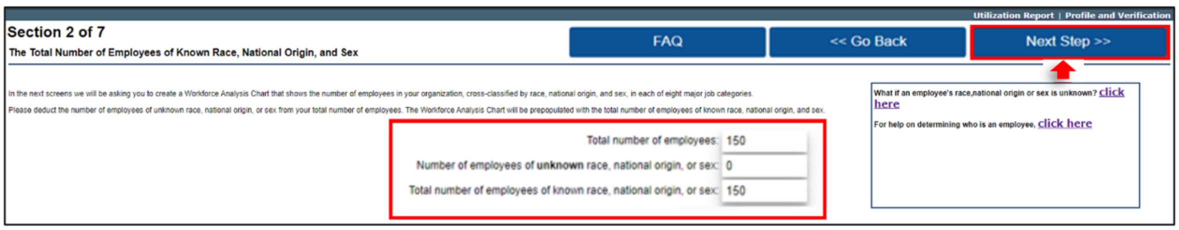


Figure 29: Employee Classification

Section 2b of 7: Building Sworn Officers Rank Chart

You will be prompted to Build a Sworn Officer Rank Chart that includes each of your organization's sworn ranks, from *lowest to highest*, and the number of employees for each rank classified by race, national origin, and sex. **Please use PATROL OFFICERS as the first level, sworn, non-supervisory rank regardless of the actual title your organization uses.**

1. Select **Add Law Enforcement Rank** (Figure 30).

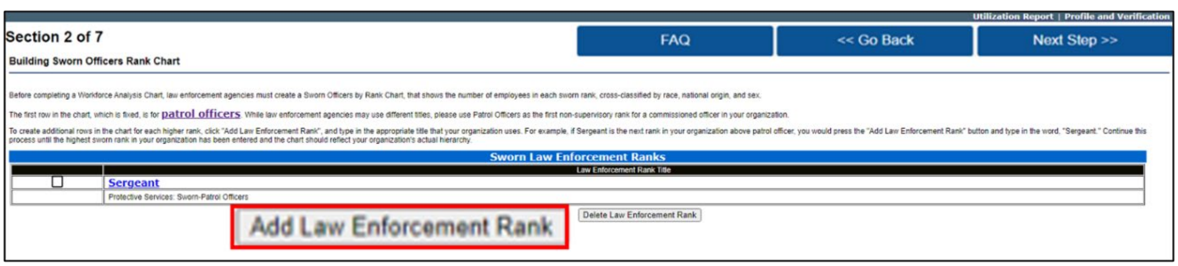


Figure 30: Sworn Officers Rank Chart Module

2. In the **Rank Title** text box, enter the sworn officer title and select **Submit** (Figure 31). Continue this process until the highest sworn rank in your organization has been entered and the chart should reflect your organization's actual hierarchy.

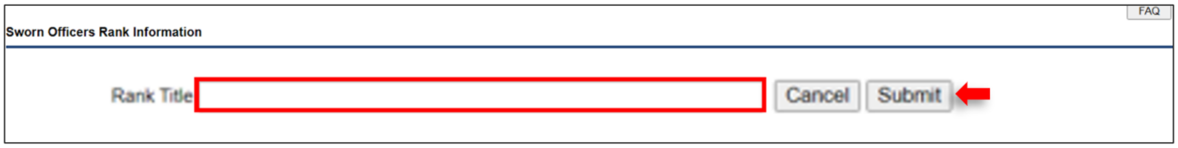


Figure 31: Sworn Officers Rank Title

3. Select **Next Step>>** to continue to the next module (Figure 32).

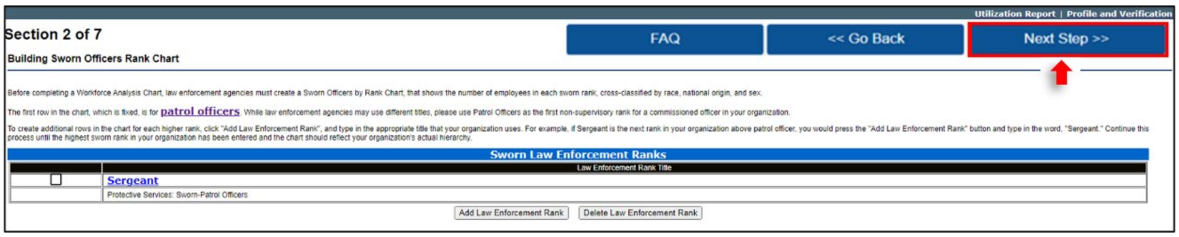


Figure 32: Next Step Button

Section 2c of 7: Sworn Officers Rank Chart

The system will display the data entered on the previous page on a chart. The chart is broken down by sex and race or national origin (Figure 33).

1. Enter the number of employees for each job category in the **Total** column, the **number per column category** and select **Next Step>>** to continue to the next module.

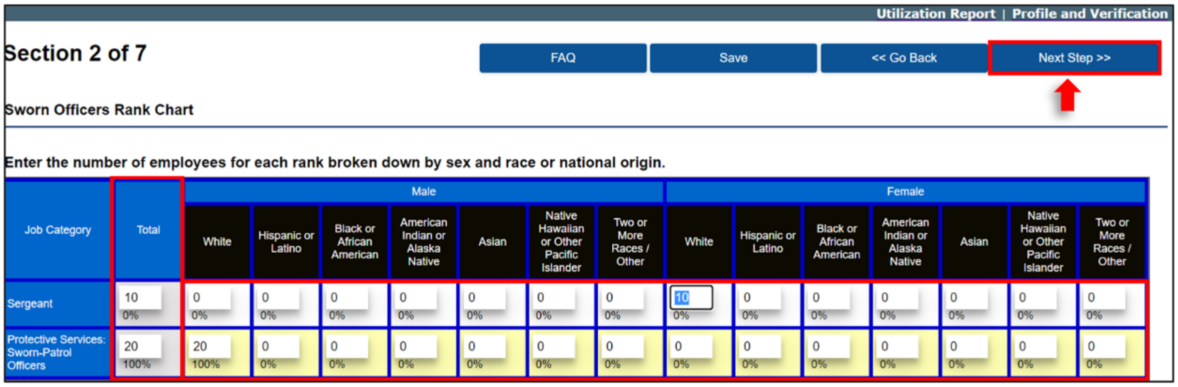


Figure 33: Sworn Officers Rank Chart Module

2. The system will import the information entered in the Workforce Analysis Chart (Figure 34). Review the information on the chart and select **Next Step>>** to continue to the next module.

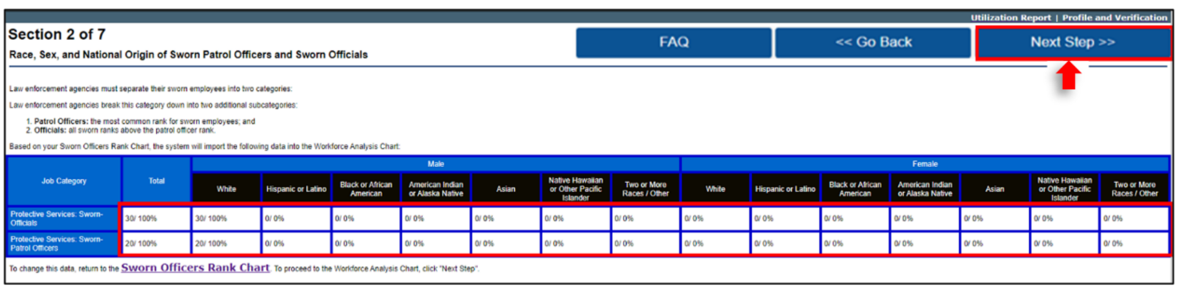
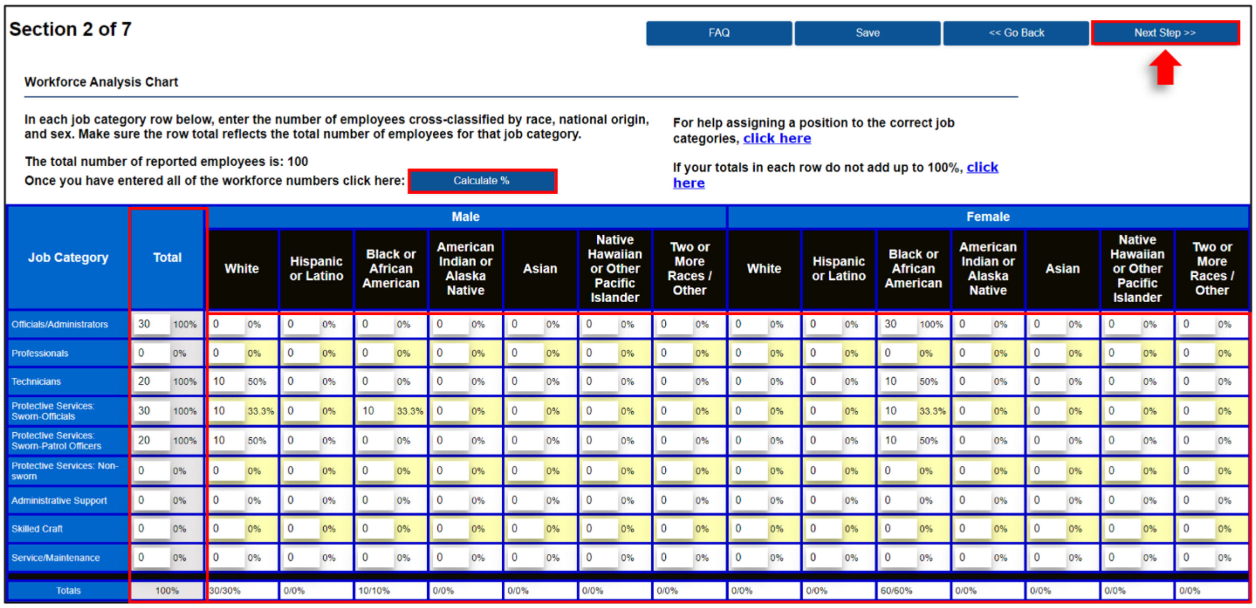


Figure 34: Law Enforcement Chart Module

Section 2d of 7: Workforce Analysis Chart

In each job category, enter the appropriate information to calculate the number of employees (Figure 35).

1. Enter the total number of employees in each job category in the **Total** column and the number of employees for each category by gender and race or national origin.
2. Select **Calculate %** and select **Next Step>>** to continue to the next module.



Section 2 of 7

FAQ | Save | << Go Back | Next Step >>

Workforce Analysis Chart

In each job category row below, enter the number of employees cross-classified by race, national origin, and sex. Make sure the row total reflects the total number of employees for that job category.

The total number of reported employees is: 100

Once you have entered all of the workforce numbers click here: Calculate %

For help assigning a position to the correct job categories, click here

If your totals in each row do not add up to 100%, click here

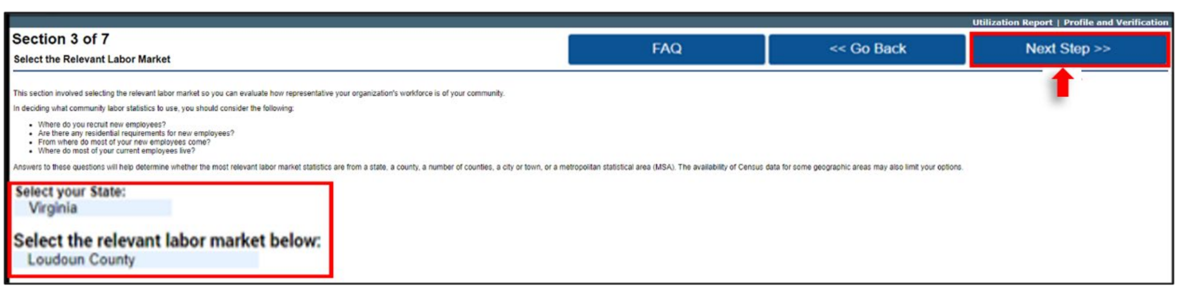
Job Category	Total	Male							Female						
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators	30 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	30 100%	0 0%	0 0%	0 0%	0 0%
Professionals	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Technicians	20 100%	10 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	10 50%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn-Officials	30 100%	10 33.3%	0 0%	10 33.3%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	10 33.3%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn-Patrol Officers	20 100%	10 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	10 50%	0 0%	0 0%	0 0%	0 0%
Protective Services: Non-sworn	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Skilled Craft	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Totals	100%	30/30%	0/0%	10/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/60%	0/0%	0/0%	0/0%	0/0%

Figure 35: Workforce Analysis Chart Module

Section 3a of 7: Relevant Labor Market

This module involves selecting the relevant labor market to evaluate your organization's workforce in comparison to your community (Figure 36).

1. Click on the form field to select your **State** and **Relevant Labor Market** and select **Next Step>>** to continue to the next module.



Utilization Report | Profile and Verification

Section 3 of 7

Select the Relevant Labor Market

FAQ | << Go Back | Next Step >>

This section involved selecting the relevant labor market so you can evaluate how representative your organization's workforce is of your community.

In deciding what community labor statistics to use, you should consider the following:

- Where do you recruit new employees?
- Are there any residential requirements for new employees?
- From where do most of your new employees come?
- Where do most of your current employees live?

Answers to these questions will help determine whether the most relevant labor market statistics are from a state, a county, a number of counties, a city or town, or a metropolitan statistical area (MSA). The availability of Census data for some geographic areas may also limit your options.

Select your State:
Virginia

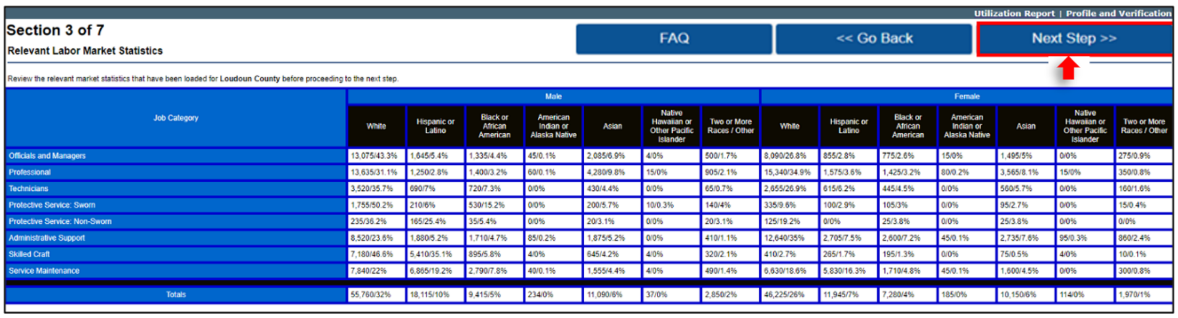
Select the relevant labor market below:
Loudoun County

Figure 36: Relevant Labor Market

Section 3b of 7: Relevant Labor Market Statistics

The Relevant Labor Market Statistics chart will display the information provided in the previous module (Figure 37). **Note:** Starting from here, your agency "Protective Service - Sworn Officials" and "Protective Service -Sworn Patrol Officers" are combined as one single jog category "Protective Service -Sworn".

1. Review the relevant market statistics that have been loaded for the county selected and select **Next Step>>** to proceed to the next module.



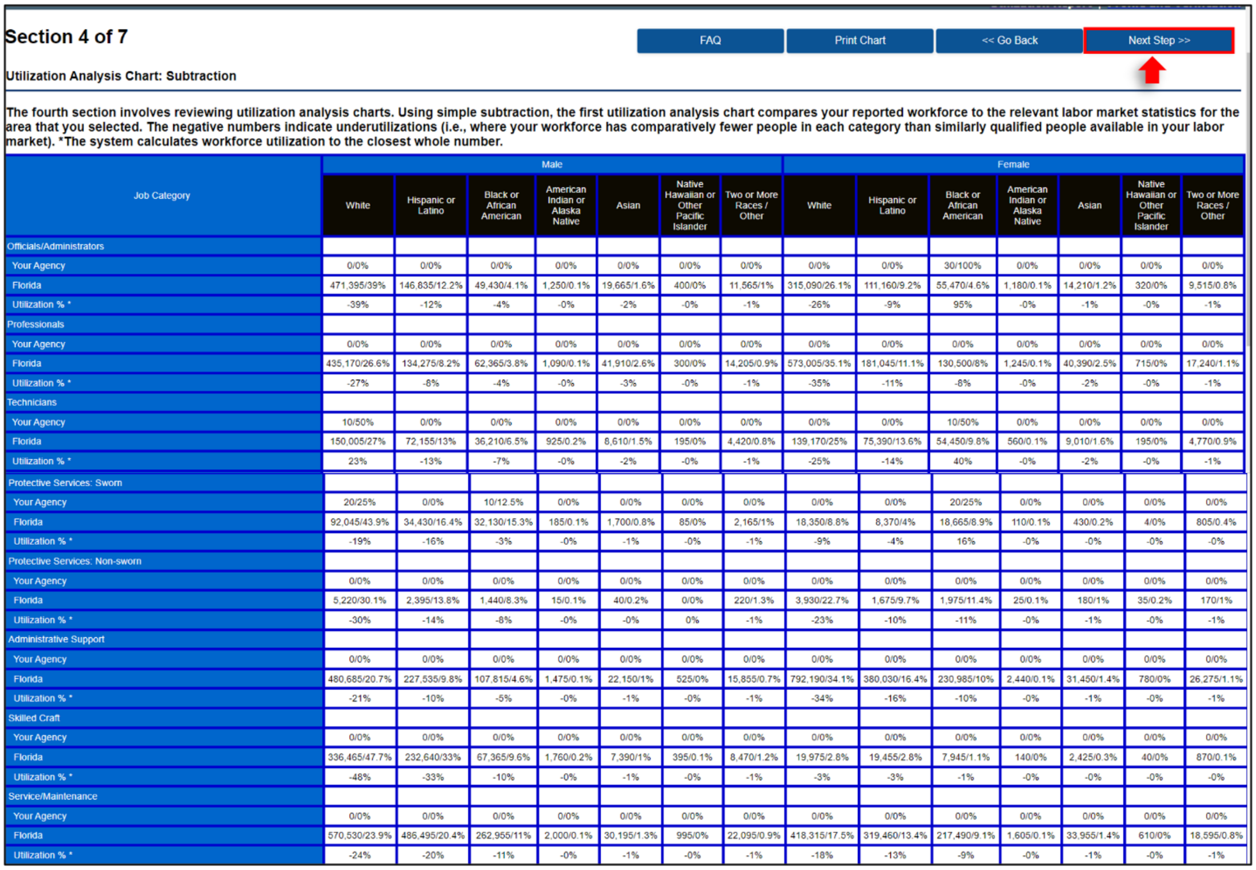
Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials and Managers	13,075/43.3%	1,645/5.4%	1,335/4.4%	45/0.1%	2,085/6.9%	4/0%	500/1.7%	8,090/26.8%	855/2.8%	775/2.6%	15/0%	1,495/5%	0/0%	275/0.9%
Professional	13,635/31.1%	1,250/2.8%	1,400/3.2%	60/0.1%	4,280/9.8%	15/0%	905/2.1%	15,340/34.9%	1,575/3.6%	1,425/3.2%	80/0.2%	3,565/8.1%	15/0%	350/0.8%
Technicians	3,520/35.7%	690/7%	720/7.3%	0/0%	430/4.4%	0/0%	65/0.7%	2,655/26.9%	615/6.2%	445/4.5%	0/0%	560/5.7%	0/0%	160/1.6%
Protective Service: Sworn	1,755/50.2%	210/6%	530/15.2%	0/0%	200/5.7%	10/0.3%	140/4%	335/9.6%	100/2.9%	105/3%	0/0%	95/2.7%	0/0%	15/0.4%
Protective Service: Non-Sworn	235/36.2%	165/25.4%	35/5.4%	0/0%	20/3.1%	0/0%	20/3.1%	125/19.2%	0/0%	25/3.8%	0/0%	25/3.8%	0/0%	0/0%
Administrative Support	8,520/23.6%	1,880/5.2%	1,710/4.7%	85/0.2%	1,875/5.2%	0/0%	410/1.1%	12,640/35%	2,705/7.5%	2,600/7.2%	45/0.1%	2,735/7.6%	95/0.3%	860/2.4%
Skilled Craft	7,180/46.6%	5,410/35.1%	895/5.8%	4/0%	645/4.2%	4/0%	320/2.1%	410/2.7%	265/1.7%	195/1.3%	0/0%	75/0.5%	4/0%	10/0.1%
Service Maintenance	7,840/22%	6,865/19.2%	2,790/7.8%	40/0.1%	1,555/4.4%	4/0%	490/1.4%	6,630/18.6%	5,830/16.3%	1,710/4.8%	45/0.1%	1,600/4.5%	0/0%	300/0.8%
Totals	55,760/32%	18,115/10%	9,415/5%	234/0%	11,090/6%	37/0%	2,850/2%	46,225/26%	11,945/7%	7,280/4%	185/0%	10,150/6%	114/0%	1,970/1%

Figure 37: Relevant Labor Market Statistics

Section 4a of 7: Utilization Analysis Chart: Subtraction

The Utilization Analysis Chart: Subtraction provides an overview of your reported workforce to the relevant labor market statistics for the area that you selected (Figure 38).

1. Review the Utilization Analysis Chart: Subtraction and select **Next Step>>** to proceed to the next module.



Section 4 of 7

FAQ | Print Chart | << Go Back | Next Step >>

Utilization Analysis Chart: Subtraction

The fourth section involves reviewing utilization analysis charts. Using simple subtraction, the first utilization analysis chart compares your reported workforce to the relevant labor market statistics for the area that you selected. The negative numbers indicate underutilizations (i.e., where your workforce has comparatively fewer people in each category than similarly qualified people available in your labor market). *The system calculates workforce utilization to the closest whole number.

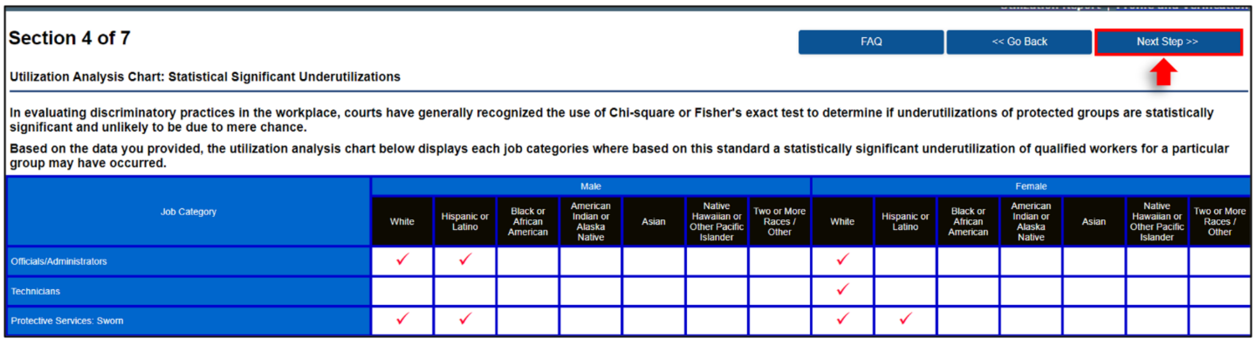
Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/100%	0/0%	0/0%	0/0%	0/0%
Florida	471,395/39%	146,835/12.2%	49,430/4.1%	1,250/0.1%	19,665/1.6%	400/0%	11,565/1%	315,090/26.1%	111,160/9.2%	55,470/4.6%	1,180/0.1%	14,210/1.2%	320/0%	9,515/0.8%
Utilization % *	-39%	-12%	-4%	-0%	-2%	-0%	-1%	-26%	-9%	95%	-0%	-1%	-0%	-1%
Professionals														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	435,170/26.6%	134,275/8.2%	62,365/3.8%	1,090/0.1%	41,910/2.6%	300/0%	14,205/0.9%	573,005/35.1%	181,045/11.1%	130,500/8%	1,245/0.1%	40,390/2.5%	715/0%	17,240/1.1%
Utilization % *	-27%	-8%	-4%	-0%	-3%	-0%	-1%	-35%	-11%	-8%	-0%	-2%	-0%	-1%
Technicians														
Your Agency	10/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/50%	0/0%	0/0%	0/0%	0/0%
Florida	150,005/27%	72,155/13%	36,210/6.5%	925/0.2%	8,610/1.5%	195/0%	4,420/0.8%	139,170/25%	75,390/13.6%	54,450/9.8%	560/0.1%	9,010/1.6%	195/0%	4,770/0.9%
Utilization % *	23%	-13%	-7%	-0%	-2%	-0%	-1%	-25%	-14%	40%	-0%	-2%	-0%	-1%
Protective Services: Sworn														
Your Agency	20/25%	0/0%	10/12.5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/25%	0/0%	0/0%	0/0%	0/0%
Florida	92,045/43.9%	34,430/16.4%	32,130/15.3%	185/0.1%	1,700/0.8%	85/0%	2,165/1%	18,350/8.8%	8,370/4%	18,665/8.9%	110/0.1%	430/0.2%	4/0%	805/0.4%
Utilization % *	-19%	-16%	-3%	-0%	-1%	-0%	-1%	-9%	-4%	16%	-0%	-0%	-0%	-0%
Protective Services: Non-sworn														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	5,220/30.1%	2,395/13.8%	1,440/8.3%	15/0.1%	40/0.2%	0/0%	220/1.3%	3,930/22.7%	1,675/9.7%	1,975/11.4%	25/0.1%	180/1%	35/0.2%	170/1%
Utilization % *	-30%	-14%	-8%	-0%	-0%	0%	-1%	-23%	-10%	-11%	-0%	-1%	-0%	-1%
Administrative Support														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	480,685/20.7%	227,535/9.8%	107,815/4.6%	1,475/0.1%	22,150/1%	525/0%	15,855/0.7%	792,190/34.1%	380,030/16.4%	230,985/10%	2,440/0.1%	31,450/1.4%	780/0%	26,275/1.1%
Utilization % *	-21%	-10%	-5%	-0%	-1%	-0%	-1%	-34%	-16%	-10%	-0%	-1%	-0%	-1%
Skilled Craft														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	336,465/47.7%	232,640/33%	67,365/9.6%	1,760/0.2%	7,390/1%	395/0.1%	8,470/1.2%	19,975/2.8%	19,455/2.8%	7,945/1.1%	140/0%	2,425/0.3%	40/0%	870/0.1%
Utilization % *	-48%	-33%	-10%	-0%	-1%	-0%	-1%	-3%	-3%	-1%	-0%	-0%	-0%	-0%
Service/Maintenance														
Your Agency	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Florida	570,530/23.9%	486,495/20.4%	262,955/11%	2,000/0.1%	30,195/1.3%	995/0%	22,095/0.9%	418,315/17.5%	319,460/13.4%	217,490/9.1%	1,605/0.1%	33,955/1.4%	610/0%	18,595/0.8%
Utilization % *	-24%	-20%	-11%	-0%	-1%	-0%	-1%	-18%	-13%	-9%	-0%	-1%	-0%	-1%

Figure 38: Utilization Analysis Chart: Subtraction Module

Section 4b of 7: Utilization Analysis Chart: Statistically Significant Underutilizations

The Utilization Analysis Chart: Statistically Significant Underutilizations displays each job category where a statistically significant underutilization for a particular group is identified (Figure 39).

1. Review the Utilization Analysis Chart: Statistically Significant Underutilizations and select **Next Step>>** to continue to the next module.



Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators	✓	✓						✓						
Technicians								✓						
Protective Services: Sworn	✓	✓						✓	✓					

Figure 39: Utilization Analysis Chart: Statistically Significant Underutilizations

Section 5 of 7: Narrative Interpretation Data

After reviewing the Utilization Analysis Chart, write a narrative that interprets and explains the data.

1. Enter your narrative in the text box. If you are uploading documentation, select the **Click Here** link (Figure 40).

> ***NOTE:*** If your text exceeds 2,000 characters, you may upload documentation (see "How to upload Supporting Documentation" in Section 2 of 7). More than one supporting document can be uploaded to the Narrative of Interpretation page.

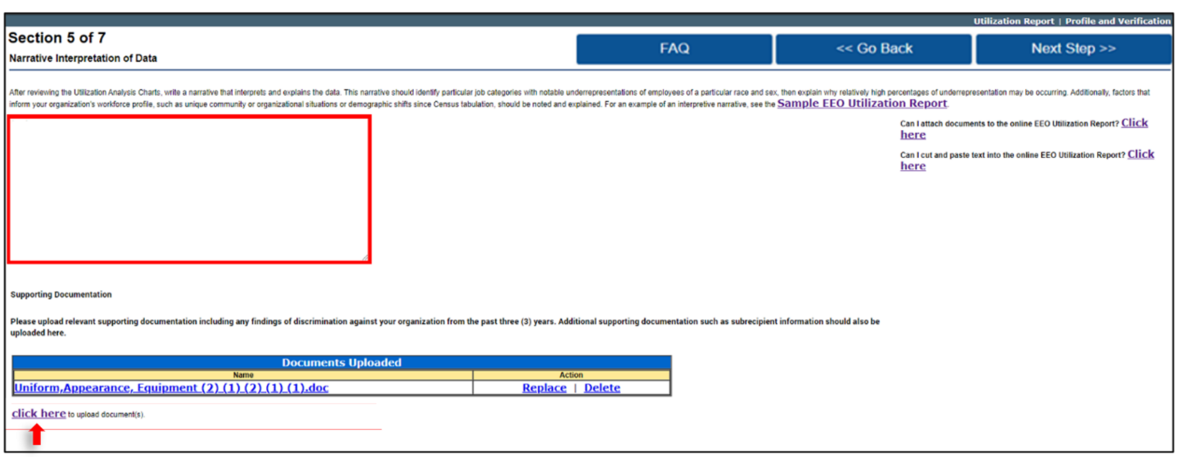


Figure 40: Narrative Interpretation of Data Module

2. Once complete, you will be redirected to the Narrative Interpretation of Data module. Review the attached documentation in the "Documents Uploaded" box. Select **Next Step>>** to continue to the next module (Figure 41).

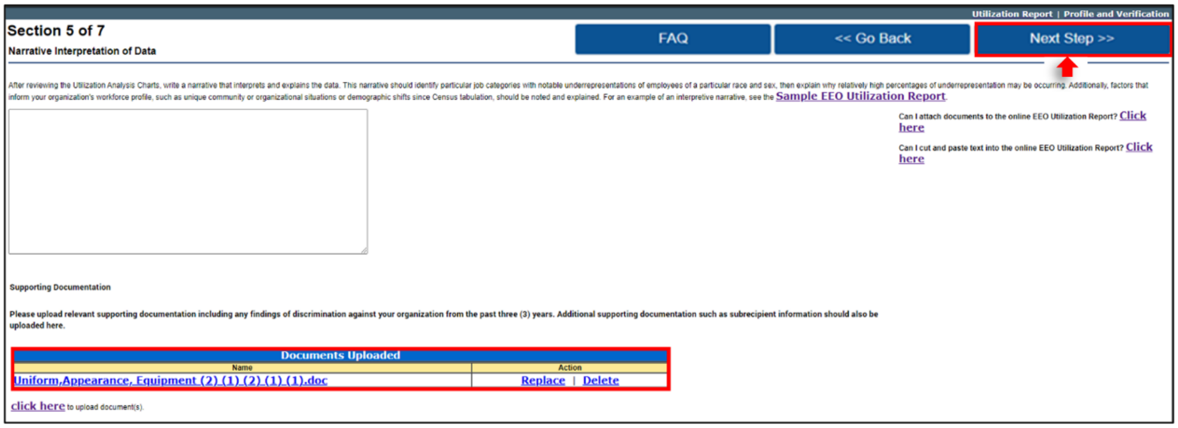


Figure 41: Uploaded Documents

Section 6 of 7:Objectives and Steps

List your planned objectives to address any underutilization identified or to maintain your current utilization. **You must enter at least one objective**. **Objectives will answer the question: What needs to be done to achieve EEO?**

1. Select **Add Objective** (Figure 42).

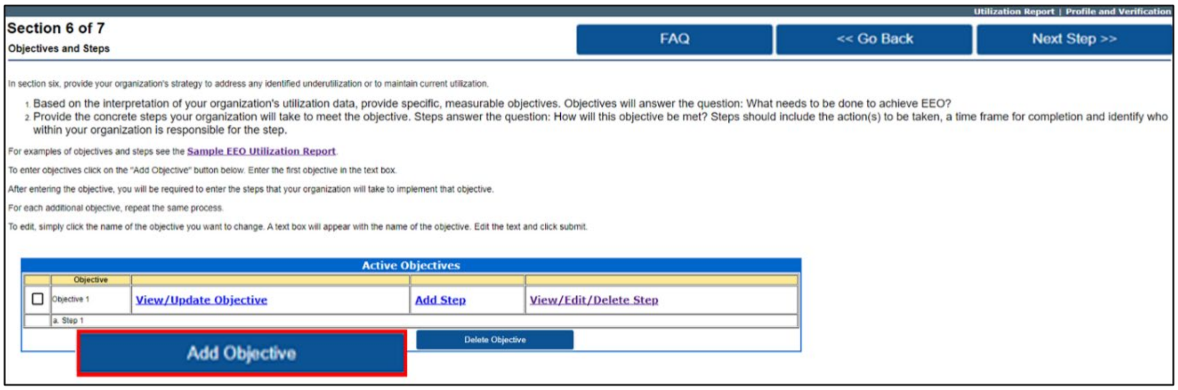


Figure 42: Objective

2. The system will direct you to enter the objective in the text box. Enter objective and and select **Submit** (Figure 43).

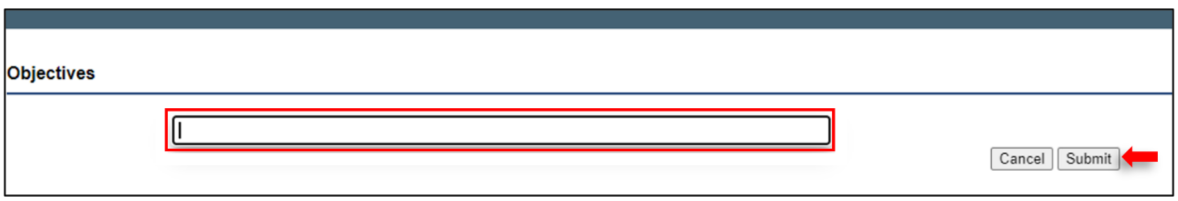


Figure 43: Add Objective

3. After entering the objective, you will be required to enter the steps that your organization will take to implement the listed objective. **Each objective must have at least one step. Steps should include the specific action your organization will take, include a timeframe for completion and identify who is responsible for the step**.

4. Select **Add Step** (Figure 44).

Figure 44: Add Step

5. Add the Step in the Objective text box and select **Submit** (Figure 45).

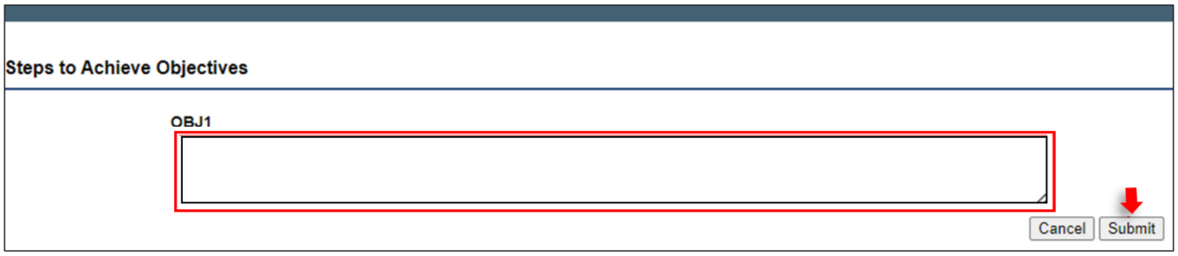


Figure 45: Add Objective Step

6. To view or edit the step, select **View/Edit Step** (Figure 46). For each additional objective, repeat the same process. Select **Next Step>>** to continue to the next module.

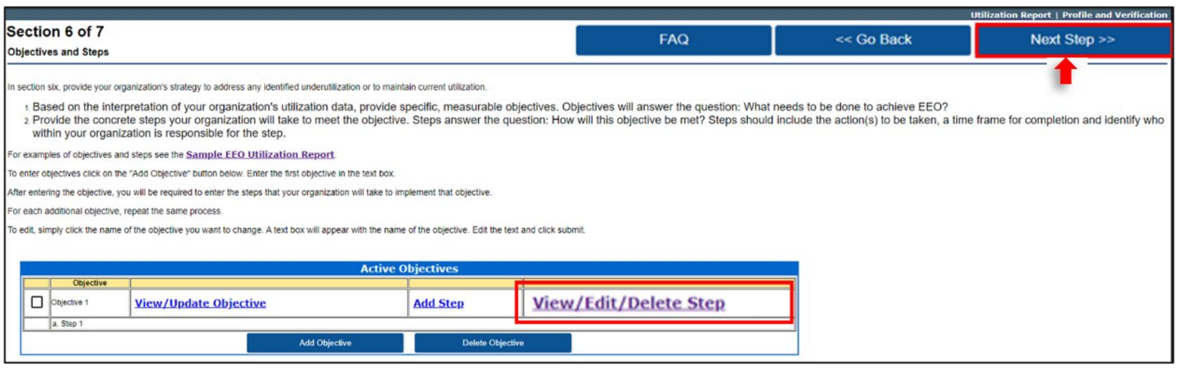


Figure 46: View/Edit Objective

Section 7a of 7: Dissemination Strategy: Internal

This module requires you to explain how you will disseminate the EEO Utilization Report *within* your organization (Figure 47).

1. Enter your internal dissemination strategy in the text box and select **Next Step>>** to continue to the next module.

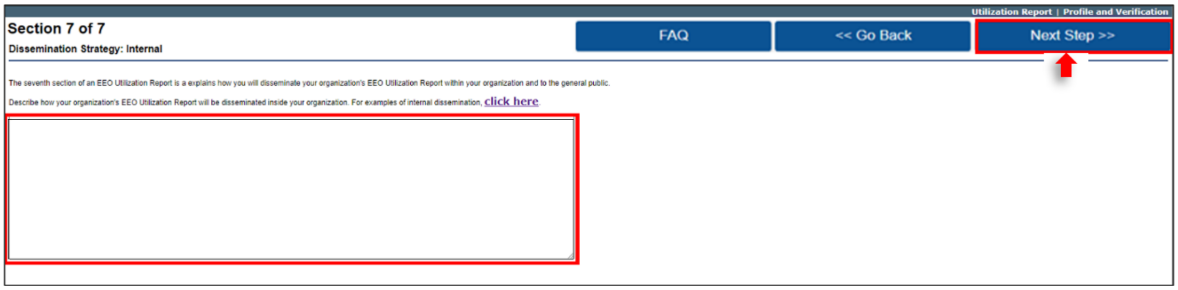


Figure 47: Internal Dissemination Strategy Module

Section 7b of 7: Dissemination Strategy: External

This module requires you to explain how you will disseminate the EEO Utilization Report *outside* of your organization, including to the general public (Figure 48).

1. Enter your external dissemination strategy in the text box and select **Next Step>>** to continue to the next module.

Figure 48: External Dissemination Strategy Module

5. EEO Utilization Report

The system will display the EEO Utilization Report module. Before you submit your EEO Utilization Report for approval, you must certify it as final (Figure 49).

1. Enter your **Name**, **Title**, **Email** address**,** and **Phone** number.
2. Click on the PDF icon or any uploaded documents in the "Documents Uploaded" box, to review your report and documents prior to submission. When you are ready to certify and submit the report, select **Certify and Submit as Final.**

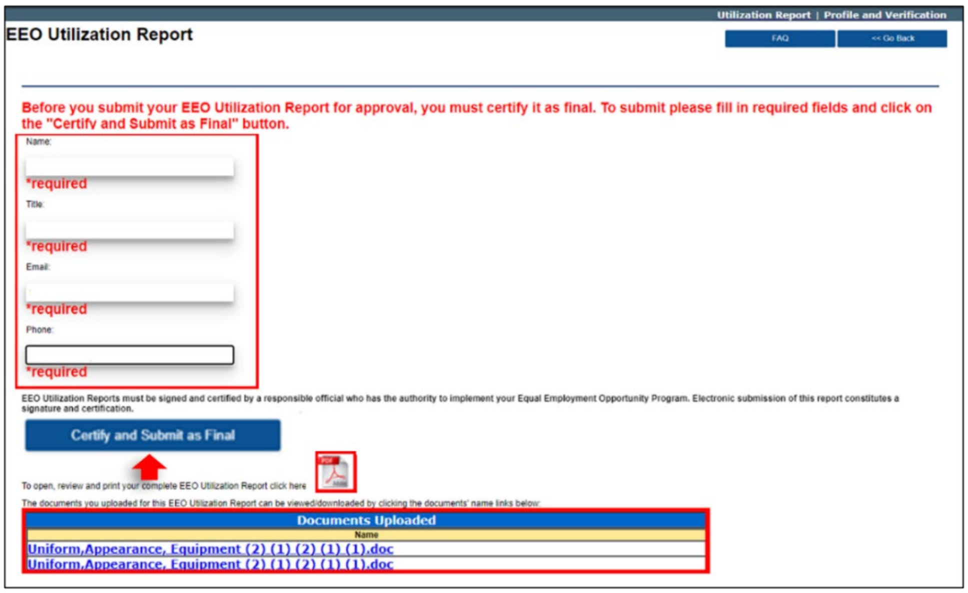


Figure 49: EEO Utilization Report Module

3. A pop-up will appear to certify that you have the proper assigned role to implement the EEOP (Figure 50). Review the information in the pop-up and select **OK** to certify and submit as final.

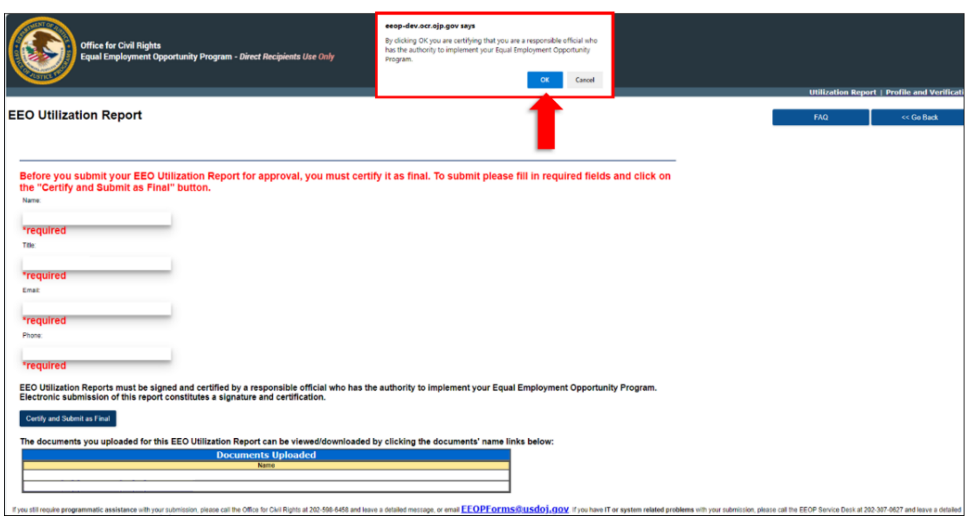


Figure 50: EEO Utilization Report Pop-up

5. The system displays a **"Congratulations"** page. You have completed the Utilization Report submission process. OCR will review your report and contact you as needed. Click the PDF icon to open, review, and print your completed EEO Utilization Report. You may also review any uploaded documents by clicking on the document (Figure 51).

Figure 51: Review and Print EEO Utilization Report

6. Once the Utilization Report is submitted, the system will generate an email and send it to your email address to confirm submission (Figure 52).

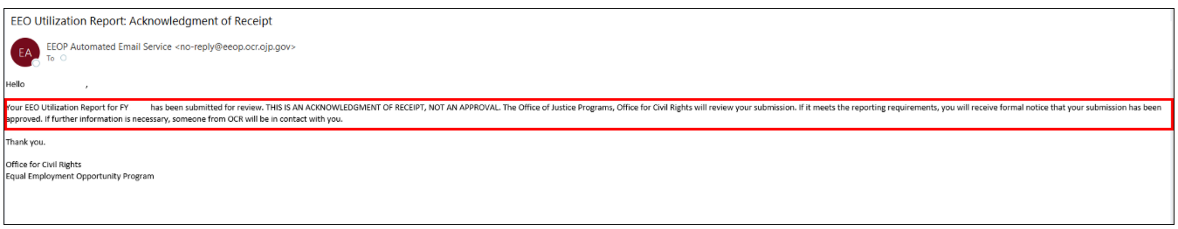


Figure 52: EEO Utilization Report Submission Notification

As a matter of policy OCR reviews all Utilization Reports from recipients with a single award of greater than $500,000. Your reporting requirement is not fulfilled until OCR reviews and approves your submission. Utilization Reports from recipients of $25,000 – $499,999 are also subject of periodic review. To return to the Organization Profile, select the **Profile and Certification** link in upper right corner.