Equal Employment Opportunity Program (EEOP)

REPORT BUILDER
(DOJ Sub-recipients or DOJ Unfunded Entities)

Job Aid
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Introduction

The Equal Employment Opportunity (EEO) Report Builder is designed to assist the Department of Justice (DOJ) sub-recipients or DOJ unfunded entities to develop EEO workforce analysis and related strategies. For sub-recipients, this in part, meets the requirements to continue to receive financial assistance. Compliance with various Federal civil rights standards and reporting is a condition of accepting the DOJ sub-awards. Failure to meet these requirements could result in the loss of current and/or future funding.

There is no requirement to use the EEO Report Builder.

Purpose

This user guide provides step-by-step instructions on how to navigate the EEO Report Builder to prepare a Verification Form, and if necessary, complete the Utilization Report.

Process Overview

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

EEOP Service Desk

If you are a sub-recipient of DOJ financial assistance from a program covered by 24 CFR 42.301-308, please contact your prime recipient organization directly if you have any questions regarding completion or retention of EEOP related reports and materials.

If you require other programmatic assistance related to EEOP compliance, you may contact the Office for Civil Rights (OCR) by email at EEOPForms@usdoj.gov.

If you have IT related problems with using the Report Builder, you may contact the EEOP Service Desk at 202-307-0627 and leave a detailed message or email EEOPITSupport@usdoj.gov.
1. **Access the EEO Report Builder**

Navigate to the [OCR Data Tools](#) to access the **EEO Report Builder**.

**Tracking Number**

To access the Verification Form and/or Utilization Report, a tracking number is required. A tracking number serves as a key to regain access to the tool, allowing you to manage and complete your tasks.

**NOTE**

Tracking numbers are valid and accessible for a period of three weeks, following the allowed timeframe, the tracking number will expire. Therefore, you will not be able to resume your work or access completed information and/or documentation.

**Get New Tracking Number:**

1. If you do not have a tracking number, select **Get New Tracking Number** (Figure 1).

![Figure 1: New Tracking Number](#)
2. The following information will appear on a new screen (Figure 2):
   A. Pending Tracking Number – The tracking number is pending and not reserved at this time.
   B. Tracking Number Availability – Expiration date of the tracking number.

![Figure 2: Pending Tracking Number](image)

3. In the Email field, enter your email address (Figure 2) to receive your EEOP tracking number electronically (Figure 3).
4. Select Continue to reserve your tracking number and access the Organization Profile module.

![Figure 3: EEOP Tracking Number](image)
Reserved Tracking Number:

1. Enter your reserved Tracking Number in the text field (Figure 4).
2. Select Continue to resume your EEOP requirements.

Figure 4: Reserved Tracking Number
2. Organization Profile

The Organization Profile module will be displayed, complete your organization profile, and select the proper organizational category and type (Figure 5).

1. Enter the **Organization Name**, **Unique Entity Identifier (UEI)**, **Doing Business As (DBA)**, **Contact Person Name**, **Street**, **City**, **Contact Person Email**, **State/Territory**, **Contact Person Phone**, and **Zip Code**.

2. Click the drop-down button to select the **Organizational Category** and **Type**.

3. Select **Save** or **Save and Work on Forms/Reports**.

4. In the upper right-hand corner of the module, click on **Verification/Reports** to continue to the next module (Figure 6).
3. Prepare a Verification Form

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

3.1 Verification of EEO Reporting Requirements Status

The Verification of EEO Requirements Status module lists current verification forms you have completed for this tracking number as well as finalizing a pending verification form.

1. To create a new form, select **Prepare a Verification Form** (Figure 7).
2. The system will direct you to the Determination of EEO Reporting Requirements module.

![Figure 7: Prepare a Verification Form](image)

3. To review a completed form, select **View Verification Form** or you may also select **Download Verification Form**. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report** (Figure 8).

![Figure 8: Work on Utilization Report](image)
3.2 Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module. The data collected in this section will be used to determine the type of Verification Form that is required (Figure 9).

1. Click on the drop-down button to select the **Number of Employees**, the **Award Fiscal Year** for which you are certifying, and the **Single Largest Grant Amount**.

2. Select **Save and Continue**.

![Figure 9: Determination of EEO Reporting Requirements Module](image-url)
3.3 Compliance with EEOP Requirements

Non-Exempt Verification

If your organization is *not* exempt from completing a Utilization Report, you will be required to prepare and complete the Verification Form and Utilization Report (Figure 10).

1. Review the ‘Acknowledgement of EEO Program Data Collection, Maintenance and Completion Requirements’.
2. Enter your **Name** in the text box to acknowledge compliance requirements.
3. Select **Complete Verification Form**. The system will direct you to the Profile and Verification module.

![Figure 10: Non-Exempt Verification Form](image-url)
Exempt Verification

If your organization is exempt from completing a Utilization Report, you will be required to prepare and complete the Verification Form (Figure 11). Upon completion, the system will direct you to the Verification of EEO Reporting Requirements Status module where you can review or download the form.

1. Review the ‘Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement’.
2. Enter your Name in the text box to declare exemption.
3. Select Complete Verification Form.

![Figure 11: Complete Exempt Verification Form]
4. Profile and Verification

Verify your organization information to begin preparation of the EEO Utilization Report (Figure 12).

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 12: Profile Verification Module*
5. Prepare a Utilization Report

The following sections will guide you through the process of preparing and completing 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.**

5.1 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.

1. To begin preparing your Utilization Report, select **Click to start Utilization Report** under the ‘Create Report’ (Figure 13).

2. To edit an existing report, select **Edit** under the ‘Edit Existing Reports’ (Figure 14).
5.2 EEO Utilization Report: Seven Sections Checklist

This module displays a checklist that outlines the seven sections of the Utilization Report (Figure 15).

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 15: Checklist Module

Seven Sections

Section 1 of 7: EEO Policy Statement

1. Enter your organization policy statement in the text box (Figure 16).

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

Figure 16: EEO Policy Statement
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 major categories (Figure 17).

1. Enter the **Total number of employees, 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 17: Employee Classification Module](image1)

Section 2b of 7: Building Sworn Officers Rank Chart

The system will prompt you 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 (Figure 18). **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 18: Sworn Officers Rank Chart Module](image2)
2. Enter the Sworn Officer Title in the **Rank Title** text box (Figure 19).

3. Select **Submit**.

4. Select **Next Step>>** to continue to the next module (Figure 20).

Continue this process until the highest sworn rank in your organization has been entered and the chart should reflect your organization's actual hierarchy.
Section 2c of 7: Sworn Officers Rank Chart

The system will display the data entered in the previous module. The chart is broken down by sex and race or national origin (Figure 21).

1. Enter the number of employees for each job category in the **Total** column.
2. Enter the **number of employees per column category**.
3. Select **Next Step>>** to continue to the next module.

**Figure 21: Sworn Officers Rank Chart Module**

4. The system will import the information entered in the Workforce Analysis Chart (Figure 22). Review the information on the chart.
5. Select **Next Step>>** to continue to the next module.

**Figure 22: 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 23).

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

![Figure 23: Workforce Analysis Chart Module](image)

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 24).

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

![Figure 24: Relevant Labor Market](image)
Section 3b of 7: Relevant Labor Market Statistics

The Relevant Labor Market Statistics chart will display the information provided in the previous module (Figure 25). **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.
2. Select **Next Step>>** to proceed to the next module.

![Figure 25: Relevant Labor Market Statistics](image)

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 selected (Figure 26).

1. Review the Utilization Analysis Chart: Subtraction.
2. Select **Next Step>>** to proceed to the next module.
Figure 26: 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 27).

1. Review the chart, then select **Next Step>>** to continue to the next module.

![Figure 27: Utilization Analysis Chart: Statistically Significant Underutilizations](image)

Section 5 of 7: Narrative Interpretation Data

After reviewing the chart, write a narrative that interprets and explains the data (Figure 28).

1. Enter your narrative in the text box.
2. Select **Next Step>>** to continue to the next module.

![Figure 28: Narrative Interpretation of Data Module](image)
Section 6 of 7: Objectives and Steps

List your planned objectives to address any underutilization identified or to maintain your current utilization (Figure 29). **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 29: Add Objective](image)

2. **Enter the objective in the text box and select Submit (Figure 30).**

![Figure 30: Enter Objective](image)

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 31).**

![Figure 31: Add Step](image)
5. Add the Step in the text box then select Submit (Figure 32).

![Figure 32: Enter Step](image)

6. To view or edit the step, select View/Edit Step (Figure 33). For each additional objective, repeat the same process. Select Next Step>> to proceed.

![Figure 33: View/Edit Objective](image)

7. The system will display the Active Objectives, you can View/Update Objective or View/Add/Edit/Delete Step (Figure 34).

8. Select Next Step>> continue to the next module.

![Figure 34: Active Objectives](image)
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 35).

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

![Figure 35: Internal Dissemination Strategy Module](image)

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 36).

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

![Figure 36: External Dissemination Strategy Module](image)
6. EEO Utilization Report

The EEO Utilization Report module will be displayed upon completion of the Utilization Report.

1. Click on the PDF icon to open, review and print your completed report (Figure 37).

   ![Figure 37: EEO Utilization Report]

Remember to download and save your completed Utilization Report. All data entered in this version of the Report Builder will be deleted 21 days after the creation of the tracking number.

If your entity is a sub-recipient of DOJ funding from a program covered by 24 CFR 42.301-308 your reporting requirements is not fulfilled until the prime recipient organization reviews and approves the report. It is your responsibility to generate a copy of the report and per their instruction provide or retain it for review by the prime recipient organization. Please contact your prime recipient organization directly if you have any questions regarding submission or retention of EEOP related reports and materials.