Utilizing the EEO Reporting Tool

Introduction

The Equal Employment Opportunity (EEO) Reporting Tool is designed to assist recipients of DOJ financial assistance with meeting some of their related civil rights reporting requirements. 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 loss of current and/or future funding. However, use of this tool to prepare and submit required reports, while encouraged, is voluntary.

The online EEO Reporting Tool has been updated to enable users to establish accounts and login credentials so that they can set up organization profiles, create and submit their certifications and utilization reports (if required), and then access the saved information in subsequent logins. Note that your new login credentials will be tied only to new certifications and utilization reports created using the updated system.

Overview of the New Process

The first time you access the new EEO Reporting Tool, you will need to complete the following steps to set up your account, establish your organization's profile, and submit your certification:

1. Access the EEO Reporting Tool (https://ocr-eeop.ncjrs.gov) and register as a new user.
2. Log in to the EEO Reporting Tool.
3. Add a new organization profile.
4. Update your user account and add additional users (if needed).
5. Prepare the certification form.
6. If required, create and submit a utilization report.

Registration and Login

The first step you will need to complete in the updated EEO Reporting Tool is to establish your login account. To access the new login page, go to (https://ocr-eeop.ncjrs.gov).

Register as a New User

1. Select the **New User** tab on the login screen.
2. Read the information presented in the "What is an Equal Opportunity Program" pop-up and select **Continue**.
3. Answer the "Is our award subject to the civil rights provisions of the safe streets act?" pop-up by selecting either **Yes** or **No**.

   If you select **No**, you will be returned to the OCR web page. You are not required to file.

4. On selecting **Yes**, the system opens a 3rd pop-up window regarding special instructions for American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, and the U.S. Virgin Islands.
   a. If applicable, select the name of your jurisdiction and follow the process outlined.

5. To continue into the EEO Reporting Tool, select **Continue**.
6. On the New User tab of the EEO Login screen, enter your email address and select **Submit**. The system sends you an email containing a temporary password.
7. Enter the temporary password and select **Log In**.
8. On the Reset Password screen, re-enter the temporary password and then enter a new password. Passwords must meet the minimum requirements listed on the screen. Select **Reset Password**.

   The Create an Organization Profile page displays. Select an existing organization profile or add a new one. See **Add New Organization Profile** to continue.

Figure 1 EEO Reporting Tool Login page

Log In as an Invited User

If you are added to an organization profile by another user, you will receive an invitation email. Follow these steps to log in to the EEO Reporting Tool:

1. Access the EEO Login page via the link provided in the invitation email.
2. On the Login tab, enter your email address and the temporary password provided in the invitation email. Select **Log In** (**Figure 1**).
3. On the Reset Password screen, re-enter the temporary password and then enter a new password. Passwords must meet the minimum requirements listed on the screen. Select **Reset Password**.
4. Review the presented information and select **Continue**.

The Create Organization Profile page displays (**Figure 2**). Select an existing organization profile or add a new one. See Add New Organization Profile to continue.

Figure 2 Create Organization Profile page

Log In as an Existing User

Once you have registered in the EEO Reporting Tool, you can log in to the system by accessing the EEO Login page, entering your registered email and password, and then selecting an organization profile. Any information for an organization that you have previously saved and/or submitted will be displayed.

If you have not logged in to the system for six months or more, the system displays information on the Equal Opportunity Program, the Safe Streets Act, and Special Instructions presented on one page. Select **Continue** to move to the Create Organization Profile page. When you access to the Organization Profile, you will be asked to re-verify the profile data.

Creating an Organization Profile

Once you have established your login account, and have logged in to the updated EEO Reporting Tool for the first time, you will need to create your organization's profile. After the profile is added and saved, you will be able to select it from the Create Organization Profile page. Note that you can add multiple organization profiles to your account, if you need to submit certifications and utilization reports for more than one organization.

Add a New Organization Profile

1. On the Create Organization Profile page, select **Add New Profile** (see **Figure 2**).
2. A "Notice Regarding EEO Program Data Collection, Maintenance and Submission" pop-up window is displayed. Select **Accept** to continue.
3. Complete the fields in the Organization Profile section (**Figure 3**).

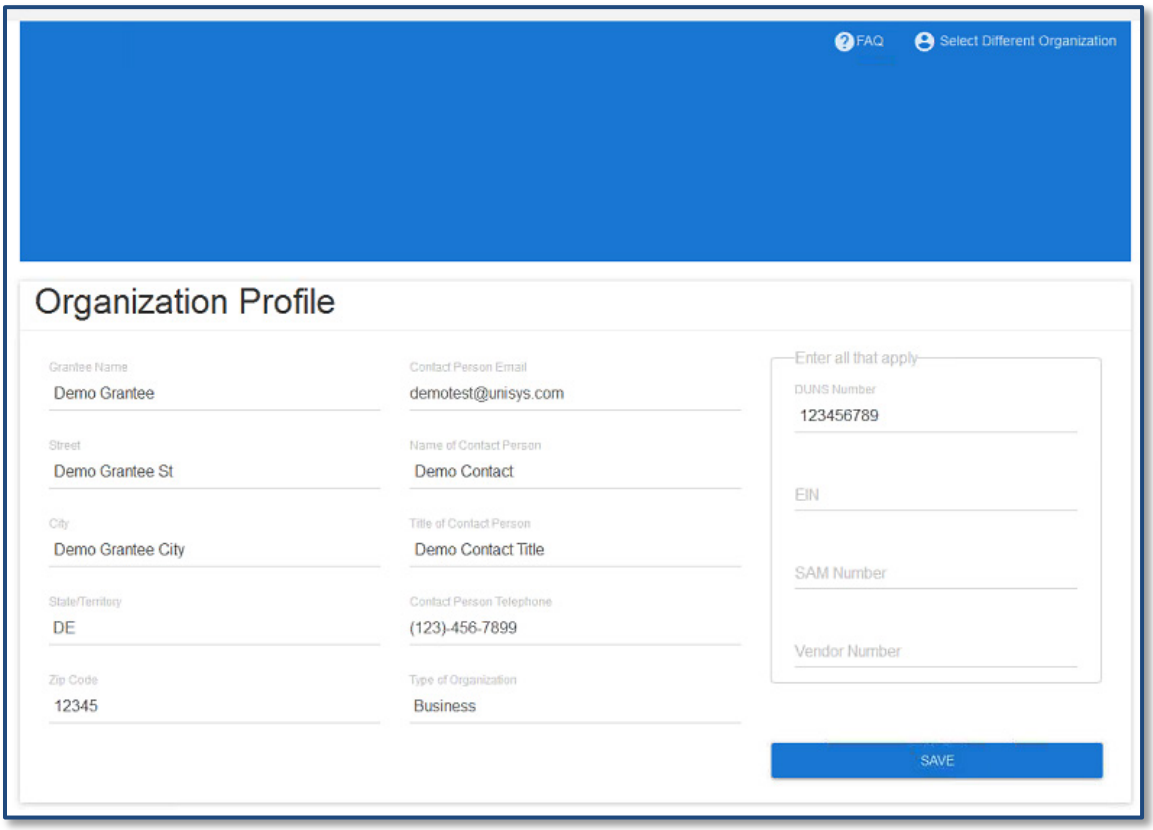

Figure 3 Organization Profile page

Note that at least one unique identifier (DUNS Number, EIN, SAM Number, Vendor Number) must be entered in order to save the profile. Enter all that apply for your organization. If your organization is a direct recipient of DOJ funding, you must include your DOJ Vendor Number.

4. Select **Save**.

   The **Save** button changes into an **Edit** button. To change any of the Organization Profile fields, select the **Edit** button, type in the new data, and select **Save**.

Edit/Add Authorized Users

After you save the new organization profile, two additional sections display on the page: Authorized Users and Certification Submissions (**Figure 4**). The Authorized Users section lists the email address you logged in with by default.

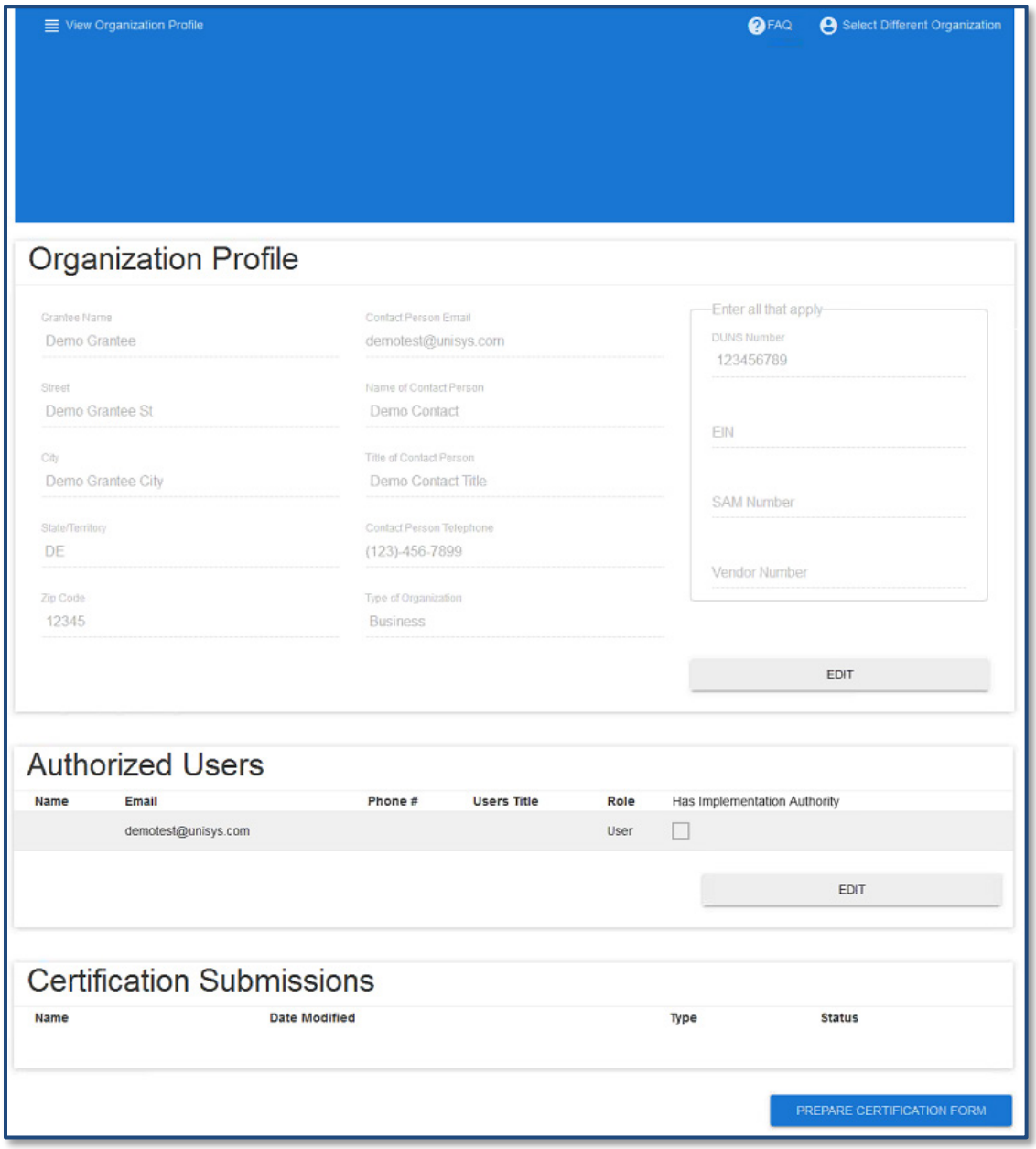

Figure 4 Authorized Users and Certification Submissions on saved Organization Profile page

To edit your profile:

1. Select the **Edit** button in the Authorized Users section.
2. Add your name, phone #, and title.
3. If you have signatory authority for your organization, select the **Has Implementation Authority** checkbox.
4. Select **Update**.

To add additional authorized users:

1. Select the **Edit** button in the Authorized Users section.
2. Select the **Add New Authorized Users** button.

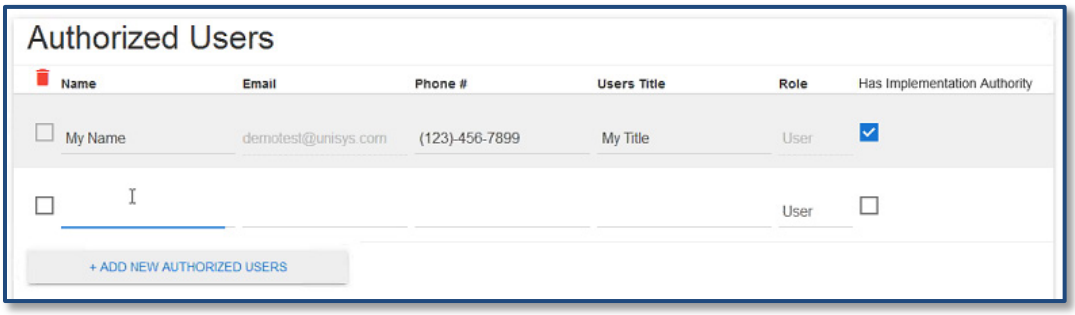

Figure 5 Add New Authorized User line

3. In the new blank line (see **Figure 5**), enter the name, email address, phone # and title of the user you wish to add.
4. Select the user's role: **User** or **Read Only**. Note that Read Only users cannot have authorization permission.
5. If the new user has signatory authority for your organization, select the **Has Implementation Authority** checkbox.
6. Select **Update**.

The added user will be sent an email invitation with a link to the EEO Login page and a temporary password.

To remove a user:

1. Select the **Edit** button in the Authorized Users section.
2. Select the checkbox to the left of the user's name.
3. Select the red trashcan icon in the header row (see **Figure 5**).
4. Select **Update**.

Preparing the Certification Form

The Certification Submissions section on the Organization Profile page lists any previously submitted certification forms. To review a completed form, select its link to open the PDF in a new tab.

Prepare a new certification form

1. On the Organization Profile page, select the **Prepare Certification Form** button.

A Questionnaire page displays (**Figure 6**). With the data collected here, the system determines which certification form you need to file.

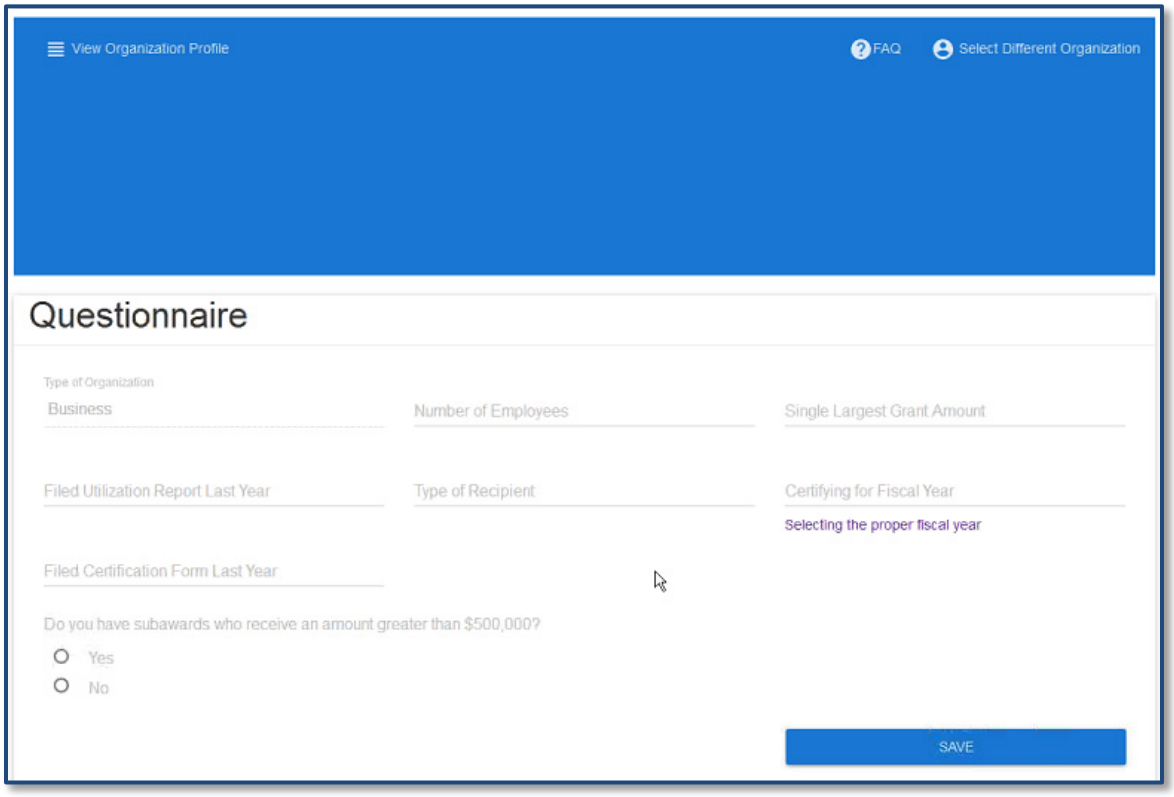

Figure 6 Questionnaire page

Note that the system saves your most recently entered data from year to year. When you log in next year and select the **Prepare Certification Form** button, the Questionnaire page will display your previously submitted data.

2. On the Questionnaire page, Indicate whether you filed a utilization report and certification form last year.
3. Select values in the following fields: **Number of Employees**, **Single Largest Grant Amount**, and **Type of Recipient**.
4. Select the fiscal year for which you are certifying.
5. Select the **Yes** or **No** radio button for "Do you have subawards who receive an amount greater than $500,000?"
    a. If you select **Yes**, a table displays at the bottom of the page (see **Figure 7**). Enter information for each subrecipient who gets more than 500K in a single subaward.

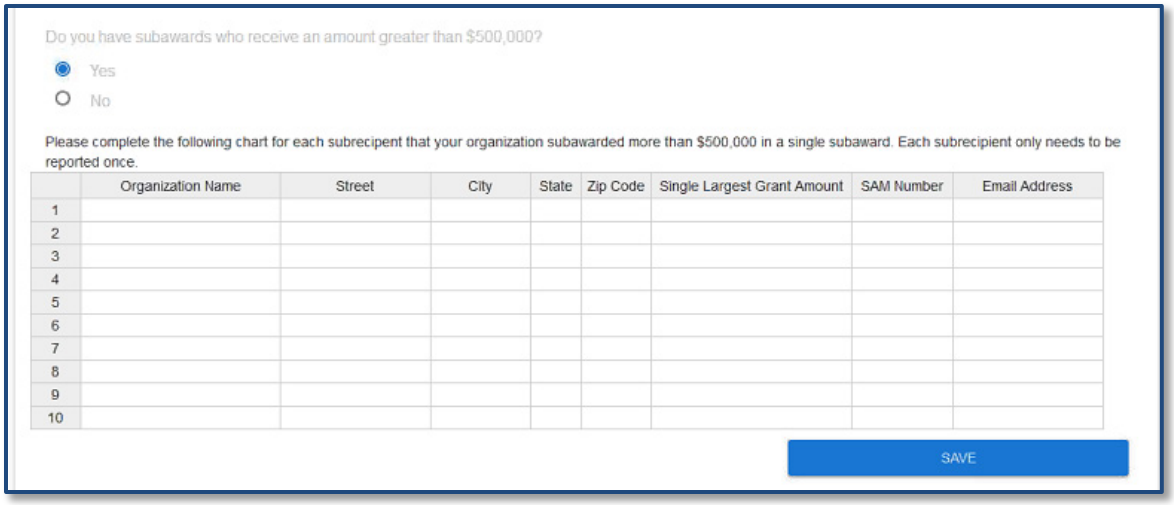

Figure 7 Subrecipient Table

6. Select **Save**.
7. The system displays one of the following pages, depending on the data entered: Certification of Exemption or Notice of Acknowledgement of Requirement.

Certification of Exemption

The system displays the Certification of Exemption page (**Figure 8**) if your organization does not need to file a Utilization Report.

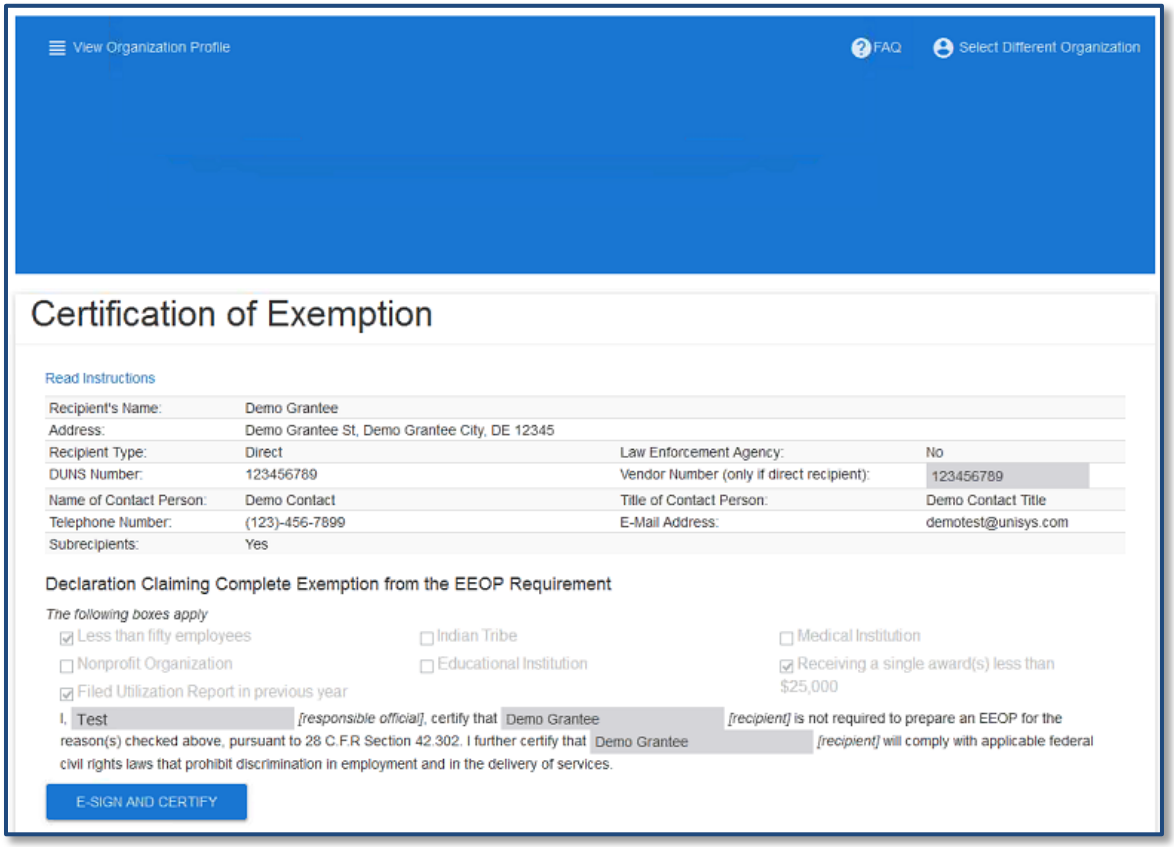

Figure 8 Certification of Exemption page

1. Enter the **Vendor Number**, as needed, if the organization is a direct recipient.
2. If you have signatory authority for your organization, select the **E-Sign and Certify** button. If you are not the person within your organization who has the authority to implement your EEO Program, a person with signatory authority will need to log into the system and complete the next two steps.
3. Select **Accept** on the E-Sign Certification Notice.
4. Select the **Submit to OCR** button.

The system displays a Thank you page. You have completed the Certification of Exemption process. To go back to the Organization Profile page, select the **View Organization Profile** link in the upper left corner. To work on a different organization's certification, select the **Select Different Organization** link in the upper right corner. To log out, select the drop down next to your email address in the upper right corner and select **Logout**.

Notice of Acknowledgement of Requirement

The system displays the Notice of Acknowledgement of Requirement page (**Figure 9**) if your organization is required to file a Utilization Report.

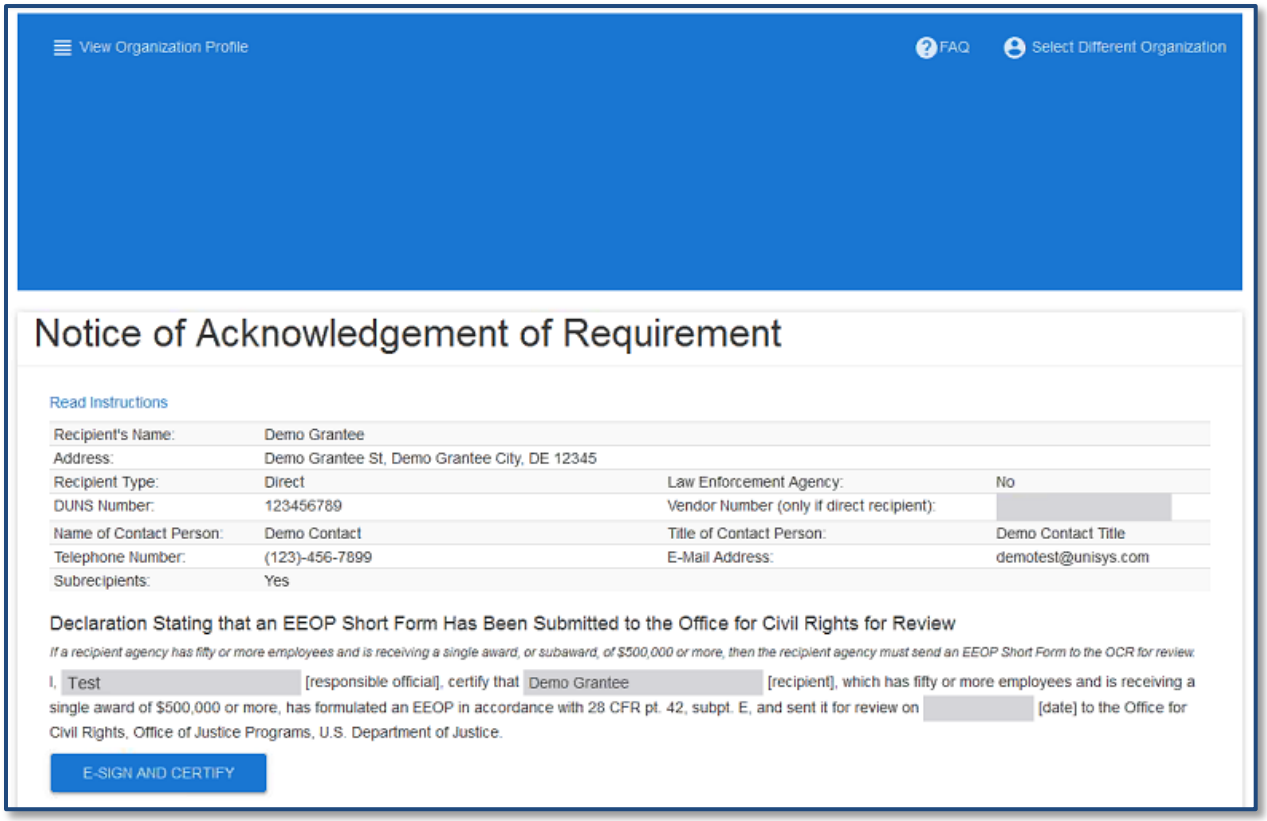

Figure 9 Notice of Acknowledgement of Requirement

1. Enter the **Vendor Number**, as needed, if the organization is a direct recipient.
2. If you have signatory authority for your organization, select the **E-Sign and Certify** button. (If you are not the person within your organization who has the authority to implement your EEO Program, a person with signatory authority will need to log into the system and complete the next two steps.)
3. Select **Accept** on the E-Sign Certification Notice.
4. Select the **Submit to OCR** button.

5. A Utilization Report Required notice (**Figure 10**) pops-up with a **Review Certification Data** and **Work on Utilization Report** button.

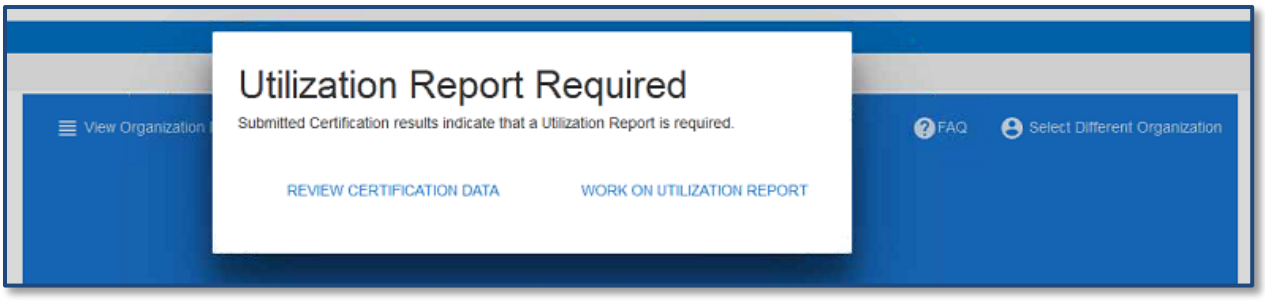

Figure 10 Utilization Report Required notice

a. If you are ready to begin work on the utilization report, select the **Work on Utilization Report** button. Continue with the Create Utilization Report section below.
b. If you are not ready to begin work on the utilization report, or you wish to review the certification form you saved, select the **Review Certification Data** button to return to the Organization Profile page.

   The Organization Profile displays all of the information you have entered in various sections. To review the completed certification form in PDF format, select its link in the Certification Submission section.

   If you need to make changes to the certification data, select the **Prepare Certification Form** button. The system displays the Questionnaire page with previously entered data. Make changes as needed, select **Save**. If the new data changes the type of certification you need to file, you will see an EEO Program Resubmit Certification notice. Select **OK** and continue with the appropriate certification process as described above. The updated Certification Form will overwrite the fiscal year's previous version.

Log Out and Return Later

You can log out of the system at any time and return later to continue with the utilization report process. To log out, select the drop-down next to your email address in the upper right corner and select **Logout**.

When you are ready to begin or continue working on the utilization report, log back into the EEO Reporting Tool, select the organization profile, and then select the **Work on Utilization Report** link in blue header (**Figure 11**) or select the **Work on Utilization Report** button at the bottom of the page. Continue with the Create Utilization Report section below.

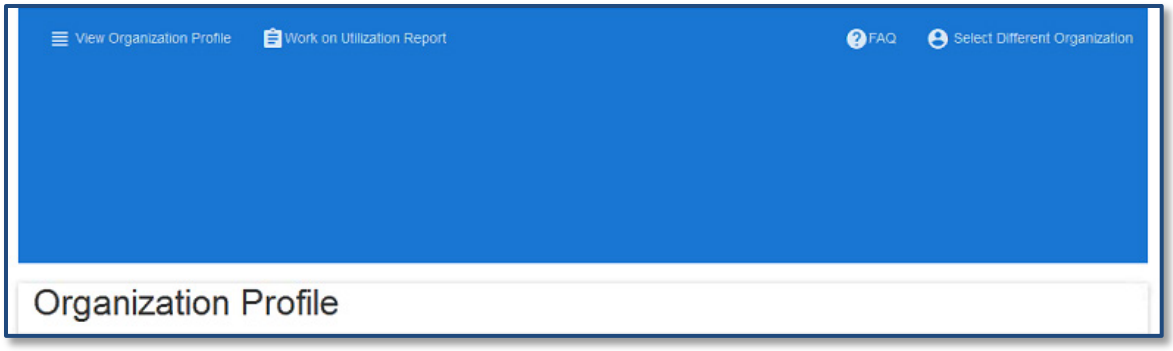

Figure 11 Work on Utilization Report link

Creating a Utilization Report

If your organization is required to submit a utilization report, you will get a Notice of Acknowledge of Requirement when you complete the certification form. You will also find a **Work on Utilization Report** button at the bottom of the Organization Profile page.

If you wish to review a utilization report previously submitted in the new system, select the **View Submitted Utilization Reports** button in the Certification Submissions section to navigate to a page that displays a drop-down listing all the fiscal years for which you have submitted reports in the new system. Select the appropriate fiscal year, then select the document icon to open the report in PDF format.

Begin or continue creating a utilization report

1. Log in to the EEO Reporting Tool, navigate to the Organization Profile, and select the **Work on Utilization Report** button.
2. Verify that the user and organization information is correct (see **Figure 12**). If it is, and you are authorized to prepare the EEO Utilization Report, select **Accept**.

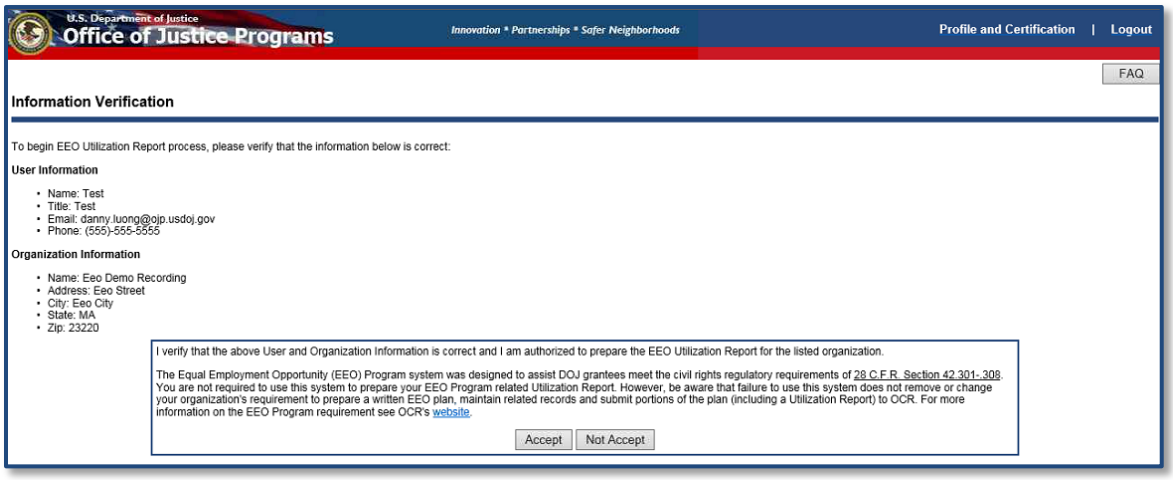

Figure 12 Information Verification page

The system displays the Seven Steps in Developing an EEO Utilization Report (**Figure 13**).

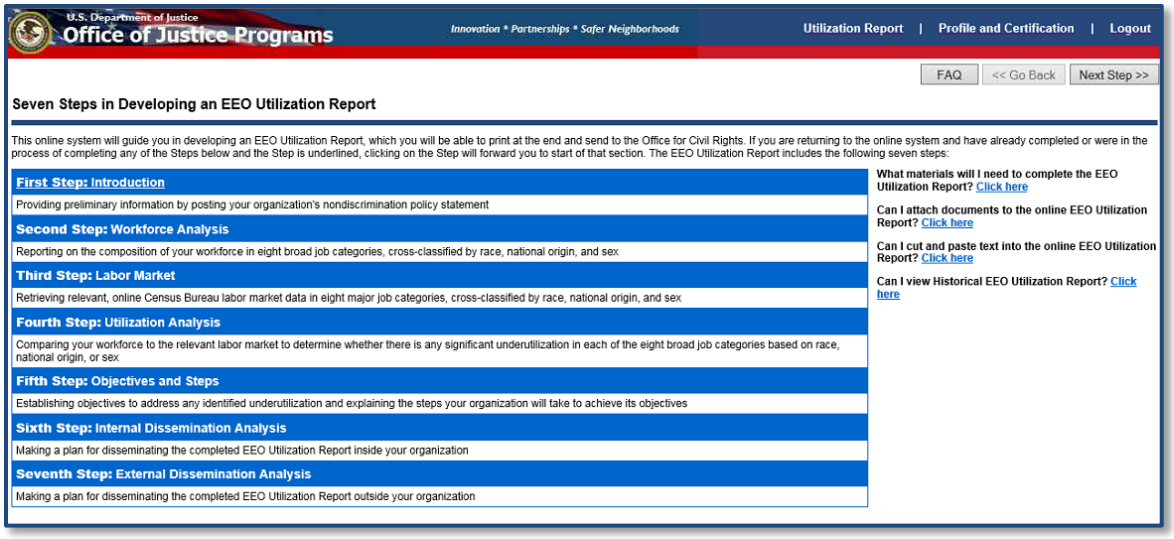

Figure 13 Seven Steps in Developing an EEO Utilization Report

3. Select the **First Step: Introduction** link to begin creating the report. Use the **<<Go Back** and **Next Step>>** buttons in the upper right corner to move through the system.

   NOTE: The system does not support using the browser **BACK** arrow. To return to a previous page, use the **<<Go Back** button only.

4. On the Step 1 of 7 Nondiscrimination Policy Statement page, enter your organization's policy into the text box. To upload up to one supporting document:
   a. Select the **click here** link to go to the document upload page (**Figure 14**).
   b. Select **Browse…** to locate and select the file.
   c. Select **Upload**.

Figure 14 Documentation Upload screen

5. On the Step 2 of 7 Which Organizations Should Complete a Law Enforcement Agency Chart? page, indicate whether your organization is a law enforcement agency.
   a. If you indicate that your organization **is not** a law enforcement agency, enter values into the fields for The Total Number of Employees of Known Race, National Origin, and Sex.
   b. If you indicate that your organization **is** a law enforcement agency, you will be prompted to build a sworn officer 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. Fill in each of the pages as prompted and then move on to step 6 below.
6. On the Step 2 of 7 Workforce Analysis Chart (**Figure 15**), enter the total number of employees in each job category in the Total column. Then enter the number of employees for each category by gender and race or national origin. Select **Calculate %**.

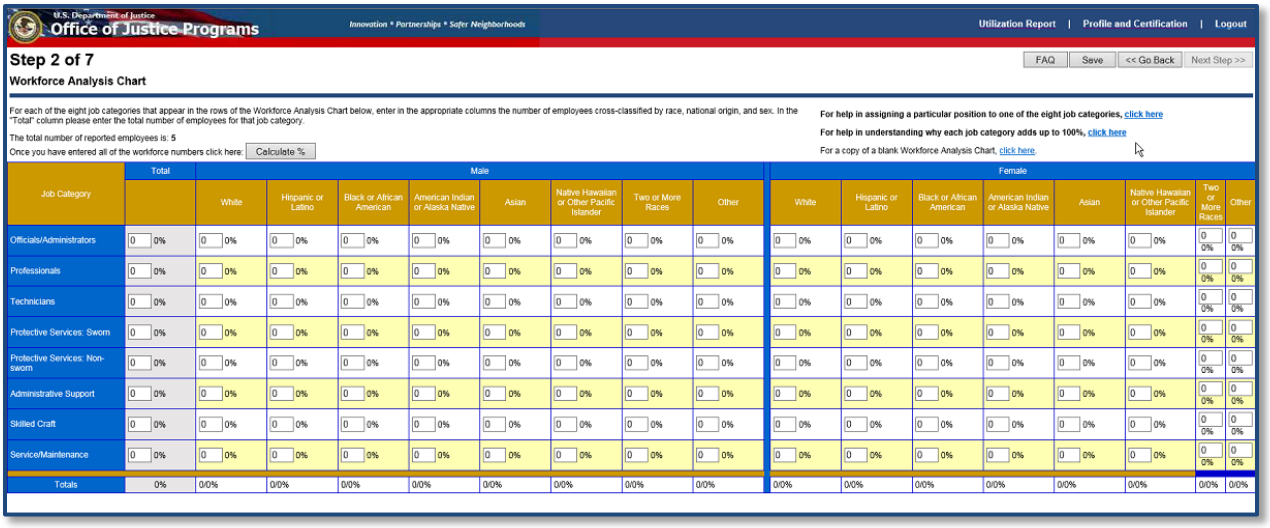

Figure 15 Step 2 of 7 Workforce Analysis Chart

7. On Step 3 of 7 Relevant Labor Market Statistics, select the appropriate residential area for your employees in the dropdown(s). Review the relevant statistics in the chart on the next page.
8. On Step 4a of 7 Utilization Analysis Chart: Subtraction, review how your Workforce Analysis Chart compares to your area's labor market statistics. Negative numbers indicate underutilization.
9. In the text box on Step 4b of 7 Narrative of Interpretation, enter your understanding of the results. Select the **Sample EEO Utilization Report** link to view a sample narrative.

   NOTE: You may upload more than one supporting document to the Narrative of Interpretation page.

10. On Step 5 of 7 Objectives and Steps, list your planned objectives to address any underutilization numbers identified in Step 4 or to maintain your current utilization. You must enter at least one objective.
    a. Select **Add Objective**.
    b. Enter the objective and select **Submit**.
    c. On the Steps to Achieve Objectives page, select **Add Step**.
    d. Type in the specific step your organization will take to meet the identified objective and select **Submit**. Continue adding all the steps needed to meet the objective and then select **Next Step>>**.
    e. The system displays the Objectives and Steps page, with the newly added Objective and Steps listed. Continue until you have added all the objectives and steps you need. Then select **Next Step>>**.
11. On Step 6 of 7 Internal Dissemination, describe how you will disseminate the utilization report within your organization.
12. On Step 7 of 7 External Dissemination, describe how you will disseminate the utilization report to external stakeholders and the public. Select **Next Step>>**. The system displays the EEO Utilization Report signature page.
    a. To review the utilization report, select the PDF icon on the page. Your completed EEO Utilization Report will open in a new tab.

13. When you are ready to certify and submit the report to OCR, have the responsible official who has the legal authority to implement your organization's EEO Program enter their name, title, email and phone in the appropriate fields (see **Figure 16**); then select **Certify and Submit as Final**.

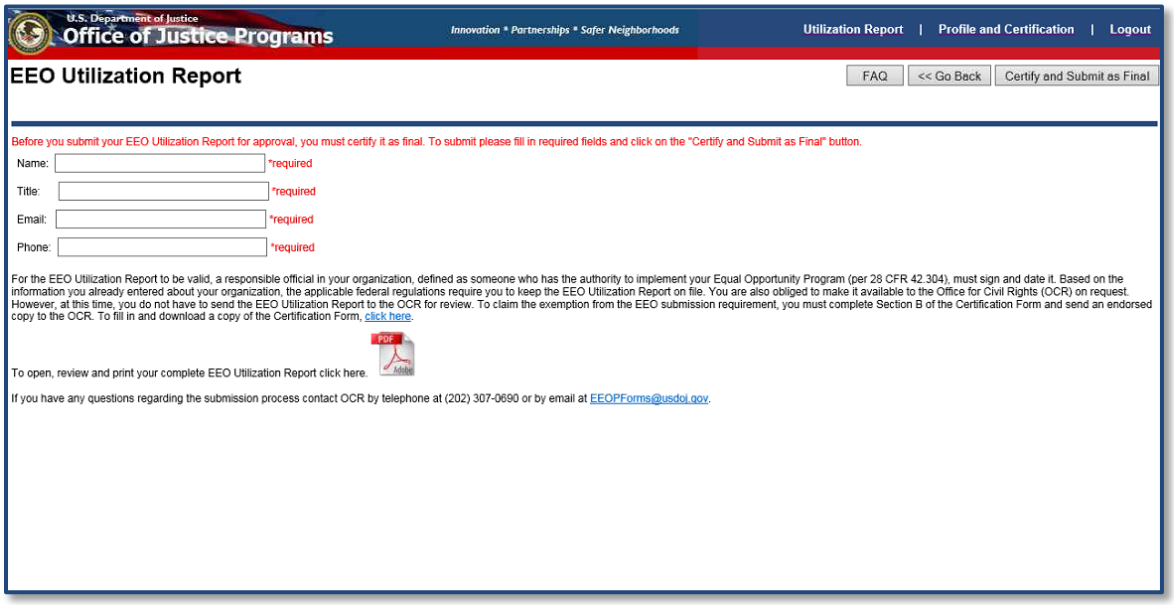

Figure 16 EEO Utilization Report Submission page

14. Select **OK** on the notification pop-up.
15. The system displays a "congratulations" page. You have completed the utilization report submission process. OCR will review your report and contact you as needed. As a matter of policy OCR reviews all Utilization Reports from recipients with a single award of greater than $500,000. Utilization Reports from recipients of lesser amounts are also subject of periodic review. To return to the Organization Profile, select the **Profile and Certification** link in upper right corner.