

DPS-VOCA

Civil Rights Compliance Checklist

1. Is the subrecipient required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-308?

Yes No

If No, skip to question #2.

a. On what date did the subrecipient prepare the EEOP? ____ / ____ / ____

- b. Does the subrecipient have an EEOP on file for review?

Yes No

- c. Has the subrecipient submitted an EEOP Short Form to the Office for Civil Rights(OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), if required by 28 C.F.R. §§ 42.301-308?

Yes No

d. If yes, on what date did the subrecipient submit the EEOP? ____ / ____ / ____

Comments:

2. If the subrecipient is not required to prepare or submit an EEOP Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEOP requirements?

Yes-submitted a certification to OCR

No-submitted a certification to DPS-VOCA as attachment to contract

Comments:

3. How does the subrecipient notify program participants and beneficiaries that it *does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services* (e.g. posters, inclusion in brochures or other program materials, etc.)?

Response:

4. How does the subrecipient notify employees that it *does not discriminate on the basis of race, color, national origin, religion, sex, and disability in employment practices* (e.g. poster, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)?

Response:

5. Does the subrecipient have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subrecipient with the Arizona Department of Public Safety or the OCR?

Yes No

If yes, provide an explanation of these policies and procedures:

6. If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has 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 implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which *prohibit discrimination on the basis of a 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 participants, beneficiaries, employees, applicants, and others that the subrecipient *does not discriminate on the basis of disability*.

Yes No

Comments:

7. If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments 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 educational programs or activities*.

Yes No

Comments:

8. During the last three years, has a Federal or State court or Federal or State administrative agency issued a finding of discrimination against the subrecipient after a due process hearing on the grounds of race, color, national origin, age, sex, religion or disability?

Yes No

If so, has the subrecipient complied with the requirement to forward a copy of the findings to OCR and DPS?

Yes No

Comments:

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

Comments, including whether the subrecipient has developed a written policy on providing language access services to LEP persons:

10. Does the subrecipient conduct any training for its employees on the requirements under federal civil rights laws?

Yes No

Comments, including frequency, type and depth of training:

11. If the subrecipient conducts *religious activities* as part of its program or services, does the subrecipient do the following:

a. Provide services to everyone regardless of religion or religious belief.

Yes No

b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities.

Yes No

c. Ensure that participation in religious activities is voluntary for beneficiaries of federally-funded programs.

Yes No

Comments:

FORM COMPLETED BY:

Name: _____

Agency: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____