



Civil Rights Compliance Checklist

1. If you are required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. pt. 42, subpt. E, do you have an EEOP on file for review? (If you are unsure as to whether you are required to prepare an EEOP, you can find out at <https://ojp.gov/about/ocr/eeop.htm>, where you can also prepare and file your EEOP electronically).

Yes No

If yes, on what date did you complete the EEOP?

2. If you are required to submit an EEOP Utilization Report to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) in accordance with 28 C.F.R. pt. 42, subpt. E, have you done so?

Yes No

If yes, on what date did you submit the EEOP Utilization Report?

3. Have you submitted a Certification Form to the OCR certifying compliance with the EEOP requirements?

Yes No

If yes, on what date did you submit the Certification Form?

4. How do you notify program participants and beneficiaries (e.g., through brochures, postings, or policy statements) that you do not discriminate in the delivery of services or benefits based on race, color, national origin, religion, sex, disability, and age (as well as sexual orientation and gender identity if you receive funding from the Office on Violence Against Women (OVW) or under the Violence Against Women Act (VAWA) of 1994, as amended)?

Comments:

5. How do you notify employees and prospective employees (e.g., through advertisements, recruitment materials, postings, dissemination of orders or policies) that you do not discriminate on the basis of race, color, national origin, religion, sex, and disability (as well as sexual orientation and gender identity if you receive funding from OVW or under VAWA)?

Comments:

6. Do you have written policies or procedures for notifying employees on how to file complaints alleging discrimination by you?

Yes No

If yes, explain these policies and procedures.

7. Do you have written policies or procedures for notifying program participants and beneficiaries on how to file complaints alleging discrimination by you, including how to file complaints with the Indiana Criminal Justice Institute and the OCR?

Yes No

If yes, explain these policies and procedures.

8. If you have fifty or more employees and receive DOJ funding of \$25,000 or more, have you 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. pt. 42, subpt. G, which prohibit 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. pt. 42, subpt. G?

Yes No

c. Notified program participants, beneficiaries, employees, applicants, and others that you do not discriminate on the basis of disability?

Yes No

Comments:

9. If you operate an educational program or activity, have you 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. pt. 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. pt. 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:

10. Have you complied with the requirement to submit to the OCR any adverse findings of discrimination against your organization or agency 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

Comments:

11. What steps have you taken to provide meaningful access to your programs and activities to persons who have limited English proficiency (LEP)?

Comments:

12. Do you have a written language-access policy on providing services to LEP persons?

Yes No

13. Do you conduct any training for your employees on the requirements of applicable federal civil rights laws?

Yes No

Comments

14. Do you 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 your organization or agency engages in explicitly religious activities, does it do the following:

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

Yes No

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

Yes No

Comments:

16. If your organization or agency is a religious institution or a faith-based organization, do you do the following:

- a. Provide appropriate notice to program beneficiaries or prospective beneficiaries that you do not discriminate on the basis of religion in the delivery of services or benefits?

Yes No

- b. Provide appropriate notice to program beneficiaries or prospective beneficiaries that if they object to the “religious character” of the subrecipient, the subrecipient will make a reasonable effort to find an acceptable alternative provider in close geographic proximity that offers comparable services?

Yes No

- c. Keep a record of the requests for an alternative provider from beneficiaries or prospective beneficiaries who object to the subrecipient’s “religious character,” noting the subrecipient’s efforts to find an appropriate alternative provider and to follow up with the beneficiary or prospective beneficiary?

Yes No

Comments:

17. If your organization or agency receives funding under VAWA or from OVW, does it serve male victims of domestic violence, dating violence, sexual assault, and stalking?

Yes No

Comments:

18. If your organization or agency receives funding under VAWA or from OVW, do you provide sex-segregated or sex-specific services?

Yes No

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

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