

EEOP Reporting Instructions

1. Navigate to <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-program-eeop-faqs>
2. Click "EEO Reporting Tool Login."

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Contact Us | Careers | Subscribe |

Search

About Us News Center ▾ Grants/Funding ▾ For Congress NCJRS Library ▾ Topics ▾ Training ▾ Data

[Home](#) / [Civil Rights Office](#)

Office for Civil Rights (OCR)

OCR ensures that recipients of financial assistance from OJP, OVW, and COPS comply with Federal laws prohibiting discrimination in employment and delivery of services or benefits based on race, color, national origin, sex, religion, age, and disability.

[About OCR](#)

bekdc / Shutterstock.com ([see reuse policy](#)).

Equal Employment Opportunity Program (EEOP) FAQs

The statutory and regulatory information contained on this page does not constitute legal advice and is for general informational purposes only. The OCR makes no guarantee that the statutory authority or regulatory code cited within is the most current version of said law/regulation. For more recent versions of the U.S. Code and the CFR, users should consult the official [revised U.S.C.](#) or the [eCFR](#).

[EEO Reporting Tool Job Aid](#)

[EEO Reporting Tool Login](#)

Civil Rights Home


Training Resources

Filing a Civil Rights Complaint

Equal Employment Opportunity Plans

Equal Employment Opportunity Program

3. Click "HERE."



Office of Civil Rights


Equal Employment Opportunity Program - *Direct Recipients Use Only*

Only direct recipients of DOJ funding can use this tool. If your entity is a DOJ sub-recipient with mandatory Equal Employment Opportunity (EEO) Program reporting requirements, you can generate a report [HERE](#)

EEOP Report Builder: DOJ Direct Recipients

The EEOP Report Builder is designed to assist recipients of DOJ financial assistance with meeting some of their related civil rights reporting requirements. Compliance

4. Click "Get New Tracking Number."



Office of Civil Rights

Equal Employment Opportunity Program

This tool **should not** be used by direct recipients of DOJ funding with mandatory Equal Employment Opportunity (EEO) Program reporting requirements. Direct recipients can only submit their Verification Forms and Utilization Reports to the Office for Civil Rights via the [Direct Recipient Site](#).

EEOP Report Builder: DOJ Sub-recipients or DOJ Unfunded Entities

The EEOP Report Builder 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.

This tool will provide a step-by-step method for preparing and completing your EEO Utilization Report and/or Verification Form. If you have questions regarding EEO Program requirements, visit the DOJ Office for Civil Rights (OCR) website at: <https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans>. If you have problems navigating the system please refer to the [EEOP Report Builder Job Aid](#).

Please enter your tracking number and click [Continue](#) button to access your organization profile and resume your required documents preparation. If you do not have a tracking number, please click [Get New Tracking Number](#) to start new.

*Tracking Number

25 alphanumeric characters

[Get New Tracking Number](#)

Continue

5. Copy your Pending Tracking Number and click "Continue."

The screenshot shows a web browser window with the URL <https://eeop.ocr.eop.gov/certs/sub/prepSubrecipient>. The page header features the Department of Justice seal and the text "Office of Civil Rights Equal Employment Opportunity Program". The main content area displays "Your Pending Tracking Number: DQIQLLKONLUPXURCCDDJ8NRAT". Below this, a paragraph explains that the tracking number is needed to regain access to the organization profile and prepared documents, and that it will be valid until October 12, 2023. An email input field and a "Continue" button are also visible.

Your Pending Tracking Number: DQIQLLKONLUPXURCCDDJ8NRAT

The tracking number is needed to regain access to your organization profile and prepared documents. If you prefer to receive the tracking number in an email, please provide the email address below. This email address will not be saved or linked to your organization profile. This tracking number and its associated records will be valid and accessible until **October 12, 2023**. Please click **Continue** button to claim this tracking number and begin your document preparation requirements.

Email

Continue

6. Complete your Organization Profile and click "Save:"

The screenshot shows the "Organization Profile" form. At the top right, the tracking number "DQIQLLKONLUPXURCCDDJ8NRAT" is displayed. A red warning banner states: "Your organization profile is incomplete. All organization profile required data fields must be completed." The form fields are organized into two columns. The left column includes fields for Organization Name, Doing Business As (DBA), Street, City, State/Territory (a dropdown menu), and Zip Code. The right column includes fields for Unique Entity Identifier (UEI), Contact Person Name, Contact Person Title, Contact Person Email, Contact Person Phone (with a placeholder "XXX-XXX-XXXX"), and Organizational Category (a dropdown menu). At the bottom, there is a field for Organizational Type (a dropdown menu) and a "Save" button.

Tracking Number: DQIQLLKONLUPXURCCDDJ8NRAT

Your organization profile is incomplete. All organization profile required data fields must be completed.

Organization Profile

Complete your organization's profile below and select the proper organizational category and organizational type.

*Organization Name

Unique Entity Identifier (UEI)

Doing Business As (DBA)

*Contact Person Name

*Street

Contact Person Title

*City

*Contact Person Email

*State/Territory

*Contact Person Phone

*Zip Code

*Organizational Category

*Organizational Type

Save

7. Paste your Pending Tracking Number into the "Tracking Number" text box and click "Continue."

https://eeop.ocr.eop.gov/certsuh/homepage

**Office of Civil Rights
Equal Employment Opportunity Program**

This tool **should not** be used by direct recipients of DOJ funding with mandatory Equal Employment Opportunity (EEO) Program reporting requirements. If your organization is a direct recipient of DOJ funding your Verification Forms and Utilization Reports must be submitted to the Office for Civil Rights [Direct Recipient Site](#).

EEO Report Builder: DOJ Sub-recipients or DOJ Unfunded Entities

The EEO Report Builder 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.

This tool will provide a step-by-step method for preparing and completing your EEO Utilization Report and/or Verification Form. If you have questions regarding EEO Program requirements, visit the DOJ Office for Civil Rights (OCR) website at: <https://www.eop.gov/program/civil-rights-office/equal-employment-opportunity-plans>. If you have problems navigating the system please refer to the [EEO Report Builder Job Aid](#).

Please enter your tracking number and click **Continue** button to access your organization profile and resume your required documents preparation. If you do not have a tracking number, please click [Get New Tracking Number](#) to start new.

*Tracking Number
DQIQLKONLUPXURCCDDJ8NRAT

[Get New Tracking Number](#)

Continue

You will be taken to the following screen:

https://eeop.ocr.eop.gov/certsuh/verification/sign/signed=mo&fcafr=2023

**Office of Civil Rights
Equal Employment Opportunity Program**

Organization Profile **Verifications/Reports** FAQs Contact Logout

Tracking Number:
DQIQLKONLUPXURCCDDJ8NRAT

1

2

Compliance with Equal Employment Opportunity Program (EEOP) Requirements

Organization Name: New to MT	DBA:
Address: 2015 E Broadway St Helena MT 59601	Category Type: Non-Government Other
Contact Name: Cristine DeLacruz	Contact Title:
Contact Email: cdelacruz@mt.gov	Contact Phone: 206-687-4715
Number of Employees: Less Than 50	Single Largest Grant: Less Than \$25,000
Recipient Type: Subrecipient	DBA: New to MT

Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement

The following boxes apply:

<input type="checkbox"/> Not-for-Profit Organization	<input type="checkbox"/> Tribal or Tribal Government
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Health Care or Hospital Facility
<input checked="" type="checkbox"/> Less Than 50 Employees	<input type="checkbox"/> Receiving Award(s) Less Than \$25,000

Name:

(authorized official) verify that New to MT (organization) is not required to prepare an EEO Program Utilization Report during 2023 (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further verify that New to MT (organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Complete Verification Form

8. Click "Verification Reports" in the upper right corner of the screen (1) and the Compliance with Equal Employment Opportunity Program (EEOP) Requirements will populate (2).

9. Click "Download Verification Form:"

The screenshot shows a web browser window with the URL <https://eeop.ocr.eop.gov/certs/certifications>. The page header features the Department of Justice seal and the text "Office of Civil Rights Equal Employment Opportunity Program". A tracking number, **DQIQLLKONLUPXURCCDDJ8NRAT**, is displayed in the top right. The main heading is "Verification of EEO Reporting Requirements Status". Below this, a message states: "Verification Forms prepared for your organization are listed below. You may view their details and edit them by clicking on individual ones. You may also create a new one by clicking Prepare Verification Form button. You may click Work on Utilization Report button if you need to prepare Utilization Reports for applicable fiscal years." A table lists a single entry: "FY 2023 Completed on 21-SEP-2023". Below the table are two buttons: "View Verification Form" and "Download Verification Form", with the latter highlighted by a red rectangular box. At the bottom of the page are two more buttons: "Prepare Verification Form" and "Work on Utilization Report".

10. Please include a copy of the Verification Form" with your grant application to MBCC. An example report is provided on the next page.

Example Report

Verification of EEOP Reporting Requirement

Compliance with Equal Employment Opportunity Program (EEOP) Requirements

Organization Name:	New to MT	UEI:	
Address:		Classification Type:	Non-Government Other
Contact Name:		Contact Title:	
Contact Email:		Contact Phone:	
Number of Employees:	Less Than 50	Single Largest Grant:	Less Than \$25,000
Recipient Type:	Subrecipient	DBA:	New to MT

Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement

The following exemptions apply:

Number of Employees: Less Than 50
Single Largest Grant: Less Than \$25,000

I, [REDACTED], (authorized official) verify that **New to MT** (organization) is not required to prepare an EEO Program Utilization Report during **2023** (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further verify that **New to MT** (organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

[REDACTED]

[REDACTED]

21-Sep-2023

Print or Type Name and Title

Signature

Date