

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."

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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

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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 logo 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 is provided for users who prefer to receive the tracking number via email. A blue "Continue" button is located at the bottom right of the form.

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 at the top 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 blue "Save" button.

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

https://eeop.ccr.ojp.gov/certs/sub/homepage

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

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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
DOJQLKONLUPXURCCDDJ8NRAT

[Get New Tracking Number](#)

Continue

You will be taken to the following screen:

https://eeop.ccr.ojp.gov/certs/sub/verification/signIn?signed=red&id=2020

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

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

Tracking Number:
DOJQLKONLUPXURCCDDJ8NRAT

1

2

Compliance with Equal Employment Opportunity Program (EEO) Requirements

Organization Name: New to MT	YES
Address: [Redacted]	Category: I: Federal, Non-Government - Other
Contact Name: [Redacted]	Contact Title: [Redacted]
Contact Email: [Redacted]	Contact Phone: [Redacted]
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 checked="" type="checkbox"/> Recipient Award(s): Less Than \$25,000

Name: [Redacted]

(authorized official verify that New to MT (organization) is not required to prepare an EEO Program Utilization Report during 2020 fiscal year for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.102. 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 (EEO) Requirements will populate (2).

9. Click "Download Verification Form:"

https://eeop.ocr.ejp.gov/certs/certifications

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

Tracking Number:
DQIQLLKONLUPXURCCDDJ8NRAT

Verification of EEO Reporting Requirements Status

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.

FY 2023 Completed on 21-SEP-2023
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View Verification Form Download Verification Form

Prepare Verification Form 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
<i>Print or Type Name and Title</i>	<i>Signature</i>	<i>Date</i>