## **EEOP Reporting Instructions**

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



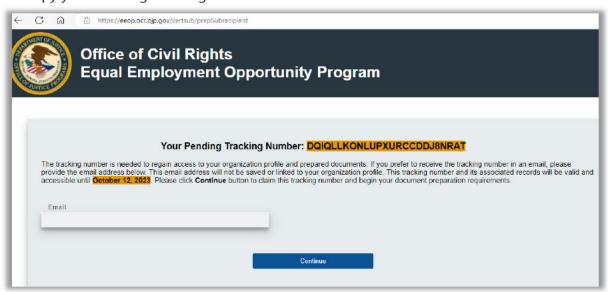
Click "HERE."



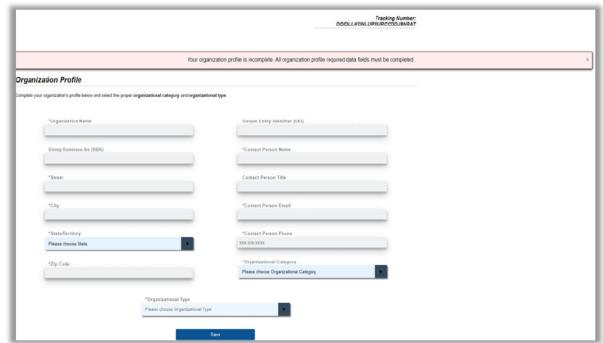
4. Click "Get New Tracking Number."



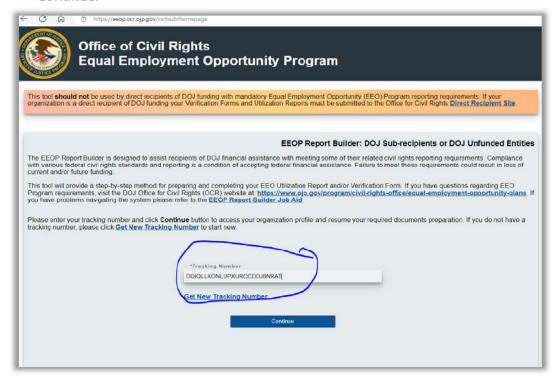
5. Copy your Pending Tracking Number and click "Continue."



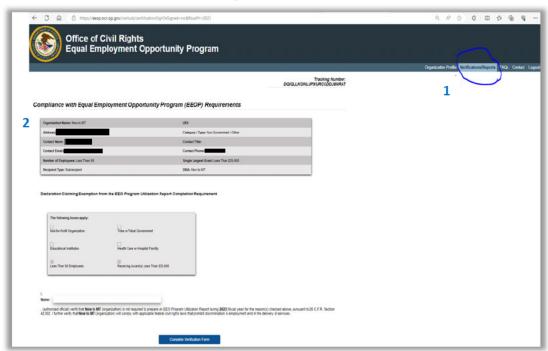
6. Complete your Organization Profile and click "Save:"



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

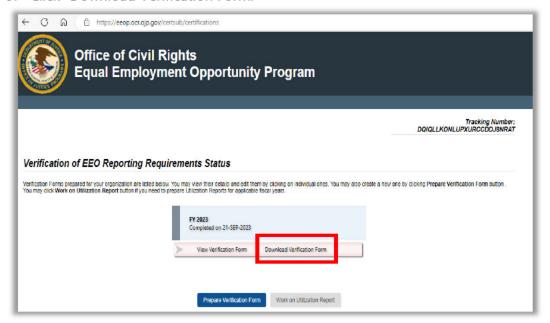


You will be taken to the following screen:



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:"



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, (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.

	21-Sep-2023	
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