

FEDERAL CIVIL RIGHTS COMPLIANCE CHECKLIST:

1. If the subgrantee is required to prepare an Equal Employment Opportunity Plan (EEO Plan) in accordance with 28 CFR §§ 42.301-.308, does the subgrantee have a current EEO Plan on file for review? **Yes No**
If yes, when was the EEO Plan approved and when does it expire?

2. Has the subgrantee submitted an EEO Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), US Department of Justice (DOJ), if required by 28 CFR §§ 42.301-.308? If the subgrantee is not required to submit an EEO Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEO requirements? **Yes – submitted an EEO Short Form Yes – submitted a certification No**

If the subgrantee prepared an EEO Short Form, when was it approved and when does it expire?

3. How does the subgrantee 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.)?

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

5. Does the subgrantee have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subgrantee with PG&R and the Office for Civil Rights (OCR)? **Yes No** If yes, explain these policies and procedures:

6. If the subgrantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subgrantee 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 CFR 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 CFR Part 42, Subpart G? **Yes No**

c. Notified participants, beneficiaries, employees, applicants, and others that the subgrantee does not discriminate on the basis of disability? **Yes No**

Comments:

7. If the subgrantee operates an education program or activity, has the subgrantee 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 Title IX of the Education Amendments of 1972, found at 28 CFR 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 CFR Part 54? **Yes No**

c. Notified applicants for admission and employment, employees, students, parents, and others that the subgrantee does not discriminate on the basis of sex in its educational programs or activities?

Yes No

Comments:

8. Has the subgrantee complied with the requirement to submit to the OCR any findings of discrimination against the subgrantee issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex? **Yes No**

Comments:

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

Comments, including an indication of whether the subgrantee has developed a written policy on providing language access services to LEP persons:

10. Does the subgrantee conduct any training for its employees on the requirements under federal civil rights laws? **Yes No**

Comments

11. If the subgrantee conducts religious activities as part of its programs or services, does the subgrantee 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: