## Federal Civil Rights Compliance Checklist

1.	If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301308, does the subrecipient have an EEOP on file for review?			
	Yes No			
	If yes, on what date did the subrecipient prepare the EEOP?			
2.	Has the subrecipient submitted an EEOP Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), if required by 28 C.F.R. §§ 42.301308? If the subrecipient is not required to submit an EEOP Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial or complete exemption from the EEOP requirements?			
	Yes – submitted an EEOP Short Form Yes – submitted a certification No			
	If the subrecipient prepared an EEOP Short Form, on what date did the subrecipient prepare it?			
3.	How does the subrecipient 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.)?			
	Comments:			
4.	How does the subrecipient 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.)?			
Comments:				

5.		Does the subrecipient have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the				
	subrecipient with the Florida Department of Legal Affairs or the OCR?					
		Yes No				
	If yes,	s, an explanation of these policies and procedures:				
6.		e subrecipient has 50 or more employees and receives DOJ f				
\$25,000 or more, has the subrecipient taken the following actions:						
	a.	Adopted grievance procedures that incorporate due proce provide for the prompt and equitable resolution of compla violation of the DOJ regulations implementing Section 50 Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Seprohibit discrimination on the basis of a disability in empland the delivery of services.	nints alleging a  94 of the  ubpart G, which			
		Yes No				
	b.	. Designated a person to coordinate compliance with the pragainst disability discrimination contained in 28 C.F.R. P.G.				
		Yes No				
	c.	. Notified participants, beneficiaries, employees, applicants the subrecipient does not discriminate on the basis of disa				
		Yes No				
	Comm	ments:				
7.	7. If the subrecipient operates an education program or activity, has the subrecipie taken the following actions:					
	a.	. Adopted grievance procedures that provide for the promp resolution of complaints alleging a violation of the DOJ r implementing Title IX of the Education Amendments of I	egulations			

C.F.R. Part 54, which prohibit discrimination on the basis of sex.

No

Yes

	against sex dis	scriminati	on contai	ned in 28	C.F.R.	Part 54.		
	Yes	3	No					
c.	parents, and or	thers that	the subre	cipient d	oes not d		f	
	Yes	3	No					
	Comments:							
findin court	gs of discrimina or federal or star	ition agaii te admini	nst the substrative ag	brecipier	t issued	by a fed	eral or sta	ate
	Yes	No						
Comn	nents:							
								.EP)?
	_					-	_	oed a
	-		•	ng for its	employ	ees on th	ie require	ements
	Yes	No						
Comn	nents:							
	Has the finding court of religion.  Community What a program written written and the finding court of the finding	Comments:  What steps has the sulprograms and activities  Comments:  What steps has the sulprograms and activities  Comments, including written policy on proving the subrecipient of the sulprograms and activities are sulprograms.	Yes  c. Notified applicants for a parents, and others that of sex in its educational Yes  Comments:  Has the subrecipient complied findings of discrimination again court or federal or state administreligion, national origin, or sex  Yes No  Comments:  What steps has the subrecipient programs and activities to personant comments and activities to personant comments, including an indicativitien policy on providing land.  Does the subrecipient conduct a under federal civil rights laws?  Yes No	Yes No  c. Notified applicants for admission parents, and others that the subre of sex in its educational program  Yes No  Comments:  Has the subrecipient complied with the refindings of discrimination against the subcourt or federal or state administrative agreligion, national origin, or sex?  Yes No  Comments:  What steps has the subrecipient taken to programs and activities to persons who had comments, including an indication of what written policy on providing language account of the subrecipient conduct any training under federal civil rights laws?  Yes No  Yes No	Yes No  c. Notified applicants for admission and emparents, and others that the subrecipient d of sex in its educational programs or active.  Yes No  Comments:  Has the subrecipient complied with the requirement findings of discrimination against the subrecipient court or federal or state administrative agency on religion, national origin, or sex?  Yes No  Comments:  What steps has the subrecipient taken to provide programs and activities to persons who have limit Comments, including an indication of whether the written policy on providing language access service.  Does the subrecipient conduct any training for its under federal civil rights laws?  Yes No	Yes No  c. Notified applicants for admission and employment parents, and others that the subrecipient does not do f sex in its educational programs or activities.  Yes No  Comments:  Has the subrecipient complied with the requirement to subfindings of discrimination against the subrecipient issued court or federal or state administrative agency on the groureligion, national origin, or sex?  Yes No  Comments:  What steps has the subrecipient taken to provide meaning programs and activities to persons who have limited English Comments, including an indication of whether the subrecipient written policy on providing language access services to List.  Does the subrecipient conduct any training for its employed under federal civil rights laws?  Yes No	c. Notified applicants for admission and employment, employerents, and others that the subrecipient does not discrimin of sex in its educational programs or activities.  Yes No  Comments:  Has the subrecipient complied with the requirement to submit to the findings of discrimination against the subrecipient issued by a federourt or federal or state administrative agency on the grounds of religion, national origin, or sex?  Yes No  Comments:  What steps has the subrecipient taken to provide meaningful access programs and activities to persons who have limited English profit Comments, including an indication of whether the subrecipient has written policy on providing language access services to LEP personant process of the subrecipient conduct any training for its employees on the under federal civil rights laws?  Yes No	C. Notified applicants for admission and employment, employees, sturparents, and others that the subrecipient does not discriminate on the of sex in its educational programs or activities.  Yes No  Comments:  Has the subrecipient complied with the requirement to submit to the OCR a findings of discrimination against the subrecipient 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:  What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (L. Comments, including an indication of whether the subrecipient has develop written policy on providing language access services to LEP persons:  Does the subrecipient conduct any training for its employees on the require under federal civil rights laws?  Yes No

b. Designated a person to coordinate compliance with the prohibitions

	subrecipient conducts relig he subrecipient do the follo	ious activities as part of its programs or services, owing:				
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				
STAF	STAFF ATTESTATION:					
	I attest that I, the undersigned, have read the above-listed questions and attest that the answers provided are true and complete to the best of my knowledge.					
Agenc	Agency Name					
Printed	d Name of Agency Directo	or				
Signature of Agency Director						
Date Completed						