

EEOP Certification Form

Recipient Name and Address: _____
Grant Title: _____ Grant Number: _____ Award Amount: \$ _____
Contact Person Name and Title: _____ Phone Number: _____

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please upload the completed form(s) in GEMS and mail a copy to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

Section A - Declaration Claiming Complete Exemption from the EEOP Requirement. *Please check all the boxes that apply*

- ☐ Recipient has less than 50 employees,
- ☐ Recipient is an Indian tribe,
- ☐ Recipient is a non-profit organization,
- ☐ Recipient is an educational institution, or
- ☐ Recipient is a medical institution,
- ☐ Recipient is receiving an award less than \$25,000

I, _____ {responsible official}, certify that _____
{grant recipient organization} is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that the _____ {grant recipient organization} will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Certification

Print or type Name and Title

Signature

Date

Section B - Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on file for review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R §42.305):

I, _____ {responsible official}, certify that the _____
{grant recipient organization}, which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 C.F.R §42.301, et seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: _____ {grant recipient organization}, at _____
{grant recipient address}, for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

Certification

Print or type Name and Title

Signature

Date