



Equal Employment Opportunity Program (EEOP)

REPORT BUILDER
(DOJ Sub-recipients or DOJ Unfunded Entities)
Job Aid

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Introduction

The Equal Employment Opportunity (EEO) Report Builder is designed to assist the Department of Justice (DOJ) sub-recipients or DOJ unfunded entities to develop EEO workforce analysis and related strategies. For sub-recipients, this in part, meets the requirements to continue to receive financial assistance. Compliance with various Federal civil rights standards and reporting is a condition of accepting the DOJ sub-awards. Failure to meet these requirements could result in the loss of current and/or future funding.

There is no requirement to use the EEO Report Builder.

Purpose

This user guide provides step-by-step instructions on how to navigate the EEO Report Builder to prepare a Verification Form, and if necessary, complete the Utilization Report.

Process Overview

- ❖ Accessing the EEO Report Builder.
- ❖ Creating an Organization Profile.
- ❖ Preparing and completing a Verification Form.
- ❖ Preparing and completing a Utilization Report, if required.

EEOP Service Desk

If you are a sub-recipient of DOJ financial assistance from a program covered by 24 CFR 42.301-308, please contact your prime recipient organization directly if you have any questions regarding completion or retention of EEOP related reports and materials.

If you require other programmatic assistance related to EEOP compliance, you may contact the Office for Civil Rights (OCR) by email at EEOPForms@usdoj.gov.

If you have IT related problems with using the Report Builder, you may contact the EEOP Service Desk at 202-307-0627 and leave a detailed message or email EEOPITSupport@usdoj.gov.



1. Access the EEO Report Builder

Navigate to the [OCR Data Tools](#) to access the [EEO Report Builder](#).

Tracking Number

To access the Verification Form and/or Utilization Report, a tracking number is required. A tracking number serves as a key to regain access to the tool, allowing you to manage and complete your tasks.

NOTE

Tracking numbers are valid and accessible for a period of three weeks, following the allowed timeframe, the tracking number will expire. Therefore, you will not be able to resume your work or access completed information and/or documentation.

Get New Tracking Number:

1. If you do not have a tracking number, select **Get New Tracking Number** (Figure 1).

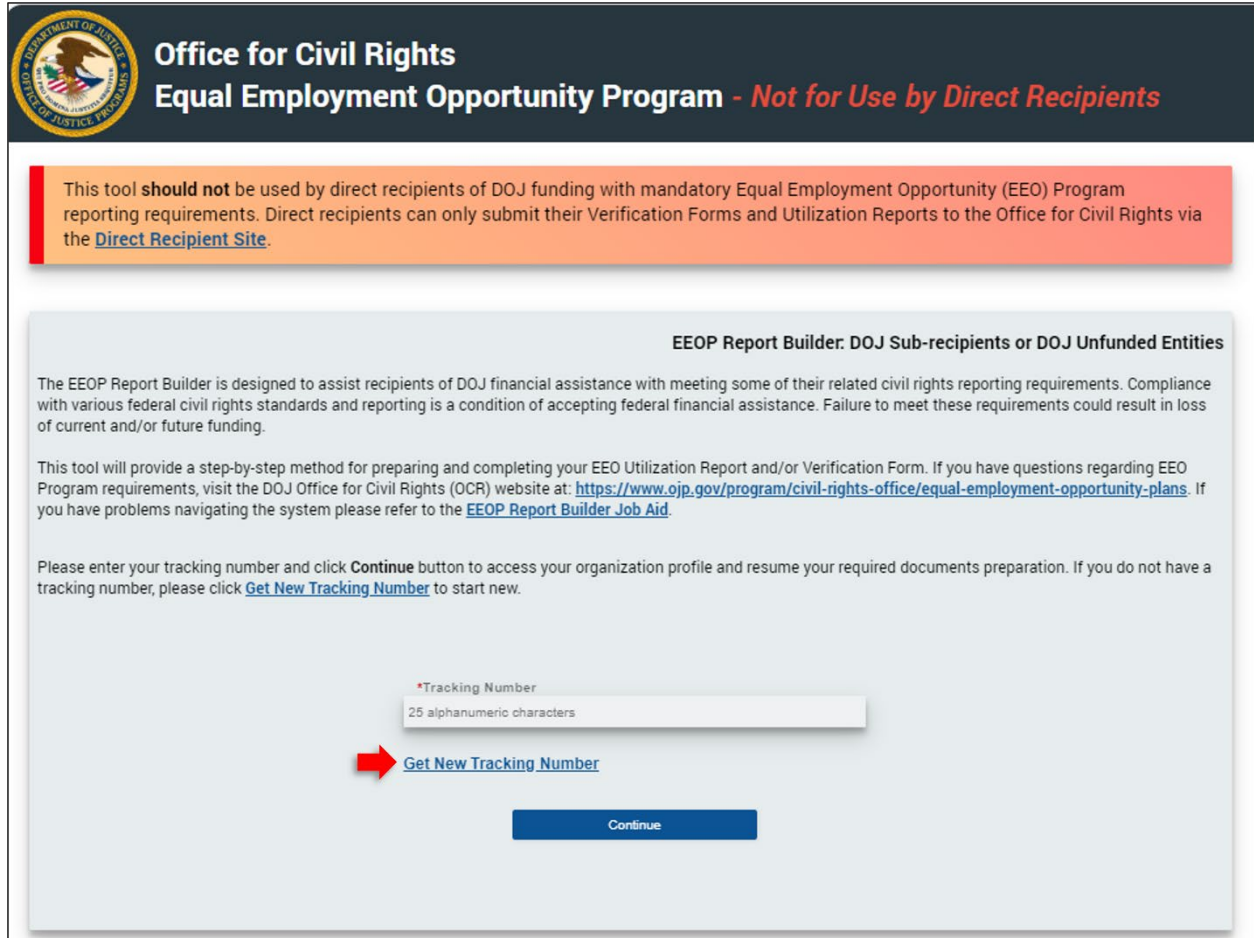


Figure 1: New Tracking Number



2. The following information will appear on a new screen (Figure 2):
 - A. Pending Tracking Number – The tracking number is pending and not *reserved* at this time.
 - B. Tracking Number Availability – Expiration date of the tracking number.



Figure 2: Pending Tracking Number

3. In the **Email** field, enter your email address (Figure 2) to receive your EEOP tracking number electronically (Figure 3).
4. Select **Continue** to *reserve* your tracking number and access the Organization Profile module.

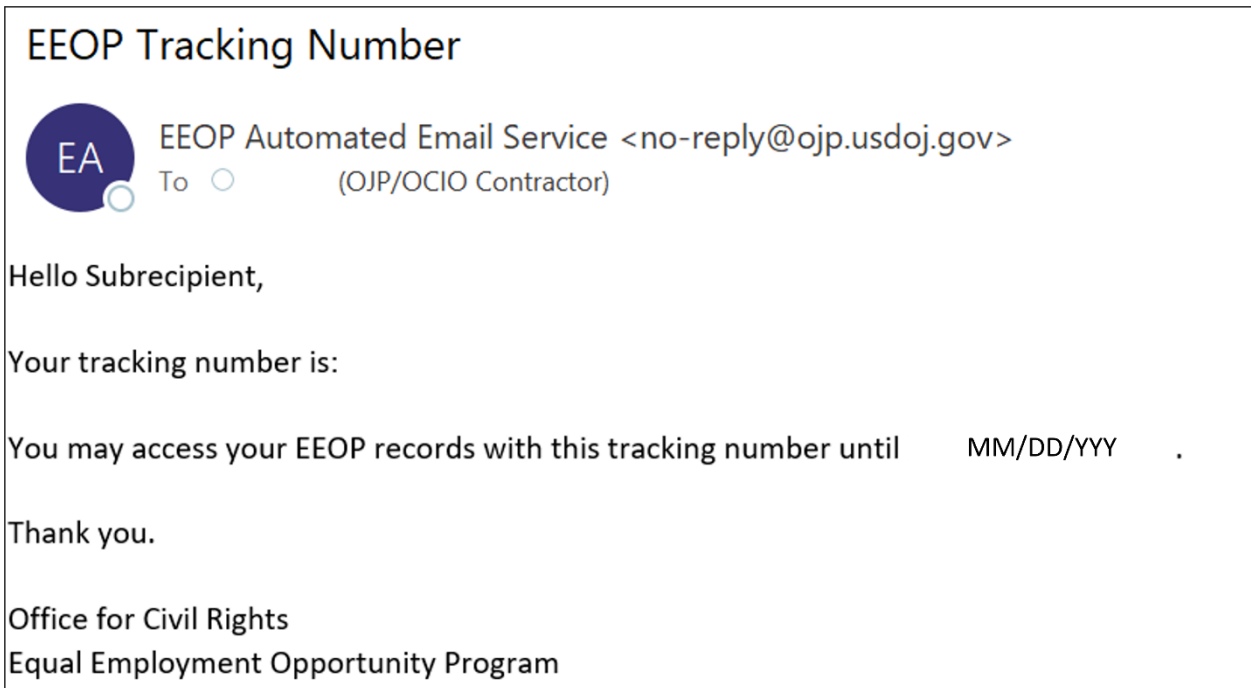
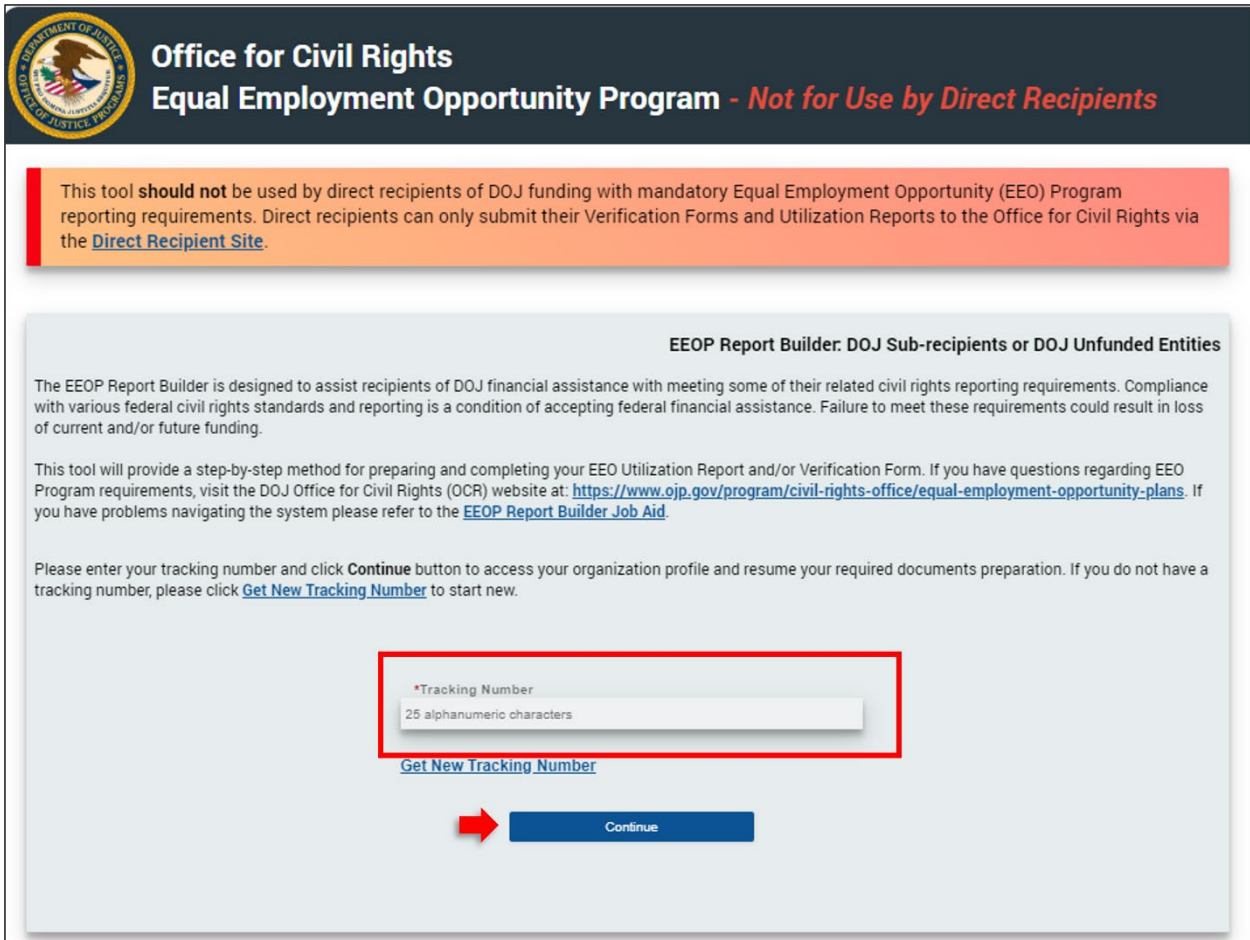


Figure 3: EEOP Tracking Number



Reserved Tracking Number:

1. Enter your *reserved Tracking Number* in the text field (Figure 4).
2. Select **Continue** to resume your EEO requirements.



Office for Civil Rights
Equal Employment Opportunity Program - *Not for Use by Direct Recipients*

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](#).

EEO Report Builder: DOJ Sub-recipients or DOJ Unfunded Entities

The EEO 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 [EEO 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

Figure 4: Reserved Tracking Number



2. Organization Profile

The Organization Profile module will be displayed, complete your organization profile, and select the proper organizational category and type (Figure 5).

1. Enter the **Organization Name, Unique Entity Identifier (UEI), Doing Business As (DBA), Contact Person Name, Street, City, Contact Person Email, State/Territory, Contact Person Phone, and Zip Code.**
2. Click the drop-down button to select the **Organizational Category and Type.**
3. Select **Save** or **Save and Work on Forms/Reports.**

Figure 5: Organization Profile

4. In the upper right-hand corner of the module, click on **Verification/Reports** to continue to the next module (Figure 6).

Figure 6: Verifications/Reports



3. Prepare a Verification Form

The Verification Form is the process in which the recipients acknowledge reporting requirements.

3.1 Verification of EEO Reporting Requirements Status

The Verification of EEO Requirements Status module lists current verification forms you have completed for this tracking number as well as finalizing a pending verification form.

1. To create a new form, select **Prepare a Verification Form** (Figure 7).
2. The system will direct you to the Determination of EEO Reporting Requirements module.

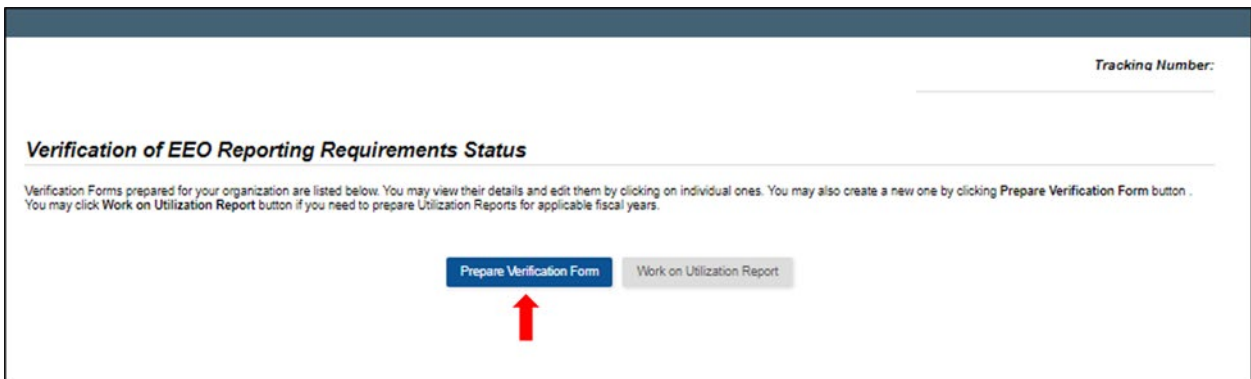


Figure 7: Prepare a Verification Form

3. To review a completed form, select **View Verification Form** or you may also select **Download Verification Form**. If you have completed a Verification Form and need to Prepare a Utilization Report, select **Work on Utilization Report** (Figure 8).

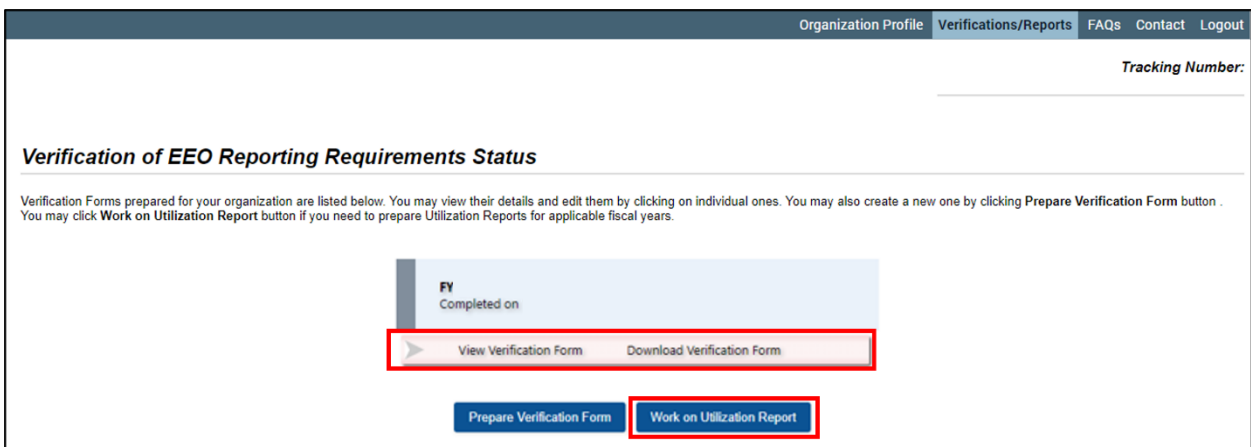


Figure 8: Work on Utilization Report



3.2 Determination of EEO Reporting Requirements

The system will display the Determination of EEO Reporting Requirements module. The data collected in this section will be used to determine the type of Verification Form that is required (Figure 9).

1. Click on the drop-down button to select the **Number of Employees**, the **Award Fiscal Year** for which you are certifying, and the **Single Largest Grant Amount**.
2. Select **Save and Continue**.

Organization Profile Verifications/Reports FAQs Contact Logout

Tracking Number: _____

Determination of EEO Reporting Requirements

Please provide details of your Verification Form requested below .

*Number of Employees
Please choose Number of Employees ▼

*Award Fiscal Year
Please choose Award Fiscal Year ▼

*Single Largest Grant Amount
Please choose Single Largest Grant Amount ▼

Save and Continue ←

Continue

Figure 9: Determination of EEO Reporting Requirements Module



3.3 Compliance with EEOP Requirements

Non-Exempt Verification

If your organization is *not* exempt from completing a Utilization Report, you will be required to prepare and complete the Verification Form and Utilization Report (Figure 10).

1. Review the ‘Acknowledgement of EEO Program Data Collection, Maintenance and Completion Requirements’.
2. Enter your **Name** in the text box to acknowledge compliance requirements.
3. Select **Complete Verification Form**. The system will direct you to the Profile and Verification module.

Organization Profile Verifications/Reports FAQs Contact Logout

Tracking Number: _____

Compliance with Equal Employment Opportunity Program (EEOP) Requirements

Organization Name:	UEI:
Address:	Category I Type:
Contact Name:	Contact Title:
Contact Email:	Contact Phone:
Number of Employees:	Single Largest Grant:
Recipient Type:	DBA:

Acknowledgement of EEO Program Data Collection, Maintenance and Completion Requirements

I,

(authorized official) acknowledge that **test** (organization) has an obligation to develop and complete an EEO Program Utilization Report for **2021** (fiscal year). I understand the regulatory obligations under 28 C.F.R. Section 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Program Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **test** (organization) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEO Program regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEO Program may allow the OCR to draw an adverse inference based on the data's absence.

I understand my organization must complete a Utilization Report after having completed this Verification Form. The system will redirect to Utilization Report module after I clicked Complete Verification Form below.

[Complete Verification Form](#) ←

Figure 10: Non-Exempt Verification Form



Exempt Verification

If your organization *is* exempt from completing a Utilization Report, you will be required to prepare and complete the Verification Form (Figure 11). Upon completion, the system will direct you to the Verification of EEO Reporting Requirements Status module where you can review or download the form.

1. Review the ‘Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement’.
2. Enter your **Name** in the text box to declare exemption.
3. Select **Complete Verification Form**.

The screenshot shows a web application interface with a dark blue header containing navigation links: 'Organization Profile', 'Verifications/Reports', 'FAQs', 'Contact', and 'Logout'. Below the header, there is a 'Tracking Number:' field. The main content area is titled 'Compliance with Equal Employment Opportunity Program (EEO) Requirements'. It features a form with the following fields:

Organization Name:	UEI:
Address:	Category I Type:
Contact Name:	Contact Title:
Contact Email:	Contact Phone:
Number of Employees:	Single Largest Grant:
Recipient Type:	DBA:

Below the form is a section titled 'Declaration Claiming Exemption from the EEO Program Utilization Report Completion Requirement'. It contains a box with the heading 'The following boxes apply:' and six checkboxes with corresponding labels:

- Not-for-Profit Organization
- Tribe or Tribal Government
- Educational Institution
- Health Care or Hospital Facility
- Less Than 50 Employees
- Receiving Award(s) Less Than \$25,000

Below this box is a 'Name:' label followed by a red-bordered text input field. Underneath the input field is a line of small text: '(authorized official) verify that test (organization) is not required to prepare an EEO Program Utilization Report during 2021 (fiscal year) for the reason(s) checked above, pursuant to 28 C.F.R. Section 42.302. I further verify that test (organization) will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.'

At the bottom of the form is a blue button labeled 'Complete Verification Form' with a red arrow pointing to it from the right.

Figure 11: Complete Exempt Verification Form



4. Profile and Verification

Verify your organization information to begin preparation of the EEO Utilization Report (Figure 12).

1. If the information displayed on the screen is correct, select **Accept**. The system will direct you to the Reporting History module.
2. If the information displayed on the screen is *not* correct, select **Not Accept**. The system will redirect you to Verification of EEO Reporting Requirements Status module.

Profile and Verification

[FAQ](#)

Profile Verification

Please verify that the information below is correct:

Organization Information
 Name:
 Address:
 City:
 State:
 Zip:

I verify that the above Organization Information is correct and I am authorized to prepare the EEO Utilization Report for the listed organization.

The Equal Employment Opportunity (EEO) Program system was designed to assist DOJ grantees meet the civil rights regulatory requirements of 28 C.F.R. Section 42.301-.308. You are not required to use this system to prepare your EEO Program related Utilization Report. However, be aware that failure to use this system does not remove or change your organization's requirement to prepare a written EEO plan, maintain related records and submit portions of the plan (including a Utilization Report) to OCR. For more information on the EEO Program requirement see OCR's [website](#).

Figure 12: Profile Verification Module



5. Prepare a Utilization Report

The following sections will guide you through the process of preparing and completing a Utilization Report.

Note

To navigate the sections of the Utilization Report, select the <<Go Back or Next Page>> on the top right of the screen. The system does not support the BACK arrow, to return to a previous page select the <<Go Back button.

5.1 Reporting History

The system will display the Reporting History Module. The Fiscal Year column displays previous and current reports. The Available Action column allows you to click on the link to act for the individual report listed.

1. To begin preparing your Utilization Report, select **Click to start Utilization Report** under the 'Create Report' (Figure 13).

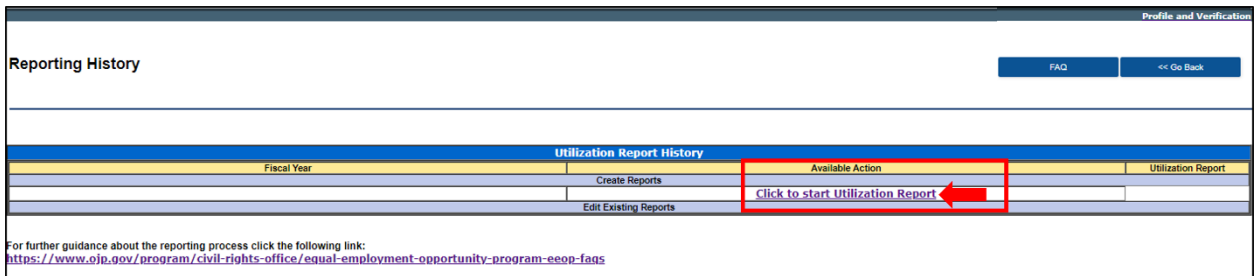


Figure 13: Create Utilization Report

2. To edit an existing report, select **Edit** under the 'Edit Existing Reports' (Figure 14).



Figure 14: Edit Utilization Report



5.2 EEO Utilization Report: Seven Sections Checklist

This module displays a checklist that outlines the seven sections of the Utilization Report (Figure 15).

Note

If you are a returning user and have completed any of the sections, the completed sections will be checked. You can return to any completed checked section by clicking on it.

1. Select **Next Step>>** to continue to the next module.

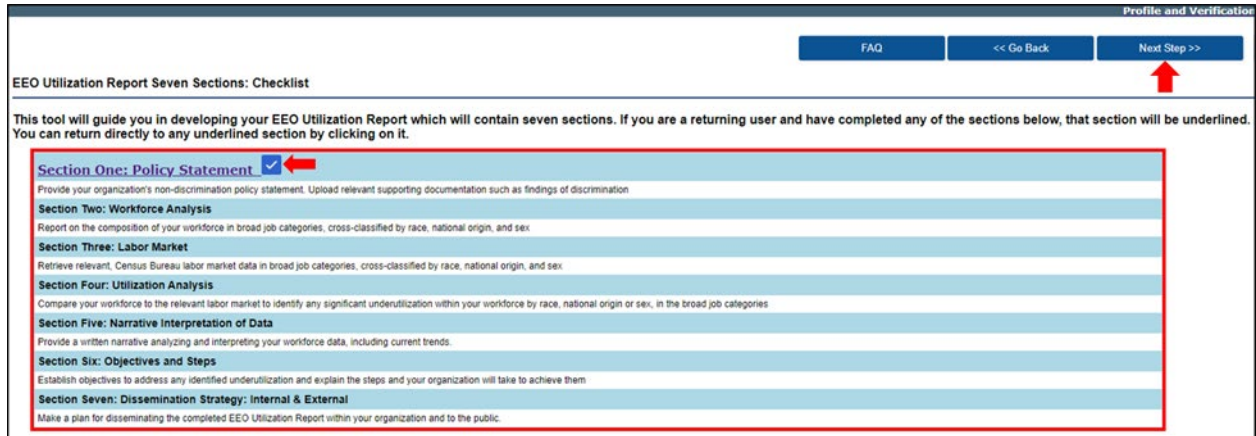


Figure 15: Checklist Module

Seven Sections

Section 1 of 7: EEO Policy Statement

1. Enter your organization policy statement in the text box (Figure 16).
2. Select **Next Step>>** to continue to the next module.

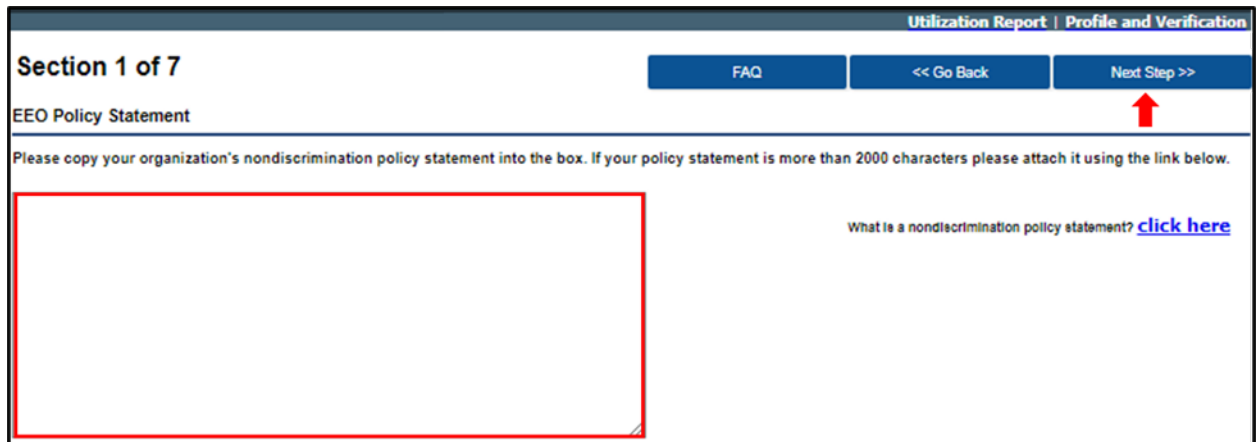


Figure 16: EEO Policy Statement



Section 2a of 7: Total Number of Employees of Known Race, National Origin, and Sex

This module requires information to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex in eight major categories (Figure 17).

1. Enter the **Total number of employees, Number of employees of unknown race, national origin, or sex.** The Total number of employees of known race, national origin, or sex will auto populate.
2. Select **Next Step>>** to continue to the next module.

Figure 17: Employee Classification Module

Section 2b of 7: Building Sworn Officers Rank Chart

The system will prompt you to Build a Sworn Officer Rank Chart that includes each of your organization’s sworn ranks, from lowest to highest, and the number of employees for each rank classified by race, national origin, and sex (Figure 18). **Please use PATROL OFFICERS as the first level, sworn, non-supervisory rank regardless of the actual title your organization uses.**

1. Select **Add Law Enforcement Rank.**

Figure 18: Sworn Officers Rank Chart Module



- 2. Enter the Sworn Officer Title in the **Rank Title** text box (Figure 19).
- 3. Select **Submit**.

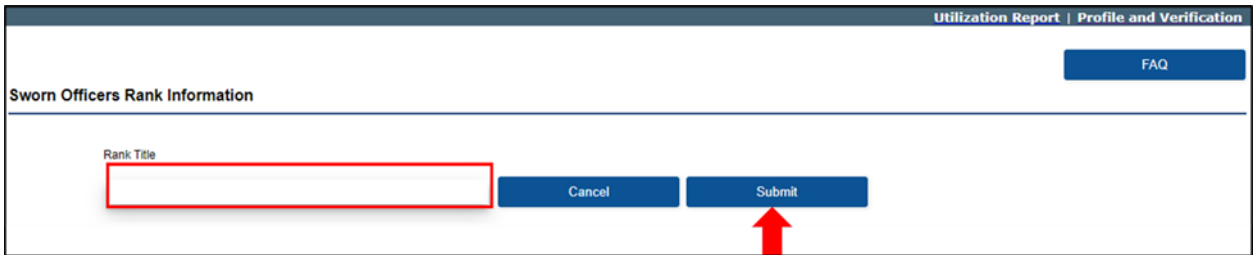


Figure 19: Sworn Officers Rank Title

Continue this process until the highest sworn rank in your organization has been entered and the chart should reflect your organization's actual hierarchy.

- 4. Select **Next Step>>** to continue to the next module (Figure 20).

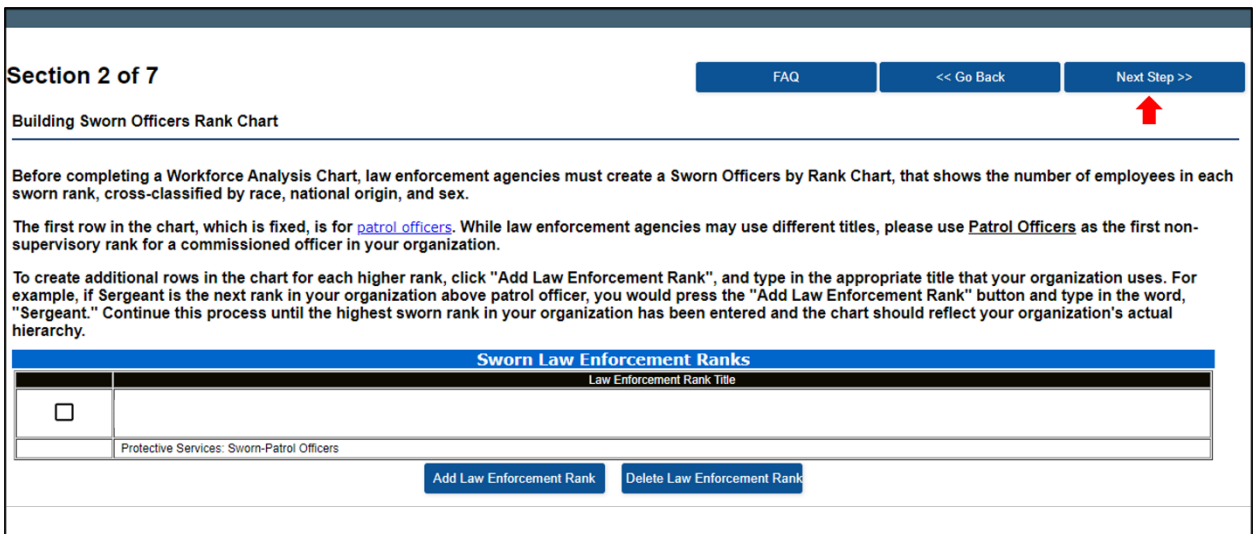


Figure 20: Next Step Button



Section 2c of 7: Sworn Officers Rank Chart

The system will display the data entered in the previous module. The chart is broken down by sex and race or national origin (Figure 21).

1. Enter the number of employees for each job category in the **Total** column.
2. Enter the **number of employees per column category**.
3. Select **Next Step>>** to continue to the next module.

Job Category	Total	Male							Female								
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other		
Sergeant	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Protective Services: Sworn Patrol Officers	100%	50	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

Figure 21: Sworn Officers Rank Chart Module

4. The system will import the information entered in the Workforce Analysis Chart (Figure 22). Review the information on the chart.
5. Select **Next Step>>** to continue to the next module.

Law enforcement agencies must separate their sworn employees into two categories:
 Law enforcement agencies break this category down into two additional subcategories:
 1. Patrol Officers: the most common rank for sworn employees; and
 2. Officials: all sworn ranks above the patrol officer rank.

Based on your Sworn Officers Rank Chart, the system will import the following data into the Workforce Analysis Chart:

Job Category	Total	Male							Female						
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Protective Services: Sworn Officials	25/ 100%	25/ 100%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%
Protective Services: Sworn Patrol Officers	25/ 100%	25/ 100%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	0/ 0%	

To change this data, return to the [Sworn Officers Rank Chart](#). To proceed to the Workforce Analysis Chart, click "Next Step".

Figure 22: Law Enforcement Chart Module



Section 2d of 7: Workforce Analysis Chart

In each job category, enter the appropriate information to calculate the number of employees (Figure 23).

1. Enter the total number of employees in each job category in the **Total** column.
2. Enter the number of employees for each category by gender and race or national origin.
3. Select **Calculate %**.
4. Select **Next Step>>** to continue to the next module.

Section 2 of 7 FAQ Save << Go Back **Next Step >>**

Workforce Analysis Chart

In each job category row below, enter the number of employees cross-classified by race, national origin, and sex. Make sure the row total reflects the total number of employees for that job category.

The total number of reported employees is: 100
Once you have entered all of the workforce numbers click here: Calculate %

For help assigning a position to the correct job categories, [click here](#)

If your totals in each row do not add up to 100%, [click here](#)

Job Category	Total	Male							Female									
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other			
Officials/Administrators	30 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Professionals	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Technicians	20 100%	10 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn-Officials	30 100%	10 33.3%	0 0%	10 33.3%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn Patrol Officers	20 100%	10 50%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Non-sworn	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Skilled Craft	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Totals	100%	30/30%	0/0%	10/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	30/30%	0/0%	0/0%	0/0%	0/0%	0/0%

Figure 23: Workforce Analysis Chart Module

Section 3a of 7: Relevant Labor Market

This module involves selecting the relevant labor market to evaluate your organization’s workforce in comparison to your community (Figure 24).

1. Click on the form field to select your **State** and **Relevant Labor Market**.
2. Select **Next Step>>** to continue to the next module.

Section 3 of 7 Utilization Report | Profile and Verification
FAQ << Go Back **Next Step >>**

Select the Relevant Labor Market

This section involved selecting the relevant labor market so you can evaluate how representative your organization’s workforce is of your community.

In deciding what community labor statistics to use, you should consider the following:

- Where do you recruit new employees?
- Are there any residential requirements for new employees?
- From where do most of your new employees come?
- Where do most of your current employees live?

Answers to these questions will help determine whether the most relevant labor market statistics are from a state, a county, a number of counties, a city or town, or a metropolitan statistical area (MSA). The availability of Census data for some geographic areas may also limit your options.

Select your State:

 Select the relevant labor market below:

Figure 24: Relevant Labor Market



Section 3b of 7: Relevant Labor Market Statistics

The Relevant Labor Market Statistics chart will display the information provided in the previous module (Figure 25). **Note:** Starting from here, your agency “Protective Service - Sworn Officials” and “Protective Service -Sworn Patrol Officers” are combined as one single job category “Protective Service -Sworn”.

1. Review the relevant market statistics that have been loaded for the county selected.
2. Select **Next Step>>** to proceed to the next module.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials and Managers	1,390/50.8%	0/0%	35/1.3%	4/0.1%	10/0.4%	0/0%	35/1.3%	1,210/44.2%	4/0.1%	20/0.7%	0/0%	15/0.5%	0/0%	15/0.5%
Professional	1,990/35.8%	4/0.1%	15/0.3%	0/0%	85/1.5%	0/0%	15/0.3%	3,315/59.3%	25/0.4%	45/0.8%	4/0.1%	20/0.4%	0/0%	75/1.3%
Technicians	1,550/51.2%	15/0.5%	10/0.3%	0/0%	25/0.8%	0/0%	4/0.1%	1,335/43.8%	10/0.3%	30/1%	0/0%	30/1%	0/0%	30/1%
Protective Service- Sworn	95/7.7%	15/1.2%	20/1.6%	0/0%	0/0%	0/0%	4/0.3%	245/19.9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Service- Non-Sworn	45/4.1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/5%	0/0%	0/0%	0/0%	0/0%	0/0%	4/0.7%
Administrative Support	2,185/26.1%	20/0.3%	14/0.2%	0/0%	4/0.0%	0/0%	20/0.3%	5,050/64.9%	95/1.2%	140/1.8%	0/0%	60/0.8%	0/0%	30/0.4%
Skilled Craft	2,620/87.4%	35/1.2%	30/1%	0/0%	0/0%	0/0%	4/0.1%	285/9.5%	0/0%	0/0%	0/0%	25/0.8%	0/0%	0/0%
Service Maintenance	4,370/50.6%	160/1.9%	95/1.1%	0/0%	4/0.0%	4/0%	4/0.0%	3,720/43%	60/0.7%	80/0.9%	4/0%	4/0.0%	4/0%	25/0.3%
Total	15,119/47%	249/1%	145/1%	4/0%	200/1%	4/0%	122/0%	15,220/47%	194/1%	315/1%	0/0%	190/1%	4/0%	179/1%

Figure 25: Relevant Labor Market Statistics

Section 4a of 7: Utilization Analysis Chart: Subtraction

The Utilization Analysis Chart: Subtraction provides an overview of your reported workforce to the relevant labor market statistics for the area selected (Figure 26).

1. Review the Utilization Analysis Chart: Subtraction.
2. Select **Next Step>>** to proceed to the next module.



Section 4 of 7 FAQ Print Chart << Go Back **Next Step >>**

Utilization Analysis Chart: Subtraction

The fourth section involves reviewing utilization analysis charts. Using simple subtraction, the first utilization analysis chart compares your reported workforce to the relevant labor market statistics for the area that you selected. The negative numbers indicate underutilizations (i.e., where your workforce has comparatively fewer people in each category than similarly qualified people available in your labor market). *The system calculates workforce utilization to the closest whole number.

Job Category	Male							Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/ Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/ Other	
Officials/Administrators															
Your Agency	0%	0%	0%	0%	0%	0%	0%	0%	0%	30100%	0%	0%	0%	0%	
Florida	471,395/39%	146,833/12.2%	49,430/4.1%	1,230/0.1%	19,665/1.6%	400/0%	11,565/1%	315,090/26.1%	111,160/9.2%	55,470/4.6%	1,180/0.1%	14,210/1.2%	320/0%	9,515/0.8%	
Utilization % *	-39%	-12%	-4%	0%	-2%	0%	-1%	-26%	-9%	95%	-0%	-1%	-0%	-1%	
Professionals															
Your Agency	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Florida	435,170/26.6%	134,275/8.2%	52,359/3.8%	1,090/0.1%	41,910/2.6%	300/0%	14,205/0.9%	573,005/35.1%	191,045/11.1%	130,500/8%	1,245/0.1%	40,390/2.5%	715/0%	17,240/1.1%	
Utilization % *	-27%	-8%	-4%	-0%	-3%	-0%	-1%	-35%	-11%	-8%	-0%	-2%	-0%	-1%	
Technicians															
Your Agency	105/0%	0%	0%	0%	0%	0%	0%	0%	0%	105/0%	0%	0%	0%	0%	
Florida	150,005/27%	72,155/13%	35,210/6.5%	925/0.2%	8,610/1.5%	195/0%	4,420/0.8%	139,170/25%	75,390/13.6%	54,450/9.8%	560/0.1%	9,010/1.6%	195/0%	4,720/0.9%	
Utilization % *	23%	-13%	-7%	-0%	-2%	-0%	-1%	-25%	-14%	40%	-0%	-2%	-0%	-1%	
Protective Services: Sworn															
Your Agency	20/25%	0%	10/12.5%	0%	0%	0%	0%	0%	0%	20/25%	0%	0%	0%	0%	
Florida	92,045/43.9%	31,420/16.4%	32,130/15.3%	185/0.1%	1,700/0.8%	85/0%	2,185/1%	18,350/8.8%	8,370/4%	18,665/8.9%	110/0.1%	430/0.2%	40%	855/0.4%	
Utilization % *	-19%	-18%	-3%	-0%	-1%	-0%	-1%	-8%	-4%	18%	-0%	-0%	-0%	-0%	
Protective Services: Non-sworn															
Your Agency	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Florida	5,220/30.1%	2,395/13.8%	1,440/8.3%	15/0.1%	40/0.2%	0%	220/1.3%	3,990/22.7%	1,675/9.7%	1,975/11.4%	25/0.1%	180/1%	35/0.2%	170/1%	
Utilization % *	-30%	-14%	-8%	-0%	-0%	0%	-1%	-23%	-10%	-11%	-0%	-1%	0%	-1%	
Administrative Support															
Your Agency	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Florida	480,685/20.7%	227,535/9.8%	107,815/4.6%	1,475/0.1%	14,750/1%	22,150/1%	525/0%	15,855/0.7%	792,190/34.1%	380,030/16.4%	230,985/10%	2,440/0.1%	31,450/1.4%	780/0%	25,275/1.1%
Utilization % *	-21%	-10%	-5%	-0%	-1%	-0%	-1%	-34%	-16%	-10%	-0%	-1%	-0%	-1%	
Skilled Craft															
Your Agency	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Florida	336,465/17.7%	232,640/13%	57,365/9.4%	1,760/0.2%	7,390/1%	395/0.1%	8,470/1.2%	19,975/2.8%	19,455/2.8%	7,645/1.1%	140/0%	2,425/0.3%	40/0%	870/0.1%	
Utilization % *	-48%	-33%	-10%	0%	-1%	0%	-1%	-3%	-3%	-1%	-0%	-0%	-0%	-0%	
Service/Maintenance															
Your Agency	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Florida	570,330/23.9%	486,495/20.4%	262,955/11%	2,000/0.1%	30,195/1.3%	995/0%	22,095/0.9%	418,315/17.5%	319,450/13.4%	217,490/9.1%	1,505/0.1%	33,955/1.4%	610/0%	18,990/0.8%	
Utilization % *	-24%	-20%	-11%	0%	-1%	0%	-1%	-18%	-13%	-9%	-0%	-1%	-0%	-1%	

Figure 26: Utilization Analysis Chart: Subtraction Module



Section 4b of 7: Utilization Analysis Chart: Statistically Significant Underutilizations

The Utilization Analysis Chart: Statistically Significant Underutilizations displays each job category where a statistically significant underutilization for a particular group is identified (Figure 27).

1. Review the chart, then select **Next Step>>** to continue to the next module.

Section 4 of 7 FAQ << Go Back **Next Step >>**

Utilization Analysis Chart: Statistical Significant Underutilizations

In evaluating discriminatory practices in the workplace, courts have generally recognized the use of Chi-square or Fisher's exact test to determine if underutilizations of protected groups are statistically significant and unlikely to be due to mere chance.
Based on the data you provided, the utilization analysis chart below displays each job categories where based on this standard a statistically significant underutilization of qualified workers for a particular group may have occurred.

Job Category	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races / Other
Officials/Administrators	✓	✓						✓						
Technicians								✓						
Protective Services: Sworn	✓	✓						✓	✓					

Figure 27: Utilization Analysis Chart: Statistically Significant Underutilizations

Section 5 of 7: Narrative Interpretation Data

After reviewing the chart, write a narrative that interprets and explains the data (Figure 28).

1. Enter your narrative in the text box.
2. Select **Next Step>>** to continue to the next module.

Section 5 of 7 Utilization Report | Profile and Verification
FAQ << Go Back **Next Step >>**

Narrative Interpretation of Data

If your organization has previously submitted an EEO Utilization Report, describe the steps taken toward meeting the objectives in the prior report.
After reviewing the Utilization Analysis Charts, write a narrative that interprets and explains the data. This narrative should identify particular job categories with notable underrepresentations of employees of a particular race and sex, then explain why relatively high percentages of underrepresentation may be occurring. Additionally, factors that inform your organization's workforce profile, such as unique community or organizational situations or demographic shifts since Census tabulation, should be noted and explained. For an example of an interpretive narrative, see the [Sample EEO Utilization Report](#).

Can I attach documents to the online EEO Utilization Report? [Click here](#)
Can I cut and paste text into the online EEO Utilization Report? [Click here](#)

Figure 28: Narrative Interpretation of Data Module



Section 6 of 7: Objectives and Steps

List your planned objectives to address any underutilization identified or to maintain your current utilization (Figure 29). **You must enter at least one objective. Objectives will answer the question: What needs to be done to achieve EEO?**

1. Select **Add Objective**.

The screenshot shows the 'Active Objectives' section of the report builder. At the top right, there are navigation buttons for 'FAQ', '<< Go Back', and 'Next Step >>'. Below the title 'Section 6 of 7' and 'Objectives and Steps', there are instructions: 'In section six, provide your organization's strategy to address any identified underutilization or to maintain current utilization.' followed by two numbered steps: '1. Based on the interpretation of your organization's utilization data, provide specific, measurable objectives. Objectives will answer the question: What needs to be done to achieve EEO?' and '2. Provide the concrete steps your organization will take to meet the objective. Steps answer the question: How will this objective be met? Steps should include the action(s) to be taken, a time frame for completion and identify who within your organization is responsible for the step.' Below these instructions, there are three lines of smaller text: 'To enter objectives click on the "Add Objective" button below. Enter the first objective in the text box.', 'After entering the objective, you will be required to enter the steps that your organization will take to implement that objective.', and 'For each additional objective, repeat the same process.' The main content area features a table with a header 'Active Objectives' and a sub-header 'Objective'. Below the table, there are two buttons: 'Add Objective' (highlighted with a red arrow) and 'Delete Objective'.

Figure 29: Add Objective

2. Enter the objective in the text box and select **Submit** (Figure 30).

The screenshot shows the 'Objectives' section. At the top right, there is a 'FAQ' button. Below the title 'Objectives', there is a large, empty text input field outlined in red. Below the input field are two buttons: 'Cancel' and 'Submit' (highlighted with a red arrow).

Figure 30: Enter Objective

3. After entering the objective, you will be required to enter the steps that your organization will take to implement the listed objective. **Each objective must have at least one step. Steps should include the specific action your organization will take, include a timeframe for completion and identify who is responsible for the step.**
4. Select **Add Step** (Figure 31).

The screenshot shows the 'Steps to Achieve Objectives' section. At the top right, there are navigation buttons for 'FAQ', '<< Go Back', and 'Next Step >>'. Below the title 'Section 6 of 7' and 'Steps to Achieve Objectives', there is a table with a header 'OBJ 1' and a sub-header 'Step(s)'. Below the table, there are two buttons: 'Add Step' (highlighted with a red arrow) and 'Delete Step'.

Figure 31: Add Step



5. Add the Step in the text box then select **Submit** (Figure 32).

Figure 32: Enter Step

6. To view or edit the step, select **View/Edit Step** (Figure 33). For each additional objective, repeat the same process. Select **Next Step>>** to proceed.

Figure 33: View/Edit Objective

7. The system will display the Active Objectives, you can **View/Update Objective** or **View/Add/Edit/Delete Step** (Figure 34).
8. Select **Next Step>>** continue to the next module.

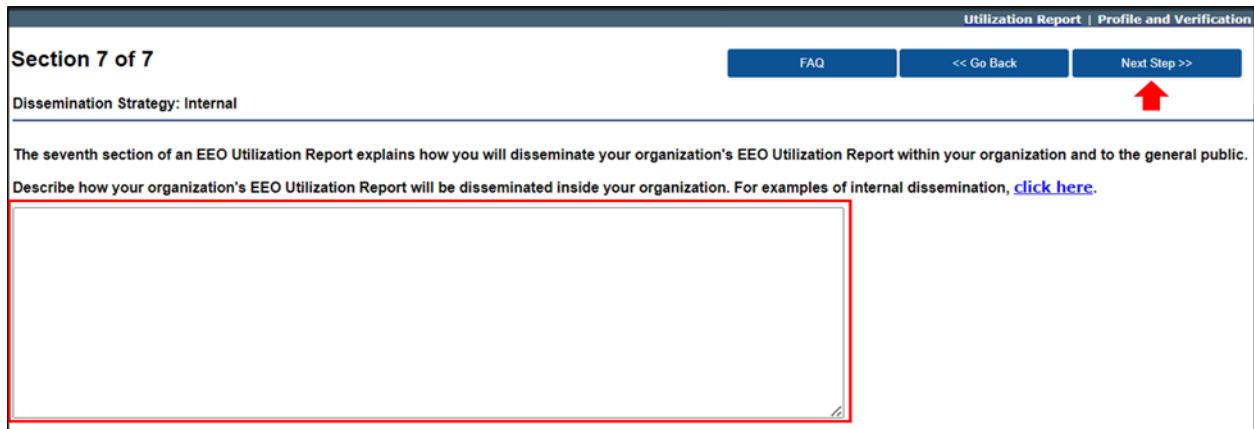
Figure 34: Active Objectives



Section 7a of 7: Dissemination Strategy: Internal

This module requires you to explain how you will disseminate the EEO Utilization Report *within* your organization (Figure 35).

1. Enter your internal dissemination strategy in the text box.
2. Select **Next Step>>** to continue to the next module.



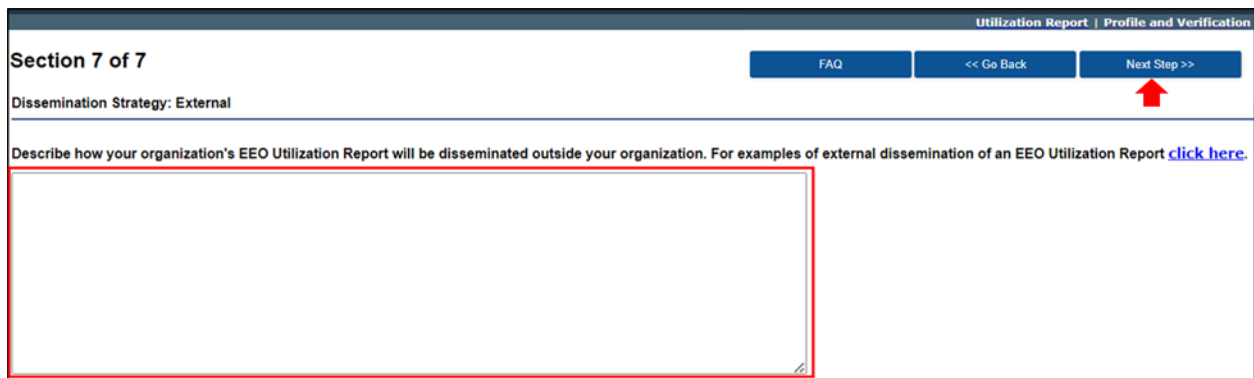
The screenshot shows a web interface for the 'Internal Dissemination Strategy' module. At the top right, it says 'Utilization Report | Profile and Verification'. Below this are three buttons: 'FAQ', '<< Go Back', and 'Next Step >>'. A red arrow points to the 'Next Step >>' button. The main heading is 'Section 7 of 7' and the sub-heading is 'Dissemination Strategy: Internal'. The text below reads: 'The seventh section of an EEO Utilization Report explains how you will disseminate your organization's EEO Utilization Report within your organization and to the general public. Describe how your organization's EEO Utilization Report will be disseminated inside your organization. For examples of internal dissemination, [click here](#).' Below this text is a large, empty text input box with a red border.

Figure 35: Internal Dissemination Strategy Module

Section 7b of 7: Dissemination Strategy: External

This module requires you to explain how you will disseminate the EEO Utilization Report *outside* of your organization, including to the general public (Figure 36).

1. Enter your external dissemination strategy in the text box.
2. Select **Next Step>>** to continue to the next module.



The screenshot shows a web interface for the 'External Dissemination Strategy' module. At the top right, it says 'Utilization Report | Profile and Verification'. Below this are three buttons: 'FAQ', '<< Go Back', and 'Next Step >>'. A red arrow points to the 'Next Step >>' button. The main heading is 'Section 7 of 7' and the sub-heading is 'Dissemination Strategy: External'. The text below reads: 'Describe how your organization's EEO Utilization Report will be disseminated outside your organization. For examples of external dissemination of an EEO Utilization Report [click here](#).' Below this text is a large, empty text input box with a red border.

Figure 36: External Dissemination Strategy Module



6. EEO Utilization Report

The EEO Utilization Report module will be displayed upon completion of the Utilization Report.

1. Click on the **PDF icon** to open, review and print your completed report (Figure 37).



Figure 37: EEO Utilization Report

Remember to download and save your completed Utilization Report. All data entered in this version of the Report Builder will be deleted 21 days after the creation of the tracking number.

If your entity is a sub-recipient of DOJ funding from a program covered by 24 CFR 42.301-308 your reporting requirements is not fulfilled until the prime recipient organization reviews and approves the report. It is your responsibility to generate a copy of the report and per their instruction provide or retain it for review by the prime recipient organization. Please contact your prime recipient organization directly if you have any questions regarding submission or retention of EEO related reports and materials.

