**Applicant Name:**

1. If the sub recipient is required to prepare an Equal Employment Opportunity Plan (EEOP), in accordance with 28 C.F.R. pt. 42, subpt. E, does the sub recipient have an EEOP on file for review?

[ ]  Yes [ ]  No [ ]  N/A

If yes, on what date did the sub recipient prepare the EEOP?

1. If the sub recipient is required to submit an EEOP Utilization Report to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) in accordance with 28 C.F.R. pt. 42, subpt. E, has the sub recipient done so?

[ ]  Yes [ ]  No [ ]  N/A, they are not required to submit, but to keep one on file.

 If yes, on what date did the sub recipient submit the EEOP Utilization Report?

1. Has the sub recipient submitted a Certification Form to the OCR certifying compliance with the EEOP requirements?

[ ]  Yes [ ]  No [ ]  N/A

 If yes, on what date did the sub recipient submit the Certification Form?

1. How does the sub recipient notify **program participants and beneficiaries** (e.g., through brochures, postings, or policy statements) that it does not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age?
2. How does the sub recipient notify **employees** **and prospective employees** (e.g., through advertisements, recruitment materials, postings. Dissemination of orders or policies) that it does not discriminate on the basis of race, color, national origin, religion, sex, and disability?
3. Does the sub recipient have written policies or procedures for notifying **employees** on how to file complaints alleging discrimination by the sub recipient?

[ ]  Yes [ ]  No [ ]  N/A

If yes, explain these policies and procedures.

1. Does the sub recipient have written policies or procedures for notifying **program participants and beneficiaries** on how to file complaints alleging discrimination by the sub recipient, including how to file complaints with the South Carolina Department of Public Safety’s Office of Highway Safety and Justice Programs and the OCR?

[ ]  Yes [ ]  No [ ]  N/A

If yes, explain these policies and procedures.

1. If the sub recipient has 50 or more employees and receives DOJ funding of $25,000 or more, has the sub recipient taken the following actions:
	1. 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 C.F.R pt. 42, subpt. G, which prohibit discrimination on the basis of disability in employment practices and the delivery of services?

 [ ]  Yes [ ]  No [ ]  N/A

* 1. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G?

 [ ]  Yes [ ]  No [ ]  N/A

* 1. Notified program participants, beneficiaries, employees, applicants, and others that the sub recipient does not discriminate on the basis of disability?

 [ ]  Yes [ ]  No [ ]  N/A

1. If the sub recipient operates an education program or activity, has the sub recipient taken the following actions:
	1. Adopted grievance procedures that 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 C.F.R. pt. 54. which prohibit discrimination on the basis of sex?

 [ ]  Yes [ ]  No [ ]  N/A

* 1. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54?

 [ ]  Yes [ ]  No [ ]  N/A

* 1. Notified applicants for admission and employment, employees, students, parents, and others that the sub recipient does not discriminate on the basis of sex in its education programs and activities?

 [ ]  Yes [ ]  No [ ]  N/A

1. Has the sub recipient complied with the requirement to submit to the OCR any adverse findings of discrimination against the sub recipient based on race, color, national origin, religion or sex that are the result of a due process hearing conducted by a federal or state court or a federal or state administrative agency?

 [ ]  Yes [ ]  No [ ]  N/A

1. What steps has the sub recipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?
2. Does the sub recipient have a written language-access policy on providing services to LEP persons?

[ ]  Yes [ ]  No [ ]  N/A

1. Does the sub recipient conduct any training for its employees on the requirements of applicable federal civil rights laws?

 [ ]  Yes [ ]  No [ ]  N/A

1. Does the sub recipient provide federal funded services to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice?

 [ ]  Yes [ ]  No [ ]  N/A

1. If the sub recipient engages in explicitly religious activities, does it do the following:
	1. Separate the explicitly religious activities in either time or location from the federally funded activities?

 [ ]  Yes [ ]  No [ ]  N/A

* 1. Ensure that participation in the explicitly religious activities is voluntary for participants in the federally-funded programs?

 [ ]  Yes [ ]  No [ ]  N/A