

Contractor Name: _____

Location: _____

Date of Onsite Review: _____

Contract Reference (G & C Date & Item #): _____

Name of Reviewer: _____

Name of Contractor Representative: _____

Contractor Representative Signature: _____

Federal Civil Rights Compliance Monitoring Checklist

1. If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R. Sections 42.301-.308, does the recipient have an EEO on file for review?

Yes No

If yes, on what date did the subrecipient prepare the EEO?

2. Has the recipient submitted an EEO Short Form to the Office for Civil Rights (OCR) if required by 28 C.F.R. Sections 42.301-.308? If the subrecipient 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 subrecipient prepared an EEO Short Form, on what date did the subrecipient prepare it?

3. How does the subrecipient notify program recipients 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 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 New Hampshire Department of Health and Human Services Office of the Ombudsman or the OCR?

If yes, an explanation of these policies and procedures.

6. If the subrecipient has 50 or more employees and receives federal funding of \$25,000 or more, has the subrecipient 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 regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibit discrimination on the basis of 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 C.F.R. Part 42, Subpart G.

Yes No

- c. Notified participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability.

Yes No

7. If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R., Part 54, which prohibit discrimination on the basis of sex.

Yes No

b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 54.

Yes No

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

Yes No

Comments:

8. Has the subrecipient complied with the requirement to submit to the OCR any 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:

9. What steps has the subrecipient 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 subrecipient has developed a written policy on providing language access to LEP persons:

10. Does the subrecipient conduct any training for its employees on the requirements under the federal civil rights laws?

Yes No

Comments:

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