

**Wisconsin Department of Justice  
Civil Rights Compliance Questionnaire**

**The subrecipient is:** \_\_\_\_\_

If the subrecipient is required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. 42.301-.308, does the subrecipient have an EEOP on file for review?  Yes  No

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

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. 42.301-.308? 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 EEOP Short Form  
 Yes, submitted certificate  
 No

If the subrecipient prepared an EEOP Short Form, on what date did the subrecipient prepare it?

How does the subrecipient notify program participants and beneficiaries that it does not discriminate on the basis on race, color, national origin, religion, sex, disability, and age in the delivery of services?

How does the subrecipient notify employees?

Does the subrecipient have written policies or procedures in place for notifying program beneficiaries and employees how to file complaints alleging discrimination by the subrecipient?  Yes  No

If yes, an explanation of these policies and procedures:

If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, has the recipient 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 DOJ regulations implementing Section 504, Subpart G, which prohibit discrimination on the basis of a 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

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 DOJ 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 sex 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

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

What steps has the subrecipient taken to provide meaningful access to its programs and activities to persons who have limited English proficiency (LEP)?

Is there a written policy on providing language access services to LEP persons?  Yes  No

Does the subrecipient conduct any training for its employees on the requirements under federal civil laws?  Yes  No

If the subrecipient conducts religious activities as part of its programs or services, does the subrecipient do the following:

A. Provided 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

Send completed forms to:  
Department of Justice, Training and Standards Bureau, 17 W. Main St., PO Box 7070,  
Madison, WI 53707-7070

Edited 8/22/2013