



DCJS

Virginia Department of Criminal Justice Services

CERTIFICATION OF COMPLIANCE WITH REGULATIONS OFFICE FOR CIVIL RIGHTS, OFFICE OF JUSTICE PROGRAMS

FOR SUB-GRANTS ISSUED BY THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE (DCJS) SERVICES

Instructions: Complete the identifying information, which can be found in the DCJS grant award documents, in the table below. Read the form completely, identifying, under "I", the person responsible for reporting civil rights findings; and checking only the one certification under "II" that applies to your agency. The Authorized Official/Program Administrator should sign at the bottom of page 2, and a copy of the form must be retained by the sub-grantee and a copy forwarded to the person you identified under "I". If the sub-grantee is claiming Certification A or Certification B under Section II, DCJS shall forward the original signed Certification to the Office for Civil Rights.

Grant #:	_____	Grant Project Title:	_____
Sub-grantee Name: (Funded Entity)	_____		
Address:	_____		

Award Period: From:	_____	To:	_____
		Award Amount: \$	_____
Project Director's Name & Phone:	_____		

AUTHORIZED OFFICIAL'S CERTIFICATION: As the Authorized Official for the above sub-grantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. **REQUIREMENTS OF SUBGRANT RECIPIENTS:** All sub-grant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.
- I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et seq; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (See also, 2000 Executive Order #13166).
 - I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to: **Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice at 810 Seventh Street NW, Washington, DC 20531** and a copy to the Virginia **Department Criminal Justice Services at albert.stokes@dcjs.virginia.gov, with copy to the assigned DCJS grant monitor within 30 days of the finding**, and/or if the finding occurred prior to the grant award beginning date, within 30 days of the grant award beginning date. A copy of this certification will be provided to this person, as identified here:

Person responsible for reporting civil rights findings of discrimination: (Name, address & phone)
Name: _____
Address: _____

Phone: _____



DCJS

Virginia Department of Criminal Justice Services

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS: Check the box before **ONLY THE ONE** APPROPRIATE CERTIFICATION (A, B, or C below) that applies to this sub-grantee Agency during the award period noted in the table.

CERTIFICATION “A” [NO EEOP IS REQUIRED IF (1), (2), OR (3) BELOW APPLY]

This is the Certification that most non-profits and small agencies will use. Check (1), (2) and/or (3) as they apply to your entity. (More than one may apply).

_____ (1) is an educational, medical or non-profit institution or an Indian Tribe; and/or

_____ (2) has less than 50 employees; and/or

_____ (3) was awarded through this grant from DCJS less than \$25, 000 in the Federal U.S. Department of Justice Funds.

CERTIFICATION “B” (EEOP MUST BE ON FILE)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from DCJS, more than, \$25,000, but less \$500,000 in federal U.S. Department of Justice Funds.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq, subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of DCJS or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

CERTIFICATION “C” (EEOP MUST BE SUBMITTED)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from DCJS a single award of \$500,000 or more in federal U.S. Department of Justice funds.

Therefore, if Certification “C” applies, I hereby certify that the funded entity will submit, within 30 days of the award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the sub-grantee (implementing) agency. The Short Form can be completed on-line, and can be found at: <https://ojp.gov/about/ocr/eeop.htm>. Please print out and submit the original completed form to: **Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice at 810 Seventh Street NW, Washington, DC 20531.**

If you have already submitted an EEOP that encompasses the grant award period, subgrantee shall submit a copy of the letter received from the Office of Civil Rights showing that your EEOP has been accepted.

As the Authorized Official/Program Administrator for the above subgrantee, I Certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

[Authorized Officials Signature]

Date

[Typed Name]

Title