

EEOP Utilization Report



Tue Nov 01 14:26:30 EDT 2016

Step 1: Introductory Information

Grant Title: STOP Violence Against Women **Grant Number:** 17-1603
Grantee Name: Upshur County Commission **Award Amount:** \$26,496.00
Grantee Type: Local Government Agency
Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
Contact Person: Terry Cutright **Telephone #:** 304-472-0535-3
Contact Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
State Granting Agency: WVDJCS **Grant Number:** 15-VAW-025
Contact Name: Sarah J. Brown
Contact Address: 1204 Kanawha Blvd. E.
Charleston, West Virginia
25301
Telephone #: 304-558-8814-5333

Grant Title: Victims of Crime Act **Grant Number:** 17-1702
Grantee Name: Upshur County Commission **Award Amount:** \$34,662.00
Grantee Type: Local Government Agency
Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
Contact Person: Terry Cutright **Telephone #:** 304-472-0535-3
Contact Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
State Granting Agency: WVDJCS **Grant Number:** 14-VA-049
Contact Name: Sara E. Miller
Contact Address: 1124 Smith St., Ste. 3100
Charleston, West Virginia
25301
Telephone #: 304-558-8814

Grant Title: Homeland Security Grant **Grant Number:** EMW201500002

Grantee Name: Upshur County Commission **Award Amount:** \$6,000.00
Grantee Type: Local Government Agency
Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
Contact Person: Terry B. Cutright **Telephone #:** 304-472-0535-3
Contact Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
State Granting Agency: Homeland Security State **Grant Number:** 15-SHS-08
Administrative Agency
Contact Name: Michael Cutlip
Contact Address: 1900 Kanawha Blvd. East Bldg 1, Rm W-400
Charleston, West Virginia
25305
Telephone #: 304-558-2930

Grant Title: Justice Assistance Grant **Grant Number:** 17-1230
Grantee Name: Upshur County Commission **Award Amount:** \$20,000.00
Grantee Type: Local Government Agency
Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
Contact Person: Terry B. Cutright **Telephone #:** 304-472-0535-3
Contact Address: 38 W. Main St., Rm 302
Buckhannon, West Virginia
26201
State Granting Agency: WVDJCS **Grant Number:** 16-JAG-024
Contact Name: Tanisha Travis
Contact Address: 1124 Smith Street, Ste.3100
Charleston, WV 25301, West Virginia
25301
Telephone #: 304-558-8814

Policy Statement:

Upshur County is an Equal Employment Employer. It is, and has been, the expressed policy of Upshur County to comply with the letter and spirit of all laws. The policy on this subject stresses the importance on having the entire organization understand that, in its recruitment and all conditions of employment, the County seeks the best qualified applicants and workers in all categories of employment without regard to actual or perceived race, creed, color, national origin, sex, age or handicap. The policy relates not only to the selection and hiring of personnel, but also to the promotion, training,

compensation, conditions, and privileges of employment and promotion of all employees who will be treated equally on the basis of merit, efficiency and fitness. Employment with Upshur County is open to all qualified applicants.

Step 4b: Narrative Underutilization Analysis

1. White males were significantly under-represented in the following job categories: Professionals (-35%), Technicians (-26%) and Administrative Support (-21%).
3. Hispanic or Latino males were slightly under-represented in the Administrative Support category (-1%).
3. Asian males were slightly under-represented in the Professional category (-1%).
4. Males of two or more races were under-represented in the following job categories: Officials/Administrators (-3%), Professionals (-1%), Technicians (-7%), Administrative Support (-2%) and Service/Maintenance (-1%).
5. White females were under-represented in the Service/Maintenance category (-6%).
6. Hispanic or Latino Females were slightly under-represented in the Administrative Support category (-1%).
7. Females of two or more races were slightly under-represented in the Professionals category (-1%).

These statistics are determined from a voluntary demographic survey which was completed by only 58% of the workforce; therefore, these statistics may not accurately reflect the County's demographics.

Some of the statistics may also be unreliable due to the limited positions that may be available in certain job categories, such as Officials/Administrators when elected officials are excluded.

Step 5 & 6: Objectives and Steps

1. 1. Encourage more caucasian males to apply for job vacancy announcements in the following categories: Professionals, Technicians and Administrative Support.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. When posting job vacancy announcements, the County will locate additional places to post such announcements that may make them more visible to males such as fraternal and Veteran organizations. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in these categories.

2. 2. Encourage more males of two or more races to apply for vacancies in the following job categories: Officials/Administrators, Professionals, Technicians, Administrative Support and Service/Maintenance.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. When posting job vacancy announcements, the County will locate additional places to post such announcements that may make them more visible to males such as fraternal and Veteran organizations. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in these categories.

3. 3. Encourage more Hispanic or Latino females to apply for positions in the Administrative Support category.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in this category.

4. 3. Encourage more white females to apply for positions in the Service/Maintenance category.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in this category.

5. 3. Encourage more females of two or more races to apply for positions in the Professionals category.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in this category.

6. 3. Encourage more Hispanic or Latino males to apply for positions in the Administrative Support category.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. When posting job vacancy announcements, the County will locate additional places to post such announcements that may make them more visible to males such as fraternal and Veteran organizations. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in these categories.

7. 3. Encourage more Asian males to apply for positions in the Professionals category.

a. The Administration office will vary the location of job postings, including public libraries, government buildings, local businesses, our local college campus and more in an attempt to attract a diverse group of applicants. When posting job vacancy announcements, the County will locate additional places to post such announcements that may make them more visible to males such as fraternal and Veteran organizations. Furthermore, the County may also use social media demographic targeting when boosting posts for job vacancies in these categories.

Step 7a: Internal Dissemination

The County Payroll Clerk will disseminate a notice with payroll checks that informs employees that the EEOP Utilization Report is complete and available for review in the County Commission Office or by requesting a copy from the County Administrator or Assistant County Administrator.

The EEOP Utilization Report will be disseminated to Elected Officials and Supervisors in our monthly meeting.

The County will post a copy of the EEOP Utilization Report under the "Employee" Tab on the County's website.

Step 7b: External Dissemination

The County will post a copy of the EEOP Utilization Report on the County's public website.

The EEOP Utilization Report will be included in the Commission's agenda on 11/3/16. The agenda is mailed out to 150+ who have requested to receive a copy.

The Administrative Office will provide a copy of the EEOP Utilization Report to the public library for public use and review.

Contractors and vendors will be provided with a copy of the EEOP Utilization Report upon request.

Utilization Analysis Chart
Relevant Labor Market: Upshur County, West Virginia

Job Categories	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																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/60%	0/0%	0/0%	0/0%	0/0%	0/0%	25/3%	0/0%	285/37%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-0%	0%	0%	0%	0%	0%	-3%	0%	3%	0%	0%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	510/35%	0/0%	0/0%	0/0%	15/1%	0/0%	15/1%	0/0%	885/61%	4/0%	0/0%	0/0%	0/0%	0/0%	15/1%	0/0%
Utilization #/%	-35%	0%	0%	0%	-1%	0%	-1%	0%	39%	-0%	0%	0%	0%	0%	-1%	0%
Technicians																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	60/26%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	0/0%	155/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-26%	0%	0%	0%	0%	0%	-7%	0%	33%	0%	0%	0%	0%	0%	0%	0%
Protective Services:																
Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	30/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Utilization #/%																
Administrative Support																
Workforce #/%	4/16%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/80%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%
CLS #/%	755/37%	30/1%	0/0%	0/0%	0/0%	0/0%	35/2%	0/0%	1,175/58%	24/1%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	-21%	-1%	0%	0%	0%	0%	-2%	0%	22%	-1%	0%	0%	-0%	0%	4%	0%
Skilled Craft																

Job Categories	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
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,095/94%	20/2%	0/0%	15/1%	0/0%	0/0%	15/1%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,050/59%	0/0%	15/0%	0/0%	0/0%	0/0%	35/1%	1,390/40%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	8%	0%	-0%	0%	0%	0%	-1%	-6%	-0%	0%	0%	0%	0%	0%	0%	0%

STOP VAW
15 VAW 025
\$26,496.00

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Upshur County Commission
 Address: 38 W. Main St Rm 302 Buckhannon WV 26201
 Is agency a: Direct or Sub recipient of OJP, OVW or COPS funding? | Law Enforcement Agency? Yes No
 DUNS Number: 028608049 Vendor Number (only if direct recipient)
 Name and Title of Contact Person: Terry B. Cutright, Commission President
 Telephone Number: 304-472-0535 E-Mail Address: tcwallace@upshurcounty.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- Less than fifty employees.
- Nonprofit Organization
- Indian Tribe
- Educational Institution
- Medical Institution.
- Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Terry B. Cutright [responsible official], certify that Upshur County Commission [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Upshur County Commission [organization],
38 W. Main St, Rm 302 Buckhannon, WV 26201 [address].

Terry B. Cutright, Commission President [Signature] _____ Date 11/3/10

Print or Type Name and Title _____ Signature _____ Date _____

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>Upshur County Commission</u>	
Address: <u>38 W. Main St, Rm 302 Buckhannon WV 26201</u>	
Is agency a: <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DUNS Number: <u>0281608049</u>	Vendor Number (only if direct recipient)
Name and Title of Contact Person: <u>Terry B. Cutright, Commission President</u>	
Telephone Number: <u>304-432-0535</u>	E-Mail Address: <u>dw Wallace @ upshurcounty.org</u>

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- Less than fifty employees.
- Nonprofit Organization
- Indian Tribe
- Educational Institution
- Medical Institution.
- Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Terry B. Cutright [responsible official], certify that Upshur County Commission [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Upshur County Commission
[organization],
38 W. Main St, Rm 302 Buckhannon, WV 26201
[address].

Terry B. Cutright, Commission President Signature Terry B. Cutright Date 11/3/14

Print or Type Name and Title _____ Signature _____ Date _____

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>Upshur County Commission</u>	
Address: <u>38 W. Main St. Rm 302 Buckhannon, WV 26020</u>	
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DUNS Number: <u>028608049</u>	Vendor Number (only if direct recipient)
Name and Title of Contact Person: <u>Terry B. Cutright, Commission President</u>	
Telephone Number: <u>304-472-0535</u>	E-Mail Address: <u>dwallace@upshurcounty.gov</u>

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- Less than fifty employees.
- Nonprofit Organization
- Indian Tribe
- Educational Institution
- Medical Institution.
- Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Terry B. Cutright [responsible official], certify that Upshur County Commission [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Upshur County Commission [organization],
38 W. Main St, Rm 302 Buckhannon, WV 26020 [address].

Terry B. Cutright, Commission President Signature Terry B. Cutright Date 11/3/10

Print or Type Name and Title _____ Signature _____ Date _____

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title _____ Signature _____ Date _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>Upshur County Commission</u>	
Address: <u>38 W. Main St Rm 302 Buckhannon WV 26020</u>	
Is agency a: <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DUNS Number: <u>028608099</u>	Vendor Number (only if direct recipient)
Name and Title of Contact Person: <u>Terry B. Cutright Commission President</u>	
Telephone Number: <u>304-472-0535</u>	E-Mail Address: <u>dwallace@upshurcounty.org</u>

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- Less than fifty employees.
- Nonprofit Organization
- Indian Tribe
- Educational Institution
- Medical Institution.
- Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

 Print or Type Name and Title Signature Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Terry B. Cutright [responsible official], certify that Upshur County Commission [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Upshur County Commission
 [organization],
38 W. Main St, Rm 302 Buckhannon, WV 26020
 [address].

Terry B. Cutright Commission President Terry B. Cutright 11/3/10
 Print or Type Name and Title Signature Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

 Print or Type Name and Title Signature Date