

# EEOP Utilization Report



Wed Aug 10 15:20:21 EDT 2016



**DOJ Grant Manager:** MARIA ANDERSON

**DOJ Telephone #:** 202-514-7057

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**Grant Title:** FY2015-16 VCLG

**Grant Number:** 1661701

**Grantee Name:** MIDLAND COUNTY DISTRICT  
ATTORNEYS OFFICE

**Award Amount:** \$4,403.00

**Grantee Type:** Local Government Agency

**Address:** 500 N. LORAIN  
MIDLAND, Texas  
79701

**Contact Person:** JANA ANDERSON

**Telephone #:** 432-688-4421

**Contact Address:** 500 N. LORAIN  
MIDLAND, Texas  
79701

**DOJ Grant Manager:** MARIA ANDERSON

**DOJ Telephone #:** 202-514-7057

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**Grant Title:** 2014 JAG

**Grant Number:** 2014-DJ-BX-0062

**Grantee Name:** MIDLAND COUNTY

**Award Amount:** \$11,399.00

**Grantee Type:** Local Government Agency

**Address:** 2110 N. A ST., RM. 154  
MIDLAND, Texas  
79705

**Contact Person:** VALERIE BRADY

**Telephone #:** 432-688-4865

**Contact Address:** 2110 N. A ST., RM. 154  
MIDLAND, Texas  
79705

**State Granting Agency:** CITY OF MIDLAND

**Grant Number:**

**Contact Name:** LEANN HADDEN

**Contact Address:** 300 N. LORAIN  
MIDLAND, Texas  
79701

**Telephone #:** 432-685-7103

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### **Policy Statement:**

IT IS THE POLICY OF MIDLAND COUNTY TO PROHIBIT DISCRIMINATION AGAINST ANY PERSON IN JOB STRUCTURING, RECRUITMENT, EXAMINATION, SELECTION, APPOINTMENT, PLACEMENT, TRAINING, UPWARD MOBILITY, DISCIPLINE, OR ANY OTHER ASPECT OF PERSONNEL ADMINISTRATION BASED ON RACE, AGE, GENDER, RELIGION, COLOR, DISABILITY, OR NATIONAL ORIGIN.

PERSONNEL DECISIONS WILL BE MADE ON THE BASIS OF OCCUPATIONAL QUALIFICATIONS AND JOB-RELATED FACTORS SUCH AS SKILL, KNOWLEDGE, EDUCATION, EXPERIENCE, AND ABILITY TO PERFORM A SPECIFIC JOB.

AN EMPLOYEE WILL NOT ENGAGE IN CONDUCT AT WORK, WHICH INVOLVES THE USE OF RACIAL OR ETHNIC JOKING OR DEROGATORY REMARKS. REPORTS OF SUCH CONDUCT WILL BE INVESTIGATED, AND NECESSARY CORRECTIVE ACTION WILL BE TAKEN.

RETALIATION OR DISCRIMINATION AGAINST AN EMPLOYEE FOR ALLEGING DISCRIMINATION ON ANY OF THE BASES COVERED IN THIS CHAPTER IS PROHIBITED.

MIDLAND COUNTY PERSONNEL POLICY - SECTION 1.08

#### **Step 4b: Narrative Underutilization Analysis**

A COMPARISON OF THE MIDLAND COUNTY WORKFORCE TO THE COMMUNITY LABOR STATISTICS FOR MIDLAND COUNTY INDICATES UNDERUTILIZATION OF WHITE AND HISPANIC MALES IN ADMINISTRATIVE SUPPORT ROLES AND WHITE AND MINORITY WOMEN IN PROTECTIVE SERVICES AND MAINTENANCE ROLES. THE DEMOGRAPHICS OF THE PERMIAN BASIN HAS MANY JOBS IN THE OILFIELD/ENERGY MARKET THAT ARE MAINLY SUITED FOR MALES, TAKING THEM EFFECTIVELY OUT OF THE ADMINISTRATIVE SUPPORT/CLERICAL ROLES IN COUNTY GOVERNMENT. MIDLAND COUNTY WELCOMES THE OPPORTUNITY TO HIRE MORE FEMALES IN THE PROTECTIVE SERVICES JOBS THE COUNTY OFFERS AND DOES OFFER THEM THE OPPORTUNITY TO ATTEND THE POLICE ACADEMY AT EVERY OPPORTUNITY.

#### **Step 5 & 6: Objectives and Steps**

**1. MIDLAND COUNTY IS COMMITTED TO MAKING ITS WORKFORCE PROFILES MORE CLOSELY REFLECT THE AVAILABLE LABOR FORCE IN THE COMMUNITY. BECAUSE SOME CLASSIFICATIONS OF EMPLOYEES ARE UNDERREPRESENTED IN CERTAIN SPECIFIC CATEGORIES, IT IS OUR GOAL TO INCREASE REPRESENTATION BY EVALUATING OUR PROMOTIONAL AND RECRUITMENT PRACTICES TO INSURE THESE GROUPS RECEIVE EQUAL OPPORTUNITY TO SECURE EMPLOYMENT.**

a. THE DIRECTOR OF HUMAN RESOURCES WILL CONTINUALLY REVIEW THE MINIMUM QUALIFICATIONS AND SPECIFICATIONS FOR EACH JOB DESCRIPTION TO INSURE JOB DESCRIPTIONS ONLY CONTAIN JOB RELATED CRITERIA AND THERE ARE NO PRACTICES IN VIOLATION OF THE COUNTY'S EEO POLICY. MIDLAND COUNTY WILL INSURE COMPENSATION AND BENEFITS ARE EQUAL FOR ALL EMPLOYEES. ALL EMPLOYMENT OPPORTUNITIES WILL BE LISTED WITH THE LOCAL NEWSPAPER AS NECESSARY AND POSTED ON THE MIDLAND COUNTY WEBSITE TO INSURE A DIVERSE AUDIENCE IS INFORMED OF EMPLOYMENT OPPORTUNITIES WITH MIDLAND COUNTY.

#### **Step 7a: Internal Dissemination**

WE WILL INCLUDE THE EEO POLICY STATEMENT IN THE COUNTY'S EMPLOYEE PERSONNEL POLICY MANUAL, AND WE WILL DISTRIBUTE A SEPARATE COPY TO ALL DEPARTMENTS.

WE WILL POST THE EEO PLAN ON THE COUNTY'S INTRANET.

WE WILL CONSPICUOUSLY POST THE EEO POLICY ON BULLETIN BOARDS THROUGHOUT THE COUNTY.

WE WILL CONTINUE TO INFORM ALL NEW EMPLOYEES ABOUT THE EEO PLAN, AND HOW THEY MAY OBTAIN A COPY, AT THE NEW EMPLOYEE ORIENTATION.

#### **Step 7b: External Dissemination**

WE WILL POST THE EEO PLAN ON THE COUNTY'S WEBSITE.

WE WILL INCLUDE ON ALL JOB ANNOUNCEMENTS, AND POST AT THE COUNTY'S JOB BOARD, INFORMATION EXPLAINING HOW APPLICANTS AND MEMBERS OF THE PUBLIC MAY OBTAIN A COPY OF THE EEO PLAN.

WE WILL ANNUALLY INFORM RECRUITING SOURCES IN WRITING OF THE EEO PLAN AND COMMITMENT.

**Utilization Analysis Chart**  
**Relevant Labor Market: Midland County, Texas**

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
<b>Officials/Administrators</b>																
Workforce #/%	29/66%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/23%	1/2%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,275/57%	825/11%	115/2%	0/0%	140/2%	0/0%	30/0%	20/0%	1,425/19%	510/7%	100/1%	0/0%	30/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	-6%	-2%	0%	-2%	0%	-0%	-0%	4%	-5%	3%	0%	-0%	0%	0%	0%
<b>Professionals</b>																
Workforce #/%	18/28%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	34/52%	10/15%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,500/35%	640/6%	230/2%	15/0%	160/2%	0/0%	50/1%	0/0%	3,925/40%	875/9%	355/4%	30/0%	65/1%	0/0%	60/1%	0/0%
Utilization #/%	-8%	-5%	-2%	-0%	-2%	0%	-1%	0%	13%	7%	-1%	-0%	-1%	0%	-1%	0%
<b>Technicians</b>																
Workforce #/%	2/29%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	750/34%	230/10%	40/2%	0/0%	25/1%	0/0%	0/0%	0/0%	795/36%	290/13%	85/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	18%	-2%	0%	-1%	0%	0%	0%	-22%	15%	-4%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	27/55%	11/22%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	6/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	430/50%	150/17%	25/3%	0/0%	0/0%	0/0%	10/1%	0/0%	165/19%	75/9%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	5%	5%	3%	0%	0%	0%	-1%	0%	-15%	4%	-1%	0%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	27/59%	11/24%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	4/9%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,525/24%	1,860/30%	245/4%	60/1%	10/0%	0/0%	0/0%	0/0%	760/12%	1,550/25%	235/4%	25/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	34%	-6%	0%	-1%	-0%	0%	0%	0%	-10%	-16%	-2%	-0%	-0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	33/21%	37/23%	9/6%	0/0%	0/0%	0/0%	0/0%	0/0%	30/19%	34/21%	17/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	20/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/14%	25/36%	15/21%	0/0%	0/0%	0/0%	0/0%	0/0%

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
Utilization #/%	-8%	23%	6%	0%	0%	0%	0%	0%	4%	-14%	-11%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	6/4%	3/2%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	63/37%	76/45%	20/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,985/21%	1,885/10%	365/2%	50/0%	10/0%	0/0%	45/0%	0/0%	7,605/39%	4,405/23%	890/5%	50/0%	70/0%	0/0%	55/0%	20/0%
Utilization #/%	-17%	-8%	-1%	-0%	-0%	0%	-0%	0%	-2%	22%	7%	-0%	-0%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,500/46%	4,685/47%	220/2%	85/1%	55/1%	0/0%	15/0%	10/0%	110/1%	130/1%	15/0%	10/0%	25/0%	0/0%	20/0%	0/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	19/49%	17/44%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,300/23%	5,470/29%	890/5%	25/0%	70/0%	0/0%	30/0%	10/0%	2,820/15%	4,330/23%	645/3%	30/0%	65/0%	0/0%	15/0%	10/0%
Utilization #/%	26%	14%	-2%	-0%	-0%	0%	-0%	-0%	-10%	-23%	-3%	-0%	-0%	0%	-0%	-0%

**Significant Underutilization Chart**

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
<b>Protective Services: Sworn-Officials</b>									✓							
<b>Protective Services: Sworn-Patrol Officers</b>									✓	✓						
<b>Protective Services: Non-sworn</b>	✓									✓	✓					
<b>Administrative Support</b>	✓	✓														
<b>Service/Maintenance</b>										✓						

**Law Enforcement Category Rank Chart**

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
<b>RANK ABOVE DEPUTY SHERIFF</b>																
Workforce #/%	27/55%	11/22%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	6/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	27/59%	11/24%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	4/9%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

\_\_\_\_\_  
[signature] MIKE BRADFORD [title] MIDLAND COUNTY JUDGE [date] 8/15/16

# 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: MIDLAND COUNTY S.O.	GRANT NUMBER 1554039 FY2014-15 VCLG
Address: 2110 N. A STREET, RM. 154, MIDLAND, TEXAS 79705	
Is agency a: <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient)
Name and Title of Contact Person: GABRIELLA WILLIAMS, CIU COORDINATOR	
Telephone Number: 432-688-4635	E-Mail Address: gabriella_williams@co.midland.tx.us

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> 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, MIKE BRADFORD, MIDLAND COUNTY JUDGE [responsible official], certify that MIDLAND COUNTY [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:

MIDLAND COUNTY TREASURER

[organization],

2110 N. A STREET, RM. 154, MIDLAND, TEXAS 79705

[address].

MIKE BRADFORD, MIDLAND COUNTY JUDGE

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:	MIDLAND COUNTY S.O. GRANT NUMBER 1661602 FY2015-16 VCLG	
Address:	2110 N. A STREET, ROOM 154, MIDLAND, TEXAS 79705	
Is agency a; <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
DUNS Number:	Vendor Number (only if direct recipient)	
Name and Title of Contact Person:	GABRIELLA WILLIAMS, CIU COORDINATOR	
Telephone Number:	432-688-4635	E-Mail Address: gabriella.williams@co.midland.tx.us

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> 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, MIKE BRADFORD, MIDLAND COUNTY JUDGE [responsible official], certify that MIDLAND COUNTY [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: MIDLAND COUNTY TREASURER [organization], 2110 N. A STREET, RM 154, MIDLAND, TEXAS 79705 [address].

MIKE BRADFORD, MIDLAND COUNTY JUDGE

Print or Type Name and Title

Signature

Date 8/15/16

### 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 (EEO) 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: MIDLAND COUNTY D.A. GRANT NUMBER 1554021 FY2014-15 VCLG

Address: 500 N. LORAIN, MIDLAND, TEXAS 79701

Is agency a;  Direct or  Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency?  Yes  No

DUNS Number: Vendor Number (only if direct recipient)

Name and Title of Contact Person: JANA ANDERSON, ADMINISTRATIVE ASSISTANT

Telephone Number: 432-688-4421 E-Mail Address: jana.anderson@co.midland.tx.us

### Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply.

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

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_

[recipient] is not required to prepare an EEO 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 EEO Submission Requirement and Certifying That an EEO 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 EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, MIKE BRADFORD, MIDLAND COUNTY JUDGE [responsible official], certify that MIDLAND COUNTY

[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 EEO 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 EEO 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 EEO is on file at the following office:

MIDLAND COUNTY TREASURER

[organization],

2110 N. A STREET, RM. 154, MIDLAND, TEXAS 79705

[address].

MIKE BRADFORD, MIDLAND COUNTY JUDGE

Print or Type Name and Title

Signature

Date

### Section C—Declaration Stating that an EEO 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 EEO 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 EEO 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: MIDLAND COUNTY D.A.	GRANT NUMBER 1661701 FY 2015-16 VCLG
Address: 500 N. LORAIN, MIDLAND, TEXAS 79701	
Is agency a; <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient)
Name and Title of Contact Person: JANA ANDERSON, ADMINISTRATIVE ASSISTANT	
Telephone Number: 432-688-4421	E-Mail Address: jana.anderson@co.midland.tx.us

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> 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, MIKE BRADFORD, MIDLAND COUNTY JUDGE [responsible official], certify that MIDLAND COUNTY [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: MIDLAND COUNTY TREASURER [organization], 2110 N. A STREET, RM 154, MIDLAND, TEXAS 79705 [address].

MIKE BRADFORD, MIDLAND COUNTY JUDGE

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 (EEO) 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: MIDLAND COUNTY	GRANT NUMBER 2014-DJ-BX-0062	2014 JAG
Address: 2110 N. A STREET, RM. 154, MIDLAND TEXAS 79705		
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?		Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient)	
Name and Title of Contact Person: LEANN HADDEN		
Telephone Number: 432-685-4865	E-Mail Address:	

### Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, \_\_\_\_\_ [responsible

official], certify that \_\_\_\_\_

[recipient] is not required to prepare an EEO 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 EEO Submission Requirement and Certifying That an EEO 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 EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, MIKE BRADFORD, MIDLAND COUNTY JUDGE [responsible

official], certify that MIDLAND COUNTY

[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 EEO 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 EEO 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 EEO is on file at the following office:

MIDLAND COUNTY TREASURER

[organization],

2110 N. A STREET, RM. 154, MIDLAND, TEXAS 79705

[address].

MIKE BRADFORD, MIDLAND COUNTY JUDGE

Print or Type Name and Title

Signature

Date 8/15/16

### Section C—Declaration Stating that an EEO 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 EEO 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 EEO 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