EEOP Utilization Report

Thu Feb 11 13:43:20 EST 2016

Step 1: Introductory Information

Grant Title:	Justice Assistance Grant-TriNet Narcotics Task Force	**Grant Number:**	14-JAG-03
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$78,500.00
Grantee Type:	State Government Agency		
Address:	201 N. Carson Street Carson City, Nevada 89701-3706		
Contact Person:	Ken Sandage	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada 89701-3706		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	14-JAG-03
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant-Families First Dependency Drug Court	**Grant Number:**	12-JAG-13
Grantee Name:	Carson City First Judicial District Court	**Award Amount:**	$56,590.00
Grantee Type:	State Government Agency		
Address:	1545 E. Fifth Street Carson City, Nevada 89701		
Contact Person:	Kristin Luis	**Telephone #:**	775-283-7092
Contact Address:	1545 E. Fifth Street Carson City, Nevada 89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	12-JAG-13
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Road, #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant-Families First Dependency Drug Court	**Grant Number:**	15-JAG-12
Grantee Name:	Carson City First Judicial District Court	**Award Amount:**	$50,000.00
Grantee Type:	State Government Agency		
Address:	1545 E. Fifth Street Carson City, Nevada 89701		
Contact Person:	Kimberly Okezie, Special Master	**Telephone #:**	775-283-7653
Contact Address:	1545 E. Fifth Street Carson City, Nevada 89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	15-JAG-12
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Road, #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant	**Grant Number:**	15-JAG-03
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$68,000.00
Grantee Type:	State Government Agency		
Address:	911 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Kathie Heath	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada 89701		
State Granting Agency:	State Of NV Dept of Public Safety	**Grant Number:**	15-JAG-03
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	FY 2014 Justice Assistance Grant-Direct Award Cops and Kids Community Prevention Program	**Grant Number:**	2014-DJ-BX-0053
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$12,662.00
Grantee Type:	State Government Agency		
Address:	201 N. Carson Street Carson City, Nevada 89701-3706		
Contact Person:	Lisa Davis	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada 89701-3706		
DOJ Grant Manager:	Patrick Fines	**DOJ Telephone #:**	202-353-0587

Grant Title:	Justice Assistance Grant	**Grant Number:**	11-JAG-03
Grantee Name:	Carson City Courthouse	**Award Amount:**	$19,582.00
Grantee Type:	State Government Agency		
Address:	885 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Maxine Cortes	**Telephone #:**	775-283-7429
Contact Address:	885 E. Musser St. Carson City, Nevada 89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	11-JAG-03
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant	**Grant Number:**	12-JAG-04
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$200,000.00
Grantee Type:	State Government Agency		
Address:	911 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Kathie Heath	**Telephone #:**	775-887-2500

Contact Address:	911 E. Musser St. Carson City, Nevada 89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	12-JAG-04
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant-Regional Gang Initiative	**Grant Number:**	14-JAG-02
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$150,000.00
Grantee Type:	State Government Agency		
Address:	201 N. Carson Street Carson City, Nevada 89701		
Contact Person:	Ken Sandage	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada 89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	14-JAG-02
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant	**Grant Number:**	15-JAG-04
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$135,000.00
Grantee Type:	State Government Agency		
Address:	911 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Kathie Heath	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada		

	89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	15-JAG-04
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	Justice Assistance Grant	**Grant Number:**	13-JAG-39i
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$4,435.00
Grantee Type:	State Government Agency		
Address:	911 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Kathie Heath	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada 89701		
State Granting Agency:	State of Nevada Department of Public Safety	**Grant Number:**	13-JAG-39i
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Grant Title:	FY15 Edward Byrne Memorial Justice Assistance Grant Program	**Grant Number:**	2015-DJ-BX-0262
Grantee Name:	Carson City Sheriff's Office	**Award Amount:**	$10,809.00
Grantee Type:	State Government Agency		
Address:	911 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Kathie Heath	**Telephone #:**	775-887-2500
Contact Address:	911 E. Musser St. Carson City, Nevada 89701		
State Granting	Bureau of Justice Assistance	**Grant Number:**	2015-DJ-BX-0262

Agency:	
Contact Name:	Patrick Fiines
Contact Address:	333 Las Vegas Blvd South Las Vegas, Nevada 89101
Telephone #:	202-307-0703

Grant Title:	Justice Assistance Grant	**Grant Number:**	13-JAG-39
Grantee Name:	Carson City District Attorney's Office	**Award Amount:**	$7,740.00
Grantee Type:	State Government Agency		
Address:	885 E. Musser St. Carson City, Nevada 89701		
Contact Person:	Kim Christiansen	**Telephone #:**	775-887-2070
Contact Address:	885 E. Musser St. Carson City, Nevada 89701		
State Granting Agency:	State Of NV Dept of Public Safety	**Grant Number:**	13-JAG-39
Contact Name:	Charise Whitt		
Contact Address:	1535 Old Hot Springs Rd., #10 Carson City, Nevada 89706		
Telephone #:	775-687-3700		

Policy Statement:

1.0 PURPOSE:

Our goal at Carson City is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as being the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

2.0 ORGANIZATIONS AFFECTED:

All City Departments/Elected Offices

3.0 POLICY:

As an equal opportunity employer, Carson City does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, gender identity or expression of a person, sexual orientation, age, political affiliation, pregnancy, military status, disability, genetic information, or on any other basis that would be in violation of any applicable federal, state, or local law. All personnel actions taken by Carson City are based solely upon merit and fitness. Except for termination or rejection of an at will or probationary employee for any non-discriminatory reason, all personnel actions taken by Carson City are based solely upon merit and fitness. Furthermore, Carson City will make reasonable accommodations for qualified individuals with known
disabilities unless doing so would result in an undue hardship, safety, and/or health risk.

Step 4b: Narrative Underutilization Analysis

The Significant Underutilization Chart shows instances of under-representation in the following areas:

Technicians- White females

Protective Services: Sworn-Officials: White females

Protective Services: Sworn Patrol Officers: Hispanic/Latino males and females and White females

Administrative Support: White males and Hispanic/Latino males

Service/Maintenance: Hispanic/Latino males and American Indian or Alaska Native females

The actual number of employees in some of the job categories made it difficult to draw any reliable conclusions regarding underutilization, however, the City will use the data during recruitment efforts.

Step 5 & 6: Objectives and Steps

1. **1. To encourage White females to apply for vacancies in the Technician job category.**

   a. Carson City Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Technician job category to determine whether any step in the selection process for this position may have had a significant impact on screening out White female applicants. If a determination is made that the recruitment process is preventing White female applicants from receiving an interview, changes will be made to the process.

   b. The Human Resources Department currently advertises nation-wide on governmentjobs.com, which fingers out to other social media sites. In addition, the City attends job fairs, works with local educational institutions, and recruits in trade magazines. Human Resources intends to increase social media advertising and will focus recruitment efforts in areas where White females may be more likely to view Technician positions.

2. **2. To encourage White females to apply for vacancies in Protective Services: Sworn-Officials.**

   a. Carson City Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Protective Services: Sworn-Officials job category to determine whether any step in the selection process for this position may have had a significant impact on screening out White female applicants. If a determination is made that the recruitment process is preventing White female applicants from receiving an interview, changes will be made to the process.

   b. The Human Resources Department currently advertises nation-wide on governmentjobs.com, which fingers out to other social media sites when the position is not being filled by internal promotion. In addition, the City attends job fairs, works with local educational institutions, and recruits in trade magazines. Human Resources intend to increase social media advertising and will focus recruitment efforts in areas where White females may be more likely to view Protective Services: Sworn-Official positions.

3. **3. To encourage Hispanic/Latino males and females and White females to apply for vacancies in the Protective Services: Sworn Patrol Officers category.**

   a. Carson City Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Protective Services: Sworn Patrol Officers job category to determine whether any step in the selection process for this position may have had a significant impact on screening out Hispanic/Latino male and female applicants and White female applicants. If a determination is made that the recruitment process is preventing Hispanic/Latino male and female applicants and White female applicants from receiving an interview, changes will be made to the process.

   b. The Human Resources Department currently advertises nation-wide on governmentjobs.com, which fingers out to other social media sites. In addition, the City attends job fairs, works with local educational institutions, and recruits in trade magazines. Human Resources intend to increase social media advertising and will focus recruitment efforts in areas where Hispanic/Latino males and females and White females may be more likely to view the Protective Services: Sworn Patrol Officers positions.

4. **4. To encourage White males and Hispanic/Latino males to apply for vacancies in the Administrative Support job category.**

   a. Carson City Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Administrative Support job category to determine whether any step in the selection process for this position may have had a significant impact on screening out of White male

and Hispanic/Latino male applicants. If a determination is made that the recruitment process is preventing White male and Hispanic/Latino male applicants from receiving an interview, changes will be made to the process.

b. The Human Resources Department currently advertises nation-wide on governmentjobs.com, which fingers out to other social media sites. In addition, the City attends job fairs, works with local educational institutions, and recruits in trade magazines. Human Resources intend to increase social media advertising and will focus recruitment efforts in areas where White males and Hispanic/Latino males may be more likely to view the Administrative Support positions.

5. 5. To encourage Hispanic/Latino males and American Indian or Alaska Native females to apply for vacancies in the Service Maintenance job category.

a. Carson City Human Resources will review the applicant flow data that is required to be kept under the EEOP regulations for all vacancies in the last fiscal year in the Administrative Support job category to determine whether any step in the selection process for this position may have had a significant impact on screening out of Hispanic/Latino male applicants and American Indian or Alaska Native female applicants. If a determination is made that the recruitment process is preventing Hispanic/Latino male and Native American or Alaska Native female applicants from receiving an interview, changes will be made to the process.

b. The Human Resources Department currently advertises nation-wide on governmentjobs.com, which fingers out to other social media sites. In addition, the City attends job fairs, works with local educational institutions, and recruits in trade magazines. Human Resources intend to increase social media advertising and will focus recruitment efforts in areas where Hispanic/Latino males and Native American or Alaska Native females may be more likely to view the Service Maintenance job positions.

Step 7a: Internal Dissemination

1. The City will include this report in the Policies and Procedures manual and copies will be distributed to all employees.
2. Employees are provided with access to the Citys Policies and Procedures manual through PolicyTech and are required to read all policies including the Workplace Harassment and Discrimination policy and the Equal Employment Opportunity policy.
3. All employment advertisements include the phrase, An Equal Opportunity Employer.

Step 7b: External Dissemination

1. Upon request, all vendors and contractors will receive a copy of this EEOP Utilization Report.
2. A copy of this EEOP Utilization Report will be provided to the City library for public access by patrons and will be posted in City Hall.

Utilization Analysis Chart

Relevant Labor Market: Carson city, Nevada

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 #/%	14/67%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/24%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,665/48%	165/5%	0/0%	20/1%	70/2%	0/0%	0/0%	15/0%	1,320/38%	195/6%	0/0%	10/0%	20/1%	0/0%	19/1%	0/0%
Utilization #/%	19%	0%	0%	-1%	-2%	0%	0%	-0%	-14%	-1%	0%	-0%	-1%	0%	-1%	0%
Professionals																
Workforce #/%	34/34%	2/2%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	50/50%	10/10%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,640/42%	215/3%	15/0%	15/0%	70/1%	0/0%	25/0%	0/0%	2,880/46%	165/3%	65/1%	60/1%	30/0%	20/0%	30/0%	0/0%
Utilization #/%	-8%	-1%	2%	-0%	-1%	0%	-0%	0%	4%	7%	-0%	0%	-0%	-0%	-0%	0%
Technicians																
Workforce #/%	29/81%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%
CLS #/%	285/30%	19/2%	0/0%	15/2%	20/2%	0/0%	35/4%	15/2%	390/41%	15/2%	0/0%	40/4%	10/1%	0/0%	95/10%	15/2%
Utilization #/%	51%	6%	0%	-2%	-2%	0%	-4%	-2%	-33%	-2%	0%	-4%	2%	0%	-10%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	61/88%	5/7%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	845/63%	115/9%	35/3%	4/0%	20/2%	0/0%	10/1%	0/0%	300/23%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	25%	-1%	-3%	1%	-2%	0%	-1%	0%	-20%	0%	0%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	121/68%	16/9%	4/2%	4/2%	0/0%	6/3%	0/0%	0/0%	24/14%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,095/36%	725/24%	0/0%	8/0%	35/1%	0/0%	29/1%	20/1%	805/26%	315/10%	0/0%	12/0%	30/1%	0/0%	0/0%	0/0%
Utilization #/%	33%	-15%	2%	2%	-1%	3%	-1%	-1%	-13%	-9%	0%	-0%	-1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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 #/%	-100%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	22/11%	0/0%	1/1%	0/0%	0/0%	2/1%	0/0%	0/0%	137/71%	26/13%	0/0%	3/2%	2/1%	0/0%	0/0%	0/0%
CLS #/%	2,490/29%	310/4%	15/0%	25/0%	4/0%	0/0%	45/1%	20/0%	4,765/55%	745/9%	0/0%	100/1%	80/1%	40/0%	55/1%	35/0%
Utilization #/%	-17%	-4%	0%	-0%	-0%	1%	-1%	-0%	16%	5%	0%	0%	0%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	22/79%	0/0%	0/0%	1/4%	0/0%	1/4%	0/0%	0/0%	4/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,720/69%	445/18%	35/1%	50/2%	35/1%	25/1%	44/2%	0/0%	125/5%	10/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	-18%	-1%	2%	-1%	3%	-2%	0%	9%	-0%	0%	-0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	139/56%	21/8%	0/0%	1/0%	0/0%	3/1%	0/0%	0/0%	59/24%	20/8%	1/0%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	3,025/39%	1,085/14%	95/1%	40/1%	80/1%	0/0%	55/1%	0/0%	2,135/28%	890/11%	45/1%	135/2%	130/2%	4/0%	30/0%	10/0%
Utilization #/%	17%	-6%	-1%	-0%	-1%	1%	-1%	0%	-4%	-3%	-0%	-2%	-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
Technicians									✓							
Protective Services: Sworn-Officials									✓							
Protective Services: Sworn-Patrol Officers		✓							✓	✓						
Administrative Support	✓	✓														
Service/Maintenance		✓										✓				

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
Police Protection -Sworn Officials																
Workforce #/%	61/88%	5/7%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	121/68%	16/9%	4/2%	4/0%	0/0%	6/3%	0/0%	0/0%	24/14%	2/1%	0/0%	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]	[title]	[date]
[illegible]	City Manager	2/11/16

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: Carson City Consolidated Municipality	
Address: 201 N. Carson Street, Carson City, NV 89701	
Is agency a; ■ Direct or ■ Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? ■ Yes □ No
DUNS Number: 073787152	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Janice Keillor, Grants Administrator	
Telephone Number: 775-283-7069	E-Mail Address: jkeillor@carson.org

Section A—Declaration Claiming Complete Exemption from the EEOP 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 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, Nick Marano [*responsible official*], certify that Carson City Consolidated Municipality [*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:
Carson City Human Resources Department
[*organization*],
201 N. Carson Street, Suite 4, Carson City, NV 89701
[*address*].

Nick Marano, City Manager — Nick Marano — 2/11/16
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*