

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
ADMINISTRATIVE SUPPORT OFFICES
OFFICE OF DEPARTMENTAL EQUAL EMPLOYMENT OPPORTUNITY**

Program Area Overview:

The Office of Departmental Equal Employment Opportunity (ODEEO) was established in 2003 as an independent office in the Office of the Secretary. ODEEO is responsible for ensuring compliance consistent with Federal regulations and statutes, including Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act, the Equal Pay Act, and the Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act of 2002, Executive Orders and HUD (Department) policies. It is the responsibility of ODEEO to enforce the laws preventing discrimination and harassment of employees and applicants for employment based on race, color, religion, national origin, age (40 and over), sex (including pregnancy and gender identity), sexual orientation, disability (physical or mental), status as a parent, marital status, political affiliation genetic information or other non-merit factors.

ODEEO is also subjected to Executive Order 11478, U.S. Equal Employment Opportunity Commission (EEOC) regulations promulgated at 29 C.F.R. § 1614, EEOC Management Directives (MD) MD-110 and MD-715, and Departmental regulations promulgated at 24 C.F.R. Part 7, which is currently under revision. ODEEO has nationwide responsibility for the Department's Equal Employment Opportunity (EEO) Programs. ODEEO is responsible for planning, executing, and implementing the Department's EEO/Affirmative Employment (EEO/AE) Activities pursuant to the Federal Regulation at 29 C.F.R. § 1614.

The activities of the ODEEO are carried out through the functions of two Divisions: The Equal Employment Opportunity Division (EEO Division), and the Affirmative Employment Division (AED). To that end, the ODEEO is charged with leading the effort to Equal Opportunity, promoting inclusiveness, and to foster a culture that values diversity and empowers the HUD workforce. Our ODEEO Strategic Plan aligns with Goal 5 of HUD's Strategic Plan – "Operations Excellence," which embraces Federal rules and regulations that promote responsiveness, openness, and transparency.

Administrative Support Offices - Office of Departmental Equal Employment Opportunity

TOTAL - SALARIES AND EXPENSES				
(Dollars in Thousands)				
	FY 2014	FY 2015	FY 2016	FY 2015 to FY 2016
Personnel Services	\$2,643	\$2,789	\$2,858	\$69
Non-Personnel Services				
Travel	22	3	7	4
Other Services/Contracts	444	399	400	1
Training	18	7	3	(4)
Supplies	4	2	2	-
Non-Personnel Subtotal	488	411	412	1
GRAND TOTAL	\$3,131	\$3,200	\$3,270	\$70
Associated FTE	18.6	19.7	19.9	0.2

DESCRIPTION OF CHANGE FROM FY 2015 TO FY 2016

The Office of Departmental Equal Employment Opportunity (DEEO) requests \$3,270K and 19.9 Full Time Equivalents (FTE) in fiscal year 2016, with an increase from fiscal year 2015 of \$70K.

- Personnel Services: ODEEO requests \$2,858K and 19.9 FTE. This request represents an increase from the fiscal year 2015 enacted budget of \$69K and .2 FTE. A nominal increase in funding is included to fund the pay raise, promotions, and within grade increases. ODEEO is redirecting more of its overall FTE resources to the processing of EEO complaints.
- Non-Personnel Services: ODEEO requests \$412K, an increase from fiscal year 2015 enacted of \$1K.
 - Travel will increase \$4K to support increased collaboration through face-to-face meetings between ODEEO staff, Regional Administrators, Field Office Directors, managers and employees.
 - Overall training dollars will decrease \$4K due to increased use of multimedia such as webcasts to reach HUD employees in the regions and at Headquarters.

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	Personnel Services Functional Summary					
	(Dollars in Thousands)					
	FY 2014		FY 2015		FY 2016	
Function	FTE	Cost	FTE	Cost	FTE	Cost
Affirmative Employment	4.9	\$696	4.0	\$566	3.2	\$459
Federal Processing EEO Complaints	13.7	\$1,947	15.7	\$2,223	16.7	\$2,399
Total	18.6	\$2,643	19.7	\$2,789	19.9	\$2,858

KEY WORKLOAD INDICATORS				
Workload Indicator	FY 2014	FY 2015	FY 2016	FY 2015 to FY 2016
Number of Special Emphasis Programs/Training Sessions	25	27	30	3
Number of Counseling Sessions	155	150	170	20
Number of Complaints Investigated	72	80	90	10
Number of Mediation Sessions	52	60	70	10
Number of FADS Written	27	30	40	10
Number of Contracts Maintained	7	2	2	-

Key Workload Items

ODEEO anticipates overall workload increasing in fiscal year 2016, specifically within the Federal Processing of EEO Complaints function. As a result, it will allocate more FTE resources to this function. Projected workload increases are illustrated in the chart above.

SUMMARY OF SYSTEMS/TOOLS REQUIRED TO MANAGE PROGRAM

ODEEO currently employs MicroPact Corporation EEO Management Information System (iComplaints) to provide case management for the Department's informal and formal complaints processing. This system allows the ODEEO to track EEO complaints from "Cradle-to-Grave." That is from the time of initial contact through a Final Agency Decision, Hearing, or filing of a suit in the U.S. Court System. However, ODEEO needs to greatly increase the capacity of the system to enhance the processing of EEO complaints and efforts are currently underway to contract for several enhancements to increase the efficiency of ODEEO complaints processing.

One of the enhancements called eFile will allow aggrieved persons to file EEO complaints electronically. Not only with this process aid ODEEO in the efforts to becoming a paperless environment, but will greatly reduce the processing time required. All federal agencies are mandated by the EEOC to process EEO complaints within strict timeframes. Due to lack of proper resources, HUD has not always been able to meet those timeframes, and in the past the Department has been sanctioned by the EEOC for this. This is the only system at HUD supporting the EEO activities and serves the entire Department. The system will allow ODEEO to significantly reduce the processing time for EEO complaints to meet statutory timeframes, improve data accuracy, and efficiency. The enhancements also include a document management system, and the ability to scan documents into the system. The improved system will allow HUD to increase our performance ratings on the annual Model EEO Program Scorecard in the areas of management and program accountability and efficiency conducted by the EEOC.