

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

(\$ in Thousands)

	FY 2015 Actual	FY 2016 Enacted	FY 2017 Request
Personnel Services	\$2,716	\$2,867	\$3,141
Non-Personnel Services			
Travel	31	30	60
Printing	-	-	1
Other services/Contracts	368	370	500
Training	22	27	90
Supplies	6	6	8
Attorney's Fees	-	-	-
Working Capital Fund	-	-	91
Non-Personnel Services Subtotal	\$425	\$433	\$750
Grand Total	\$3,141	\$3,300	\$3,891
Associated FTE	19.0	20.0	21.0

Program Area Overview:

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, sex, religion, national origin, age (40 and over), disability, veteran status, protected genetic information, protected activity, sexual orientation, gender identity and expression, marital status, or parental or pregnancy status or other non-merit factors; and, to ensure that the Department functions to recruit, hire, train, develop, promote, reward, and discipline employees are conducted in a fair and consistent manner, solely on the basis of merit. 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 and other management directives.

Administrative Support Offices - Office of Departmental Equal Employment Opportunity

The activities of the ODEEO are carried out through the functions of two Divisions: The Equal Employment Opportunity Division (EEO), and the Affirmative Employment Division (AED). 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.

Requested Level and Justification

ODEEO is requesting \$3,891K, which reflects an increase of \$591K from fiscal year 2016.

Personnel Services: ODEEO requests \$3,141K for personnel services. This is \$274K above the fiscal year 2016 enacted level which will provide 1.0 FTE to support processing equal employment opportunity complaints, and support the federal pay raise, within grade increases and promotions.

Non-Personnel Services: ODEEO requests \$750K to support contracts, travel, training, and supplies.

The additional \$130K in Other Services/Contracts will support increased contract investigation costs. In fiscal year 2015, ODEEO’s expenditures in EEO complaints investigations, Alternative Dispute Resolution (ADR) mediations, and providing Final Agency Decisions exceeded \$368K. The expenditures for fiscal years 2016 and 2017 are anticipated to be higher, as EEO services costs rise with the cost of living each year.

The request includes \$91K to pay working capital fund fees for shared services, and other investments determined by the Secretary.

Full-time Equivalent

Staffing	FY 2015 FTE	FY 2016 FTE (Est)	FY 2017 FTE (Est)
Office, Director/Deputy	5	5	5
Office, Affirmative Employ	4	4	4
Office, Equal Employment	10	11	12
Total	19	20	21

Key Operational Initiatives

A primary objective of ODEEO is to continue to reduce formal complaints and increase responsiveness through proactively offering greater training and support to HUD staff, and increasing use of alternative dispute resolution mechanisms, thereby lowering the financial and human capital cost to HUD of EO issues.

Improving responsiveness for EEO complaints: While ODEEO has made great progress in improving responsiveness, further investment is needed to improve and automate tracking and enhance processing of complaints and resolutions, including capacities related to alternative dispute resolution, and reasonable accommodation.

Through operational and management changes within ODEEO, implementation of a shared service agreement with the U.S. Postal Service, and back filling a key vacant position, ODEEO reduced average processing time of EEO investigations to 132 days, which is well below the 180 day regulatory requirement. In addition, formal EEO complaints have been reduced by 10 percent since 2014 as a result of increased emphasis on alternative dispute resolution, training, and other activities designed to proactively prevent discrimination. Increased funding for additional positions and program initiatives will enable ODEEO to further reduce EEO investigation processing time, and resolve more disputes early and at the lowest possible level.

As a result of training programs and resources that were designed to foster a diverse and inclusive work environment at the Department, HUD achieved a 5 point increase on the NEW IQ inclusion metric in the 2015 Federal Employee Viewpoint Survey. The IQ inclusion metric gauges workplace inclusion and the associated tools to improve organization inclusion and employee engagement. IQ inclusion index scores are calculated using a subset of 20 questions from the Federal Employee Viewpoint Survey (FEVS). The metric is separated into several factors comprising the 5 Habits of Inclusion: Fair, Open, Cooperative, Supportive, Empowering. Research confirms that workplace inclusion is a contributing factor to employee engagement and organizational performance. One of the major issues facing organizations and the federal government in regard to inclusion is how to properly measure it and improve an inherently intangible aspect of group interaction, which the inclusion index scores help accomplish.

Increased funding is needed to build on this success and to support development of strategies to address underrepresentation in the Department's workforce.