

**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. Currently, it is an independent office in the Department. The Office is responsible for ensuring the enforcement of federal laws relating to the elimination of all forms of discrimination in the Department's employment practices. The applicable laws include Title VII of the Civil Rights Act of 1964 (as amended), the Rehabilitation Act of 1973, 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.

In addition, activities of the ODEEO are subject to Executive Order 11478, regulations promulgated by the U.S. Equal Employment Opportunity Commission (EEOC) at 29 CFR §1614, EEOC Management Directives (MD) MD-110 and MD-715, and Departmental regulations promulgated at 24 CFR Part 7, (24 CFR Part 7 is currently under revision in an effort to align the Agency regulation with the applicable Federal sector processing guidelines.) The ODEEO has nationwide responsibility for the Department's Equal Employment Opportunity Programs. ODEEO is responsible for planning and implementing the Department's Equal Employment Opportunity/Affirmative Employment (EEO/AE) activities pursuant to the Federal Regulation at 29 CFR § 1614.

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

Administrative Support Offices-Office of Departmental Equal Employment Opportunity

<b>TOTAL - SALARIES AND EXPENSES</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$2,599</b>	<b>\$2,936</b>	<b>\$2,935</b>	<b>(\$1)</b>
<b>Non-Personnel Services</b>				
Travel	4	7	3	(\$4)
Printing	0	1	0	(\$1)
Other Services	232	424	255	(\$169)
Training	5	9	7	(\$2)
Supplies	3	3	2	(\$1)
<b>Non-Personnel Subtotal</b>	<b>244</b>	<b>444</b>	<b>267</b>	<b>(177)</b>
<b>GRAND TOTAL</b>	<b>\$2,843</b>	<b>\$3,380</b>	<b>\$3,202</b>	<b>(\$178)</b>
<b>Associated FTE</b>	<b>17.9</b>	<b>19.9</b>	<b>19.7</b>	<b>(0.2)</b>

**DESCRIPTION OF CHANGE FROM FY 2014 TO FY 2015**

In fiscal year 2015, ODEEEO requests \$3,202K and 19.7 FTE, a decrease of \$178K and a decrease of .2 FTE from fiscal year 2014.

- Decrease of \$1K in Personnel Services as a result of a slight decrease in FTE.
- Decrease of \$4K in Travel due to EEO/Conflict resolution training conducted via webcast/VTC.
- Decrease of \$1K in printing as a result of an increased use of scanning technologies while ODEEO becomes a paperless environment.
- Decrease of \$169K in Other Services attributable to returning to an inter-agency agreement with the United States Postal Service which will reduce the investigative costs. While the expectation is for more complaints to be initiated, we anticipate more resolution of complaints through ODEEO interaction with senior staff, and the initiation of our proactive EEO model.
- Decrease of \$2K in training as a result of collaboration with other federal agencies to provide in-house refresher training to all EEO specialists.
- Decrease of \$1K in supplies due to an increased use of scanning technologies while ODEEO becomes a paperless environment.

**SUMMARY OF SYSTEMS/TOOLS REQUIRED TO MANAGE PROGRAM**

Not Applicable

**BUDGET REQUEST BY FUNCTION**

Function Title: Processing EEO Complaints

Function Description: Federal Processing EEO Complaints, in accordance with Executive Order 11478, and with regulation 29 C.F.R. 1614 promulgated by the U.S. Equal Employment Opportunity Commission (EEOC) and the Department, the Office of Departmental Equal Employment Opportunity (ODEEO), Equal Employment Opportunity Division (EEO) is required to perform a number of functions including complaint processing, counseling, Alternative Dispute Resolution, and managing the conduct of the investigation of employment discrimination complaints filed by HUD employees, former employees, and applicants for employment.

<b>Processing EEO Complaints</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$2,018</b>	<b>\$2,154</b>	<b>\$2,339</b>	<b>\$185</b>
<b>Non-Personnel Services</b>				
Travel	3	6	2	(\$4)
Printing	0	1	0	(\$1)
Other Services	232	424	255	(\$169)
Training	5	5	5	-
Supplies	2	2	2	-
<b>Non-Personnel Services Subtotal</b>	<b>242</b>	<b>438</b>	<b>264</b>	<b>(174)</b>
<b>GRAND TOTAL</b>	<b>\$2,260</b>	<b>\$2,592</b>	<b>\$2,603</b>	<b>\$11</b>
<b>Associated FTE</b>	<b>13.9</b>	<b>14.6</b>	<b>15.7</b>	<b>1.1</b>

**FTE/Workload Summary & Summary of Change**

- An allocation of 15.7 FTE will support approximately 250 EEO counseling sessions, 180 EEO Complaint investigations, 45 Alternative Dispute Resolution complaints mediated, 90 Final Agency Decisions written, 18 EEO Training sessions conducted and the monitoring of 6 contracts. The increase of \$185K in personnel services provides an additional 1.1 FTE to support the transition to a proactive versus reactive EEO program, which emphasizes conflict resolution training, collaboration, and mediation to reduce work place conflict.
- Decrease of \$4K in travel attributable to EEO/Conflict resolution training conducted via webcast/VTC.
- Decrease of \$1K in printing as a result of an increased use of scanning technologies while ODEEO becomes a paperless environment.
- Decrease of \$169K in Other Services is due to returning to an inter-agency agreement with the United States Postal Service which will reduce the investigative costs.

Function Title: Affirmative Employment

Function Description: Affirmative Employment involves the responsibility for the management of the Department's Affirmative Programs of Equal Employment Opportunity (EEO) for all employees and applicants, including persons with disabilities. As required by the Equal Employment Opportunity Commission (EEOC) and the Office of Personnel Management (OPM), this Division monitors the Department's work force diversity and utilization, analyzes work force demographics and employment trends, prepares and submits annual assessments and EEO Program status reports.

Administrative Support Offices-Office of Departmental Equal Employment Opportunity

<b>Affirmative Employment Division</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$581</b>	<b>\$782</b>	<b>\$596</b>	<b>(\$186)</b>
<b>Non-Personnel Services</b>				
Travel	1	1	1	-
Training	-	4	2	(2)
Supplies	1	1	-	(1)
<b>Non-Personnel Services Subtotal</b>	<b>2</b>	<b>6</b>	<b>3</b>	<b>(3)</b>
<b>GRAND TOTAL</b>	<b>583</b>	<b>788</b>	<b>599</b>	<b>(189)</b>
<b>Associated FTE</b>	<b>4.0</b>	<b>5.3</b>	<b>4.0</b>	<b>(1.3)</b>

**FTE/Workload Summary & Summary of Change**

- An allocation of 4 FTE will support 7 Special Emphasis Programs and provide Policy and Program Oversight and Management. The decrease of \$186K in personnel services is a result of AED's collaboration with the HUD Diversity Council and Affinity Groups to conduct the annual barrier analysis for the MD-715 report, and thereby reducing the number of FTE by 1.3.
- Decrease of 2K in training as a result of collaboration with other federal agencies to provide reciprocal in-house mandated annual refresher training.
- Decrease of \$1K in supplies attributable to the increased use of scanning technologies while ODEEO becomes a paperless environment, and having one source of supplies in the EEO Division.