

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

*(Dollars in Thousands)*

	<b>FY 2017 Actuals</b>	<b>FY 2018 Annualized CR</b>	<b>FY 2019 President's Budget</b>
<b>Personnel Services</b>	<b>\$2,602</b>	<b>\$2,868</b>	<b>\$2,953</b>
<b>Non-Personnel Services</b>			
Travel	42	40	15
Printing	1	5	5
Other services/Contracts	753	626	290
Training	26	50	15
Supplies	4	10	2
<b>Non-Personnel Services Subtotal</b>	<b>\$826</b>	<b>\$731</b>	<b>\$327</b>
Working Capital Fund	\$246	\$205	\$135
<b>Grand Total</b>	<b>\$3,674</b>	<b>\$3,804</b>	<b>\$3,415</b>
<b>Associated FTE</b>	<b>18</b>	<b>19</b>	<b>19</b>

**1. Program Purpose and Fiscal Year 2019 Budget Overview**

The Office of Departmental Equal Employment Opportunity (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, the Genetic Information Nondiscrimination Act, and the Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act of 2002, Executive Orders and HUD (Department) policies. 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 the Department's Equal Employment Opportunity (EEO) issues.

## Administrative Support Offices - Office of Departmental Equal Employment Opportunity

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, protected genetic information, protected EEO activity, sexual orientation, gender identity, 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 based on merit. ODEEO has nationwide responsibility for EEO Programs and neutrally administers the process by which current and former employees and applicants for employment may file an EEO complaint. 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. ODEEO works to proactively prevent discrimination and promote diversity and inclusion within the Department's workforce.

The fiscal year 2019 President's budget of \$3,415K is \$389K less than the fiscal year 2018 Annualized Continuing Resolution (CR) level. This funding level will support ODEEO's responsibility to provide leadership and guidance to the Department on all aspects of the federal government's equal employment opportunity program. ODEEO is responsible for encouraging resolution and processing of EEO informal and formal complaints, in accordance with applicable federal EEO laws and regulations. In addition to complaints processing, ODEEO assures Department compliance with EEO commission regulations, provides technical assistance concerning EEO complaint adjudication, monitors and is responsible for the Department's affirmative employment programs, develops and distributes educational EEO materials, conducts training, and provides guidance and assistance regarding reasonable accommodation.

**Personnel Services (PS)**: ODEEO requests \$2,953K for personnel services to support 19 Full-Time Equivalent (FTE) which is level with the fiscal year 2018 Annualized CR.

**Non-Personnel Services (NPS)**: ODEEO requests \$327K to support contracts, travel, printing, training, and supplies. This represents a reduction of \$404K from the fiscal year 2018 CR level.

- Contract costs will be significantly reduced by allowing staff to perform some services that are currently contracted out. ODEEO is proposing a slight increase to staff to investigate cases in-house and eventually eliminate the need to outsource case workload and thereby reducing contract costs.
- Travel will be reduced as a cost savings measure. ODEEO will instead maximize the use of VTC capabilities.
- The request includes \$135K to pay working capital fund fees for shared services and other investments determined by the Secretary.

## **2. Key Operational Initiatives**

- Improving responsiveness for EEO complaints: While ODEEO has made great progress in improving responsiveness, this request will seek to further improve and automate tracking and enhance processing of complaints and resolutions, including capacities related to alternative dispute resolution, and reasonable accommodation.
- Formal EEO complaints have been reduced by 34 percent since 2014 because of increased emphasis on alternative dispute resolution, training, and other activities designed to proactively prevent discrimination. In addition, the processing time for investigations has been decreased by almost half. The slight increase in staffing as proposed by this budget will enable ODEEO to further reduce EEO processing times, 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, in the Federal Employee Viewpoint Survey HUD's overall score sat at 57 percent in 2014, but in 2017, engagement rose to 69 percent. This score includes IQ inclusion metric measures employees' feelings about fairness and opportunity in their organizations. 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 regarding inclusion is how to properly measure it and improve an inherently intangible aspect of group interaction, which the inclusion index scores help accomplish. The Department's further improvement in this area will likely result in fewer formal EEO complaints, which will mean lower costs overall in terms of administrative fees and potential judgement awards.