

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

(Dollars in Thousands)

	FY 2016 Actuals	FY 2017 Annualized CR	FY 2018 President's Budget
Personnel Services	\$2,672	\$2,717	\$2,968
Non-Personnel Services			
Travel	41	45	20
Printing	3	10	5
Other services/Contracts	356	392	300
Training	73	75	20
Supplies	22	10	8
Claims and Indemnities		60	
Non-Personnel Services Subtotal	\$495	\$592	\$353
Working Capital Fund (WCF)			\$ 249
Grand Total	\$3,167	\$3,309	\$3,570
Associated FTE	17.0	18.3	19.5

1. Program Purpose and Fiscal Year 2018 Budget Overview

The purpose of ODEEO is to prevent 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, or other non-merited factors. ODEEO is accountable for enforcing laws and ensuring compliance in accordance with Federal regulations and statutes, including Title VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, 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, as well as Executive Orders and HUD (Department) policies.

A primary objective of ODEEO is to continuously reduce formal EEO complaints by 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

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to the federal government and the American taxpayer. ODEEO is responsible for verifying that the Department recruits, hires, trains, develops, promotes, rewards, and disciplines employees in a fair and consistent manner, solely based on merit. ODEEO has nationwide culpability for the Department's Equal Employment Opportunity (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 promote diversity and inclusion within the Department's workforce.

The fiscal year 2018 President's Budget of \$3,570K is \$261K more than the fiscal year 2017 Annualized CR level. This total includes \$249K for ODEEO's allocation for the Working Capital Fund (WCF).

Personnel Services (PS): ODEEO requests \$2,968K for personnel services. This is \$251K above the fiscal year 2017 CR level and will provide an additional 1.2 FTE to support faster resolution of equal employment opportunity complaints, support the federal pay raise, within grade increases, and promotions. The additional FTE are necessary to process and adjudicate cases in a timely manner, reduce processing times, and ensure HUD remains compliant with timeframes outlined in Public Law to minimize the potential of adverse judgements.

Non-Personnel Services (NPS): ODEEO requests \$353K to support contracts, travel, printing, training, and supplies.

- Other Services/Contracts are reduced by \$94K from fiscal year 2017 CR levels since ODEEO staff will begin to perform some functions currently achieved via contracts.
- Efficiencies will be gained and travel requirements reduced by \$25K from fiscal year 2017 CR levels by more fully utilizing Video Teleconference capabilities.

2. Full-time Equivalents

Full-time Equivalents			
Staffing	FY 2016 FTE	FY 2017 FTE (Est)	FY 2018 FTE (Est)
Office, Director/Deputy	5.0	6.0	6.0
Office, Affirmative Employ	3.0	4.0	4.0
Office, Equal Employment	9.0	8.3	9.5
Total	17.0	18.3	19.5

3. Key Operational Initiatives

Improve responsiveness for EEO complaints: ODEEO has made great progress in improving responsiveness. The request will support further progress to 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. The increased funding for additional positions and program initiatives, partially offset by non-personnel funding reductions, will enable ODEEO to further reduce EEO processing times and resolve more disputes early and at the lowest possible level.
- Due to training programs and resources that were designed to foster a diverse and inclusive work environment at the Department, HUD achieved a 4-point increase on the NEW IQ inclusion metric in the 2016 Federal Employee Viewpoint Survey. The IQ inclusion metric measures employees’ feelings about fairness and opportunity in their organizations. 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 and improve an inherently intangible aspect of group interaction, which the inclusion index scores help quantify. Increased funding is needed to build on this success and to support development of strategies to address underrepresentation in the Department’s workforce. A diverse and inclusive work environment at the Department likely will result in fewer formal EEO complaints, which will mean lower costs overall in terms of administrative costs and potential judgement awards.