



## Equal Employment Opportunity (EEO) Best Practices One-Time Funds Frequently Asked Questions

### **1. What is the deadline for spending these funds?**

While there is no hard deadline for spending these funds, districts should follow the practice of encumbering the funds within three years. Districts are urged to make use of these funds as soon as possible for the stated purpose of implementing strategies that lead to the advancement of diversity, equity, and inclusion in employment practices.

### **2. Can the funds be co-mingled or do they need to be in a completely separate budget from the regular EEO funds?**

These funds may be used in conjunction with regular EEO funds; however, expenditures of one-time EEO Best Practices funds must be reported separately. The Chancellor's Office has developed a form for this purpose. Districts should use the 2021-2022 One-Time EEO Best Practices Funds Reporting Form available on the [Equal Employment Opportunity \(EEO\) webpage](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity) (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity>).

### **3. Are there specific guidelines regarding what are qualified expenditures?**

These One-Time EEO Best Practices Funds may be used to support the implementation of best practices for success in promoting equal employment opportunity and faculty and staff diversity, including for:

- (1) outreach and recruitment;
- (2) in-service training on equal employment opportunity;
- (3) accommodations for applicants and employees with disabilities pursuant to section 53025; and
- (4) other activities to promote equal employment opportunity.

**4. May we go back and capture previous expenditures for DEIA efforts from our unrestricted general fund and re-classify those expenditures as uses of this new one-time funding?**

Yes, so long as the previous expenditures were made for the purpose of implementing EEO Best Practices consistent with the above guidelines. It is important to note that not all diversity, equity, inclusion, and accessibility (DEIA) efforts undertaken by districts promote *equal employment opportunity* which is the focus of these funds. EEO resources are available on the [Equal Employment Opportunity \(EEO\) webpage](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity) (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/EEO-Equal-Employment-Opportunity>).

**5. Will there be separate reporting requirements for these One-Time EEO Best Practices funds?**

Yes, the Chancellor's Office has developed the 2021-2022 One-Time EEO Best Practices Funds Reporting Form. This form is available on the EEO website. Districts should report on the use of one-time EEO Best Practices funds by September 30, 2023.

## **Contact**

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