

## Process Description

NNSA Service Center

<b>Number:</b>	02.06.02.00
<b>Title:</b>	NNSA EEO Financial Assistance Assurance of Compliance Certification Process
<b>Effective Date:</b>	May 27, 2009
<b>Review Date:</b>	September 30, 2010

## Process Owner

<b>Name &amp; Org:</b>	NNSA Service Center EEO & Diversity Office
<b>Contact Data:</b>	(505) 845-4976

## Author

<b>Name:</b>	<b>Contact Data:</b>	
Patricia Padilla	EEO and Diversity Office, (505) 845-4976	
<b>Revision:</b>	<b>Date:</b>	<b>Reason for Review/Change:</b>
1	05/27/2009	Review
N/A		Define the process for Financial Assurance of Compliance Certification for Federally Assisted Programs.

## Concurrence

Name	Relationship to Process	NNSA Organization / Office	Concurrence Date
Yolanda Girón	Owner	EEO and Diversity Office	May 27, 2009
Debbie Parrish	Co-owner	EEO and Diversity Office	May 27, 2009

## Overview

<b>Purpose:</b>	This document describes the procedures for obtaining the Assurance of Compliance Certification from all applicants and recipients of grants and cooperative agreements.
<b>Scope:</b>	NNSA Service Center
<b>Metrics:</b>	The performance will be measured by the EEO and Diversity Office's office ability to meet the following requirements: <ul style="list-style-type: none"><li>• Certifying Assurance of Compliance pre-award form within five working days of receipt of the required forms.</li></ul>

## Workflow Diagram – See attached flowchart

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### Step Table

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Process Steps / Work Instructions (Maps to Workflow Diagram)						
Step	Who Does It	What Happens				
1.	EEO Specialist or Alternate	Receives Assurance of Compliance Pre-Award Review Form and DOE F. 1600 (Assurance of Compliance form) from the Field Acquisition Department (FAD).				
2.	EEO Specialist or Alternate	Reviews and certifies Pre-Award form within five working days.				
	EEO Specialist or Alternate	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">IF</th> <th style="width: 50%; text-align: center;">ELSE</th> </tr> </thead> <tbody> <tr> <td>Required forms are not attached, EEO Specialist will follow up with FAD.</td> <td>Go to Step 3.</td> </tr> </tbody> </table>	IF	ELSE	Required forms are not attached, EEO Specialist will follow up with FAD.	Go to Step 3.
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3.	EEO Specialist or Alternate	Certify, scan and return to Contract Specialist within five working days.				
4.	EEO Specialist or Alternate	Update database and retain hard copy in binder.				

### Requirements and Supporting Information

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<b>Requirements</b>	Title IX, VI, Age Discrimination Act, Rehabilitation Act of 1973, and 10 CFR Parts 1040, 1041 and 1042.
<b>Related Processes / Process Descriptions</b>	See attached flowchart
<b>Related Work Instructions</b>	
<b>Forms</b>	DOE F 1600.5 – Assurance of Compliance Certification Form and Assurance of Compliance Pre-award Form
<b>Records</b>	None
<b>Other</b>	None

### End Of Process Description



## Financial Assurance of Compliance Certification Process

