



# Excellence in Disability Inclusion Award

## Nomination Form Instructions

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**Public Burden Statement:** *According to the Paperwork Reduction Act (PRA) of 1995, as amended, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The public reporting burden for this information collection is estimated to be 21.5 hours. If you have comments regarding the estimated reporting burden, or suggestions for reducing the burden, please send them to the Office of Federal Contract Compliance Programs (OFCCP), Division of Policy and Program Development, 200 Constitution Avenue, N.W., Room C-3325, Washington, D.C. 20210 and reference OMB Control Number 1250-XXXX. This program is conducted under the authority of Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. Please do not send nomination packages to this address. All nomination packages must be emailed to OFCCP at the email address advertised on the agency's website.*

### To be considered for the award, contractors must meet the below eligibility criteria:

1. The nominated contractor establishment (i.e., the facility or location of the parent company or firm) meets the written affirmative action program (AAP) jurisdictional threshold and has current AAPs for Section 503 and EO 11246, and an AAP for Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), if applicable.
2. The nominated contractor establishment has implemented equal employment opportunity and affirmative action programs under Section 503 and EO 11246, and VEVRAA, if applicable.
3. The nominated contractor establishment has no unresolved violations of Section 503 and EO 11246, and VEVRAA, if applicable, as identified during OFCCP compliance evaluations or complaint investigations. Unresolved issues include violations that are in litigation, violations in an open conciliation agreement, and violations in a pending compliance review. A complaint filed against the nominated contractor establishment during the application process will not disqualify a contractor establishment from applying. However, if the complaint is substantiated and the establishment is found at fault after receiving the award, OFCCP will revoke the award.
4. The nominated contractor establishment has no adverse decisions by a court, Administrative Review Board (ARB), or Administrative Law Judge (ALJ) related to violations of Section 503, EO 11246, VEVRAA, or the Americans with Disabilities Act (ADA) within the last three years.

All pages of the nomination package must be clear, readable, and typed. No handwritten material will be accepted. All statements of support, descriptions, and any other material

submitted in the nomination package must be typed, on size 8.5" X 11" pages, one-sided, double-spaced in Times New Roman, 12 point font. No other formats or styles will be accepted. Packages with items that exceed established page limits or do not comply with the requirements and instructions will not be considered. Incomplete nomination packages will also not be considered. Please note that only the first submission from each contractor establishment will be accepted. Consequently, if a contractor establishment first submits an incomplete nomination package and later submits a complete package, only the first submission will be reviewed and will be rejected as incomplete. All statements of support must be signed by the persons submitting them.

Information provided in the nomination package, including the statements of support, may only be submitted in a manner that complies with any applicable privacy laws. No information submitted as part of the nomination package will be used or shared for the purposes of compliance evaluation or any enforcement action. All nomination packages must be emailed to OFCCP at the email address advertised on the agency's website. All parts of the nomination package must be submitted in one email submission.

### The contractor must submit items 1 to 9 below on the form accompanying these instructions. Items 10 to 15 must be sent as email attachments, along with the form.

1. Provide the name of the contractor firm or parent company, and the name of the contractor establishment that is being submitted for the award. Include the physical address (no post office box addresses), and Employer Identification Number (EIN number).
2. Provide the name, title, address, phone number, and email address for the President or Chief Executive Officer (CEO) of the contractor.
3. Provide the name, title, address, phone number, and email address for the highest-ranking company executive responsible for overseeing the equal employment opportunity and affirmative action activities of the contractor.
4. Provide the name, title, address, phone number, and email address for the point of contact for the nomination package.
5. Specify whether the contractor has a total workforce of more than 100 employees or a workforce of 100 or fewer employees.
6. Specify whether the contractor applies the 7 percent utilization goal to its job groups or to its entire workforce, if the contractor has 100 or fewer employees, as prescribed by OFCCP's regulations at 41 CFR § 60-741.45.

7. Specify whether the contractor establishment has received this award during the previous two calendar years.
8. Specify if the contractor establishment is covered by a moratorium through another OFCCP award within the last two years.
9. Specify if the contractor or contractor establishment has a disability-focused employee resource group (ERG).
10. The nomination package must include signed statements of support from the contractor's President or CEO and the contractor's highest-ranking company executive responsible for overseeing the contractor's equal employment opportunity and affirmative action programs and initiatives. The statements of support must not exceed two one-sided, typed, double-spaced pages. Both statements of support must include:
  - an acknowledgement that the nominated contractor establishment agrees to participate in a video success story on the importance of contractor compliance with OFCCP's regulations and that generally aligns with Office of Disability Employment Policy's (ODEP) broad goal of developing and validating policy strategies and effective practices for increasing employment opportunities for individuals with disabilities;
  - an acknowledgment that the nominated contractor establishment, if selected for an award, will work with OFCCP and ODEP in a "Year of Engagement," a series of relevant speaking engagements and appearances, culminating in a two day Policy Academy;
  - a certification that the nominated contractor establishment is currently in compliance with its Section 503 and EO 11246 obligations, and VEVRAA if applicable, and has no unresolved (i.e., violations that are in litigation, violations in an open conciliation agreement, and violations in a pending compliance review) OFCCP violations; and
  - a certification that the nominated contractor establishment has no adverse decisions by a court, ARB, or ALJ related to any of the below laws, and is not currently under monitoring related to the same, for the three years prior to its nomination package submission for any of the following: Section 503 and EO 11246, VEVRAA, if applicable, and Americans with Disabilities Act (as amended).
11. The nomination package must include a description of the equal employment opportunity and AAP or initiative that the contractor establishment implemented for individuals with disabilities under Section 503. The description should contain sufficient information on the below-listed items and must not exceed 15 one-sided, typed, double-spaced pages.
  - The description of the program or initiative, including its duration and long-term sustainability, how it was developed, its important components and activities, data collection and analysis needs, and its budget or cost;
  - The performance goals that were established for the program or initiative, how they were measured, and the extent of management accountability for these goals;
  - The impact of the program or initiative on the voluntary self-identification rates of applicants and employees, if any;
  - The demonstrated support and engagement of contractor employees, senior contractor officials and/or senior contractor establishment officials for the program or initiative;
  - The impact of the program or initiative have on attaining or demonstrating significant progress toward attaining the aspirational 7 percent goal;
  - The effective use of technology in the program or initiative;
  - The tangible and intangible benefits achieved because of the program or initiative, and whether the performance goals established for it were met;
  - How the program or initiative contributed to the establishment's business success and what metrics were used to measure success; and
  - The challenges and barriers, if any, to successfully implementing the program or initiative, how they were overcome, and what key lessons learned would benefit other contractors.
12. Confirm that the nomination package includes a copy of the establishment's current year Section 503 AAP.
13. Confirm that the nomination package includes copies of data from the previous AAP year: the results of the evaluation of the effectiveness of outreach and recruitment efforts 41 CFR § 60-741.44(f); the contractor's annual evaluation of the utilization of individuals with disabilities, 41 CFR § 60-741.45(d)(3); documentation of the computations or comparisons 41 CFR § 60-741.44(k), and documentation of all actions taken to comply with the audit and reporting system requirements described in 41 CFR § 60-741.44(h) including, but not limited to, the results of the self-audits and the remedial actions needed.
14. If a disability-focused employee resource group (ERG) exists within the establishment or within the contractor, the nomination package must include a signed statement of support from the ERG.
15. Although not required, nomination packages may include video hyperlinks and other information that demonstrate the effectiveness of the contractor's disability programs. Due to email size limitations, it is preferred that large files such as videos are submitted in hyperlink format, when available.



# Excellence in Disability Inclusion Award Nomination Form

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Nomination Year

## CONTRACTOR LOCATION AND CONTACT INFORMATION

**1. Name of Contractor Firm/Parent Company**

Name of Contractor Establishment

Physical Address

Establishment Employer Identification Number (EIN)

**2. Name and Title of President or Chief Executive Officer (CEO)**

Address

Phone

Email

**3. Name and title of the highest-ranking company executive responsible for Equal Employment Opportunity/Affirmative Action**

Address

Phone

Email

**4. Name and title of point of contact for the award nomination package:**

Address

Phone

Email

## GENERAL CONTRACTOR INFORMATION

5. Does the contractor have a total workforce of more than 100 employees?    Yes    No
6. If the contractor has 100 or fewer employees, does it apply the 7 percent utilization goal to its job groups or to its entire workforce?  
(Check one)    Job groups    Workforce
7. Did the contractor establishment receive this award during the previous two calendar years?    Yes    No  
(A "Yes" answer makes the contractor ineligible for this award.)
8. Did the contractor establishment receive, or is it otherwise covered by, a moratorium through another OFCCP award within the last two calendar years?    Yes    No  
(A "Yes" answer makes the contractor ineligible for this award.)
9. Does the contractor or contractor establishment have a disability-focused employee resource group (ERG)?    Yes    No

## NOMINATION CHECKLIST

*This checklist is provided as a courtesy. It is the contractor's responsibility to ensure that its nomination package is complete and accurate.*

**Please check off to confirm that the following are submitted in the nomination package:**

10.    Have you included signed statements of support from the President or CEO of the contractor and from the highest-ranking company executive that is responsible for overseeing the contractor's equal employment opportunity and affirmative action programs and initiatives?
11.    Have you included a description of the equal employment opportunity and affirmative action program or initiative that the contractor establishment implemented for individuals with disabilities under Section 503?
12.    Have you included a copy of the establishment's current year Section 503 AAP?
13.    Have you included copies of all documentation and support data of the contractor's previous year's annual evaluation of the effectiveness of outreach and recruitment efforts; annual evaluation of the utilization of individuals with disabilities; documentation of data collection analysis; and the results of the self-audit and reporting?
14.    If applicable, have you included a statement of support from the disability-focused employee resource group (ERG)?
15.    If applicable, have you included video hyperlinks or other information that demonstrates the effectiveness of the contractor's disability programs?