



Civil Rights Resources for DHS Recipients

Quarterly Outreach – December 2020

Greetings,

You are receiving this email because you are a recipient of federal financial assistance from the U.S. Department of Homeland Security (DHS). On behalf of the DHS Office for Civil Rights and Civil Liberties (CRCL), we'd like to thank you for your commitment to carrying out your programs, services, and activities without discrimination, and for all of your efforts to fulfill your civil rights requirements as a recipient of federal financial assistance.

This email is the first in our series of **Quarterly Civil Rights Resource Emails for DHS Recipients**. These emails provide up-to-date information to DHS recipients on reminders, resources, upcoming events, and FAQs to assist recipients in meeting their civil rights requirements.

Reminders

- All primary recipients of DHS financial assistance are required to complete the [DHS Civil Rights Evaluation Tool](#) within 30 days of receipt of the Notice of Award from DHS or its awarding component agency (FEMA, USCG, etc.). After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. For more information on this requirement, please consult the [DHS Standard Terms and Conditions](#), DHS Specific Acknowledgement and Assurances, Items #5 and #6.
- CRCL will consider, in its discretion, granting an extension to submit the DHS Civil Rights Evaluation Tool if the recipient identifies steps and a timeline for completing the Tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to the expiration of the 30-day deadline.
- If your organization is submitting a 1-Year Follow-up responding to feedback on your initial submission of the DHS Civil Rights Evaluation Tool, please make sure to include in the subject line of your email "1-Year Follow-up" to ensure the response is processed in a timely manner. Similarly, if your organization is submitting a 2-Year Tool Update, please include in the subject line of your email "2-Year Tool Update."

Resources (all of the resources below are located on the [DHS Recipient Civil Rights Resources webpage](#)):

DHS Civil Rights Evaluation Tool:

- [DHS Civil Rights Evaluation Tool](#)
- [Presentation: Overview of the DHS Civil Rights Evaluation Tool](#)
- [FAQ: DHS Civil Rights Evaluation Tool](#)

General:

- [Presentation: Complaints, Compliance Reviews, and Designated Staff](#)
- [Presentation: Developing a Nondiscrimination Policy and Complaint Process](#)
- [Sample Policy and Notice of Nondiscrimination for Recipients \(in multiple languages\)](#)
- [Resource Guide: Developing a Discrimination Complaints Process](#)

Title VI and Language Access:

- [Information on Title VI of the Civil Rights Act of 1964](#)

- [Information on Recipients Language Access Responsibilities](#)
- [Resource Guide: Developing a Language Access Plan](#)
- [Presentation: Developing a Language Access Policy and Procedures](#)

Section 504 and Disability Access:

- [Information on Section 504 of the Rehabilitation Act of 1973](#)
- [Resource Guide: Reasonable Accommodation Guidance for DHS Recipients](#)
- [Resource Guide: Reasonable Accommodation Sample Notice and FAQs](#)
- [Presentation: Developing a Disability Access Policy and Procedures](#)

CRCL Newsletter:

- The [CRCL monthly newsletter](#) is designed to inform members of the public about the Office's activities, including: how to make complaints, ongoing and upcoming projects, opportunities to offer comments and feedback, etc. To sign up to receive the newsletter, please email crcloutreach@dhs.gov.

Upcoming Events:

- CRCL conducts a Monthly Civil Rights Webinar Series for DHS Recipients to provide technical assistance on civil rights requirements related to the DHS Civil Rights Evaluation Tool. The next webinar will be held on Thursday, January 28, 2020 and will focus on subrecipient civil rights compliance. To be added to our contact list to register for this webinar and future webinars in this series, please email us at CivilRightsEvaluation@hq.dhs.gov.

FAQ:

Question: My organization has an Equal Employment Opportunity Policy and Complaint Procedure; do these meet the requirements of Section 4 of the DHS Civil Rights Evaluation Tool?

Answer: The policies and procedures required in Section 4 of the Tool pertain to how the recipient ensures nondiscrimination **in the administration of their programs and activities for program beneficiaries** (e.g., program participants, clients, customers, consumers, etc.), not in employment. If a recipient submits employment related policies and procedures to meet the requirements of Section 4 of the Tool, the recipient must ensure that these policies and procedures **also** cover the organization's programs and activities for program beneficiaries.

For questions or additional information about DHS recipient civil rights requirements and resources, please reach out to CRCL at CivilRightsEvaluation@hq.dhs.gov.

We look forward to engaging with you in the new year, and wish you, your families and communities a safe and healthy New Year.

Sincerely,

Office for Civil Rights & Civil Liberties
Department of Homeland Security
CivilRightsEvaluation@hq.dhs.gov