



## Civil Rights Evaluation Tool Submission Template

### Item 1: Complaints/Lawsuits

The U.S. Department of Homeland Security, Office for Civil Rights and Civil Liberties (CRCL) has developed this template to provide recipients with a resource for use when submitting information to complete Section 4, Item 1 of the Civil Rights Evaluation Tool. Recipients are **not required** to use the template when submitting responses.

**Required Information:** Provide the total number of complaints or lawsuits against the recipient during the past three (3) years alleging discrimination on the basis of race, color or national origin (including limited English proficiency), sex, age, disability, religion, or alleging retaliation. **For each complaint or lawsuit, state the following: a. Employment or non-employment related; b. Basis (race, color, national origin, including limited English proficiency, sex, age, disability, religion); and c. Status (pending, closed with finding, closed with no findings).** Additionally, if a court or administrative agency made a finding of discrimination in a non-employment complaint during the past three (3) years, include a copy of the complaint and findings with your submission. Responses should not include any personally identifiable information (PII). PII is any information that permits the identity of an individual to be directly or indirectly inferred, including any information which is linked or linkable to an individual.

Check the box that reflects the accurate statement for your organization and provide the information below if applicable.

Our organization has NO discrimination complaints or lawsuits to report for the reporting period. No additional information is required.

Our organization has discrimination complaints and/or lawsuits to report for the reporting period. If so, complete the chart below. (If there are findings of discrimination in a non-employment complaint or lawsuit, make sure to include a copy of the complaint and findings with the completed chart.

**TIP:** For 2-year update submissions please provide the total number of complaints or lawsuits received against the recipient since the last submission.

### Complaints

Employment or Non-Employment	Basis	Status	Date Filed (optional)



# Homeland Security


### Lawsuits

<b>Employment or Non-Employment</b>	<b>Basis</b>	<b>Status</b>	<b>Date Filed (optional)</b>

**Additional Resources:**

CRCL presentation on reporting [Complaints, Compliance Reviews, and Designated Staff](#), slides 13-20.