Homeland Security

Civil Rights Evaluation Tool Submission Template
Item 3: Designated Staff

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 3 of the Civil Rights Evaluation Tool. Recipients are **not required** to use this template when submitting responses.

Required Information: Provide a statement affirming that staff has been designated to coordinate and carry out the responsibilities for compliance with civil rights laws, and a description of the responsibilities of any such staff**.**

TIP: Include the names and titles for the primary designated staff member(s). Although boards and commissions, etc. may be responsible for implementing the organization's external civil rights obligations, the designated staff should be the primary person(s) responsible for implementing the policies and procedures related to the Civil Rights Evaluation Tool.

TIP: You do not need to attach position descriptions; simply provide a short statement summarizing the designated staff's responsibilities regarding external civil rights compliance.

Enter name(s) and title(s) of primary designated staff and a description of their responsibilities:

Example: *[Designated staff] are responsible for compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educations Amendments Act of 1972, the Age Discrimination Act of 1975, and 6 C.F.R Part 19, including but not limited to processing discrimination complaints filed by program beneficiaries, responding to requests from the public for reasonable modifications from persons with disabilities, and coordinating the translation of documents and interpretation services to provide meaningful access to persons with limited English proficiency.*

Additional Resources: CRCL's presentation on reporting Complaints, Compliance Reviews, and Designated Staff, slides 24-26.