



Homeland Security

Civil Rights Evaluation Tool Submission Template

Item 4: Nondiscrimination Policy Statement

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

Required Information: Provide a copy of the recipient's nondiscrimination policy statement referencing the laws and regulations in Section 3 of the Civil Rights Evaluation Tool.

To use the sample fillable template, please go to [Sample Policy and Notice of Nondiscrimination for Recipients](#).

If you choose to provide your own policy, please ensure it includes the following elements:

- A statement of commitment to nondiscrimination in the recipient's external-facing programs, services, and activities.
- The authorities and regulations listed in Section 3 of the Civil Rights Evaluation Tool.
 - Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including language).
 - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
 - Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
 - Age Discrimination Act of 1975, which prohibits discrimination based on age.
 - U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.
- A statement prohibiting retaliation.
 - Example: *It is against the law for [Name of recipient] to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.*

Additional Resources:

- CRCL's presentation on [Developing a Nondiscrimination Policy and Complaints Process](#), slides 13-20.
- For the sample fillable template in other languages, recipients can select from the translations below based on the language needs of their program beneficiaries: [Arabic](#), [Simplified Chinese](#), [Traditional Chinese](#), [French](#), [Haitian Creole](#), [Korean](#), [Russian](#), [Spanish](#), [Tagalog](#), [Vietnamese](#).