

DEPARTMENT OF HOMELAND SECURITY  
**CIVIL RIGHTS COMPLIANCE FORM**

OMB Control No. 1601-NEW  
 Expiration Date MM/DD/YYYY

**Section 1: Instructions**

Entities selected to receive a grant, cooperative agreement, or other award of Federal financial assistance from the U.S. Department of Homeland Security (DHS) or one of its Components must complete this form and submit all required data within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of this form from DHS or its awarding component. Recipients are required to provide this information once every two (2) years, not every time a grant is awarded. Entities whose award does not run a full two (2) years are required to provide the information again if they receive a subsequent award more than two (2) years after the prior award.

Please refer to Section 6 for instructions on submitting the completed form and all supporting documentation to DHS. Submission of a completed form, including supporting materials, by the deadline, is required to meet regulatory compliance requirements. This form clarifies the recipient's civil rights obligations and related reporting requirements contained in the [DHS Standard Terms and Conditions](#).

**For State Administering Agencies:**

State Administering Agencies will receive this form directly from DHS, rather than in conjunction with a Notice of Award, and must complete this form and submit all required data within thirty (30) days of receipt. State Administering Agencies, like other recipients, are required to provide this information once every two (2) years, not every time a grant is awarded.

**For Subrecipients:**

Subrecipients are entities to whom Federal financial assistance is extended through another recipient, and do not receive financial assistance directly from DHS. Subrecipients are not required to complete and submit this form to DHS. However, subrecipients have the same obligations as their primary recipient to comply with applicable civil rights requirements and should follow their primary recipient's procedures regarding the submission of civil rights information.

**Section 2: Organization Information**

Organization Name:	DUNS Number:
Address (Street, City, State, Zip code):	
Contact Person / Title:	
Email / Telephone:	
Grant Agreement Number:	Federal Award Identification Number:

**Section 3: Assurance to Comply with Civil Rights Requirements**

As a condition of receipt of Federal financial assistance, the recipient acknowledges and agrees that it is in compliance at the time of signing this document and will continue to be in compliance for the duration of the Federal financial assistance (and require any subgrantees, contractors, successors, transferees, and assignees to comply) with applicable provisions of laws and policies prohibiting discrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits recipients of Federal financial assistance from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), as implemented by DHS Title VI regulation 6 C.F.R Part 21, and FEMA Title VI regulation 44 C.F.R. Part 7.
  - Language Access: National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to its programs and activities. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. Recipients should follow agency guidance: *Guidance to Federal Financial Assistance Recipients Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (see link below in Section 7).

- Environmental Justice: In accordance with Title VI, recipients must ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through contractual or other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin.
- Property: Where the Federal financial assistance is to provide or is in the form of personal property, or real property or interest therein or structures thereon, this assurance shall obligate the recipient and any transferee to comply with all applicable requirements imposed by 6 C.F.R Part 21 and 44 C.F.R. Part 7 for the period during which the property is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability (29 U.S.C. 794), provides that no otherwise qualified individual with a disability in the United States will, solely by reason of the disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.
  - In order to ensure compliance, recipients must provide program access, ensure effective communication, and provide physical access for persons with disabilities. Recipients are encouraged to consider the need for accessibility and reasonable accommodations and modifications for persons with disabilities both in developing budgets and in conducting programs and activities.
  - Americans with Disabilities Act: Recipients may also have obligations under the Americans with Disabilities Act of 1990 (ADA), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101–12213). The U.S. Department of Justice (DOJ) has the lead responsibility for the enforcement of the ADA, with other federal agencies having enforcement responsibilities for specific areas such as employment, transportation, and telecommunications.
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) as implemented by DHS Title IX regulations 6 C.F.R. Part 17, and FEMA Title IX regulations 44 C.F.R Part 19.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age (42 U.S.C. 6101 et seq.) as implemented by FEMA Age Discrimination Act regulations, 44 C.F.R. Part 7.
- DHS regulation 6 C.F.R. Part 19: *Nondiscrimination in Matters Pertaining to Faith-based Organizations*, which prohibits organizations that receive financial assistance from DHS for a social service program from discriminating against beneficiaries on the basis of religion or religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, and generally requires recipients subject to the regulation to provide certain protections, and notice of those protections, to their beneficiaries.

The United States has the right to seek judicial and administrative enforcement of this assurance document.

**Section 4: Required Information:** Recipients of Federal financial assistance from DHS must provide the following compliance information in accordance with the nondiscrimination authorities listed in Section 3. State Administering Agencies must provide this information for their own agency and also describe how subrecipients are monitored (see Item 7).

**Note:** For recipients who have previously submitted this form in the last two (2) years, if the information provided in response to any of the items below has not changed since the last submission, and there are no additional updates, please indicate “no change” under each applicable item; do not re-submit information previously submitted.

1. Provide a brief description of any complaints or lawsuits against the recipient during the past five (5) years alleging discrimination on the basis of race, color or national origin (including limited English proficiency), sex, age, disability, or alleging retaliation. The description should distinguish employment-related complaints or lawsuits from non-employment related complaints or lawsuits and include the following information: total number of complaints or lawsuits by protected bases and status (pending, closed with findings, closed with no findings). Additionally, if a court or administrative agency made a finding of discrimination against the recipient during the past five (5) years, the recipient must forward a copy of the complaint and findings to DHS.  
  
The recipient agrees to notify DHS, within sixty (60) days of receipt, of any such lawsuits against the recipient or any findings of discrimination against the recipient that occur throughout the duration of Federal financial assistance.  
  
**Responses should not include personally identifiable information (PII) that is outside of public record. 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.**

2.	Provide a brief description of any civil rights compliance reviews regarding the recipient conducted during the two (2) year period before this award of DHS Federal financial assistance, and provide information concerning the agency or organization performing the review. The recipient agrees to provide periodic updates of such ongoing reviews, including any findings made by such reviews, and to promptly notify DHS of any additional compliance reviews for the duration of the Federal financial assistance.
3.	Provide a list of all other federal agencies from whom the recipient receives financial assistance or has a pending application for financial assistance at the time of this award of DHS Federal financial assistance. The recipient agrees to notify DHS, for the duration of the DHS Federal financial assistance, of any new applications for financial assistance from federal agencies not previously reported on this form.
3a.	State whether any agency listed by the recipient in response to Section 4, no. 3 has found the recipient to be in noncompliance with any civil rights requirements.
4.	Provide a statement affirming that staff has been designated to coordinate and carry out the responsibilities for compliance with civil rights laws, a description of the responsibilities of any such staff, and a list of all federal civil rights laws that the staff coordinates and enforces.
5.	Provide a copy of the recipient's nondiscrimination policy stating that programs and services will be provided without regard to race, color, national origin, disability, sex, or age, as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act of 1972, and the Age Discrimination Act of 1975. The policy should also state that Federal law prohibits retaliatory acts against any individual involved in a complaint, investigation, or other proceeding related to prohibited discrimination.
6.	Provide a copy of the recipient's discrimination complaints process.
7.	Provide a copy of the recipient's plan to ensure compliance in subrecipient programs (if applicable). The plan should describe how the recipient will ensure that subrecipients conducting portions of covered programs or activities and subcontractors conducting contracted or subcontracted portions of programs or activities comply with the nondiscrimination provisions.
8.	Provide copies of the recipient's policy and procedures used to ensure nondiscrimination based on disability and equal opportunity for persons with disabilities to participate in and benefit from the recipient's programs and activities, including policy and procedures for providing program access, procedures to ensure effective communication with individuals who are deaf or hard of hearing, are blind or have low vision, have speech disabilities, or have intellectual or developmental disabilities, and policy and procedures for providing physical access to the recipient's facilities.
9.	Provide copies of the recipient's policy and procedures regarding the requirement to provide meaningful access to programs and services to individuals with limited English proficiency (LEP).
DHS may request additional information from the recipient, as necessary, to ascertain compliance with relevant civil rights requirements. Examples include, but are not limited to, program beneficiary data by race, color, and national origin, a self-evaluation with regard to the recipient's compliance with Section 504 of the Rehabilitation Act of 1973, etc. Please refer to the DOJ regulation on <i>Coordination of Enforcement of Non-discrimination in Federally Assisted Programs</i> (28 C.F.R 42.406(b)).	
<b>Section 5: Certification</b>	
I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete.	
Name and Title of Authorized Official:	Date:
<b>Section 6: Instructions for Submitting Responses</b>	
Submit completed forms and all supporting documentation to: <a href="mailto:CivilRightsComplianceForm@hq.dhs.gov">CivilRightsComplianceForm@hq.dhs.gov</a>	
<b>Section 7: Additional Information</b>	
Compliance resources for recipients: <a href="http://dhs.gov/resources-recipients-dhs-financial-assistance">http://dhs.gov/resources-recipients-dhs-financial-assistance</a>  Information on obligations regarding nondiscrimination on the basis of race, color, and national origin: <a href="https://www.dhs.gov/publication/title-vi-dhs">https://www.dhs.gov/publication/title-vi-dhs</a>  Information on obligations regarding persons with LEP: <a href="http://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited">http://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited</a>	

Information on obligations regarding persons with disabilities:  
<http://www.dhs.gov/disability-access-department-homeland-security>

**For questions and assistance with this form, please contact:**

DHS Office for Civil Rights and Civil Liberties

Email: [CivilRightsComplianceForm@hq.dhs.gov](mailto:CivilRightsComplianceForm@hq.dhs.gov)  
Phone: 202-401-1474  
Toll Free: 1-866-644-8360  
TTY: 202-401-0470  
Toll Free TTY: 1-866-644-8361

Federal Emergency Management Agency, Office of Equal Rights (for FEMA recipients):

Email: [fema-civil-rights-form@fema.dhs.gov](mailto:fema-civil-rights-form@fema.dhs.gov)  
Phone: 202-646-3535

**Paperwork Reduction Act**

The public reporting burden to complete this information collection is estimated at 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and the completing and reviewing the collected information. The collection of information is mandatory. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

ATTN: PRA [OMB Control No.1601-NEW].  
Office for Civil Rights and Civil Liberties  
U.S. Department of Homeland Security  
Building 410, Mail Stop #0190  
Washington, D.C. 20528