

1601—0024 DHS Civil Rights Evaluation Tool

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The Department of Homeland Security (DHS) Civil Rights Evaluation Tool (CRET) is a data collection instrument and technical assistance tool to assist recipients of DHS financial assistance in understanding and meeting their existing requirements under civil rights laws and regulations.

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For questions related to the CRET or accessing the online portal, please consult the [DHS Civil Rights Resources for Recipients Webpage](#) or email the DHS Office for Civil Rights and Civil Liberties at CivilRightsEvaluation@dhs.gov.

For information on completing Section 4 of the CRET, please consult our [How-to Guide](#).

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Section 1: Instructions

Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of Federal financial assistance from the U.S. Department of Homeland Security (DHS) or one of its awarding component agencies must complete this tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award.

This tool clarifies the civil rights obligations and related reporting requirements contained in the [DHS Standard Terms and Conditions](#).

Subsequent submissions: After the initial submission, recipients are required to complete the tool once every two (2) years (the 2-Year Update) if they have an active award, not every time an award is made. After the initial submission, recipients are only required to submit updates. If there are no updates since the initial submission, the recipient can indicate "no change" in its responses to the required information in Section 4 of this tool to satisfy the biyearly requirement. Recipients should not re-submit information previously submitted. The due date for submitting the 2-Year Update is calculated from two (2) years from the date the recipient last submitted the tool to DHS. DHS will send an email reminder to the contact person identified in Section 2 prior to the due date for the 2-Year Update.

Subrecipients: Subrecipients are not required to complete and submit this tool to DHS. However, subrecipients have the same obligations as pass-through entities and recipients to comply with applicable civil rights requirements and should follow their pass-through entities' instructions for submitting civil rights information to those entities.

Extensions: The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@dhs.gov prior to expiration of the 30-day deadline.

Section 2: Organization Information

Keywords

[OFFICE FOR CIVIL RIGHTS AND CIVIL LIBERTIES \(OCCLL\)](#)

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Section 2: Organization Information

Organization Name	Unique Entity Identifier	Contact Person
Department of Squirrels	102102102102	Amy Vance
Street	City	Telephone
15 Squirrel Street	Falls Church	555-555-8391
State	Zipcode	Email
VA	22042	amy.vance@hs.dhs.gov
Grant Agreement Number (Optional)	Federal Award Identification Number (Optional)	Title
		Chief Walnut

Submission Information

Current Submission

Name	Submission Type	Submission Status	Created On (ET)
2024 - Initial Submission	Initial Submission	Draft	5/15/2024 11:50:56 AM



Previous Submission

Name	Submission Type	Submission Status	Received Date (ET)
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There are no records to display.

Keywords

[OFFICE FOR CIVIL RIGHTS AND CIVIL LIBERTIES \(OCCAL\)](#)

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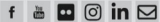
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UAT CRET 2023

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Section 1: Instructions +

Section 2: Organization Information +

Section 3: Civil Rights Requirements -

As a condition of receipt of Federal financial assistance, the recipient is required 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, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
- 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.

Section 4: Required Information +

Section 5: Additional Information +

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Section 4: Required Information	—

To begin completing Section 4 of the DHS Civil Rights Evaluation Tool, please click Next below.

Reminders:

Responses in this Section should cover the entire recipient entity (for example, the Fire Department or State Administrative Agency) and should not be limited to the program(s) funded with DHS financial assistance. In cases where the recipient is a city, town, or other jurisdiction, the responses in this Section should cover the entity or entities receiving the federal assistance (for example, the Fire Department or Police Department).

Recipients should not delay in submitting responses to the items in Section 4 because of missing or incomplete civil rights data, policies or procedures, or because information is in draft form. Once the responses are submitted and reviewed, the recipient will be given specific feedback and additional time to address insufficiencies. DHS also has available resources to assist recipients in completing Section 4, which are addressed on the following pages.

Section 4: Additional Information

Keywords

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Item 1: Complaints

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:

- Employment or non-employment related;
- Basis (race; color; national origin, including limited English proficiency; sex; age; disability; religion); or alleging retaliation; and
- Status (pending, closed with findings, closed with no findings).

Additionally, if a court or administrative agency made a finding of discrimination in a non-employment complaint for the above three (3) years, forward a copy of the complaint and findings to DHS.

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.

If your organization has discrimination complaints or lawsuits to report, enter the required information in the grid below or upload the required information.

Tip: For 2-year CRET updates, report complaints or lawsuits since the last CRET submission.

☐ Check this box if your organization has NO discrimination complaints or lawsuits to report. No additional information is required.

Complaints & Lawsuits						+ Create
Category	Type	Status	Basis	Month	Year	Created On ↓

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Compliance Reviews

Item 2: Compliance Reviews

Required Information: 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.

If your organization has been subject to a civil rights compliance review conducted by an external entity during the reporting period, upload the required information below or complete and upload the [Compliance Review Template](#).

TIP: For 2-year CRET updates, report compliance reviews since the last CRET submission.

☐ Check this box if your organization has NOT been subject to a civil rights compliance review conducted by an external entity during the reporting period. No additional information is required.

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Item 3: Designated Staff

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. Upload the required information below or complete and upload the [Designated Staff Template](#). **TIP:** Your response should address your entity's **external-facing** programs, services, and activities. Responses that address the entity's employment related policies and practices are **not** responses.

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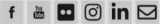
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Nondiscrimination Policy

Item 4: Nondiscrimination policy

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

Upload the required information below or complete and upload the [Nondiscrimination Policy Template](#).

Tip: Your response should address your entity's **external-facing** programs, services, and activities. Responses that address the entity's employment related policies and practices are not response.

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Complaints Process

Item 5: Complaints Process

Required information: Provide a copy of the recipient's discrimination complaints process.

Upload the required information below or complete and upload the [Complaint Process Template](#).

*TIP: Your response should address your entity's **external-facing** programs, services, and activities. Responses that address the entity's employment related policies and practices are not responsive.*

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Sub Recipient Monitoring

Item 6: Sub Recipient Monitoring

Required Information: Provide a copy of the recipient's plan to ensure compliance in subrecipient programs (only applies to state administering agencies and other recipients that provide assistance to subrecipients). The plan should describe the process for conducting reviews of subrecipients. If your organization has subrecipients, upload the required information below or complete and upload the [Subrecipient Compliance Program Template](#).
☐ Check this box if your organization does NOT have any subrecipients (not limited to subrecipients of DHS awards). No additional information is required.

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Item 8: Language Access

Required Information: 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).

Upload the required information below or complete and upload the [Language Access Policy and Procedures Template](#).

TIP: Your response should address your entity's **external-facing** programs, services, and activities. Responses that address the entity's employment related policies and practices are not responsive.

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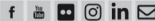
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Section 3: Civil Rights Requirements	+
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[See resources for recipients related to the above requirements.](#)

For questions and assistance with this form, please contact:

DHS Office for Civil Rights and Civil Liberties
Email: OCCR@rights.evaluation@dhs.gov
Phone: 202-401-1474
Toll Free: 1-866-644-8360
TTY: 202-401-0479
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
Phone: 202-646-3535

Paperwork Reduction Act

The public reporting burden to complete this information collection is estimated at 3 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. 1001-NEW),
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security
Building 410, Mail Stop #0190
Washington, D.C. 20518

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 - ATTN: PRA [OMB Control No.1601-0024]. Antidiscrimination Group; CRCL MS 0190, Department of Homeland Security, 2707 Martin Luther King Jr AVE SE, Washington, DC 20528-0190, 202-401-1474, crcl@hq.dhs.gov