



# Civil Rights Resources for DHS Recipients

*Quarterly Outreach – June 2021*

Greetings:

You are receiving this email because you are a recipient of federal financial assistance from the U.S. Department of Homeland Security (DHS). On behalf of the DHS Office for Civil Rights and Civil Liberties (CRCL), we'd like to thank you for your commitment to carrying out your programs, services, and activities without discrimination, and for all of your efforts to fulfill your civil rights requirements as a recipient of federal financial assistance.

This email is the third in our series of **Quarterly Civil Rights Resource Emails for DHS Recipients**. These emails provide up-to-date information to DHS recipients on reminders, resources, upcoming events, and FAQs to assist recipients in meeting their civil rights requirements.

## Reminders

All primary recipients of DHS financial assistance are required to complete the [DHS Civil Rights Evaluation Tool](#) within 30 days of receipt of the Notice of Award from DHS or its awarding component agency (FEMA, USCG, etc.). After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. For more information on this requirement, please consult the [DHS Standard Terms and Conditions](#), DHS Specific Acknowledgement and Assurances, Item #5.

DHS recently launched the Customer Management Relationship (CRM) system to improve processing of recipient submissions of the DHS Civil Rights Evaluation Tool. The CRM system generates submission feedback emails and automated reminders to recipients. These emails are sent from [CRCLProgramsCRM@hq.dhs.gov](mailto:CRCLProgramsCRM@hq.dhs.gov). Please check your spam filter settings to ensure you are receiving these emails. Recipients should continue to submit the DHS Civil Rights Evaluation Tool and any related questions to our main email address: [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov).

## Resources

Our in-depth training presentations are online! These presentations offer helpful information for implementing civil rights requirements in recipient programs and activities.

- [Training Presentation: Disability Access in Recipient Programs and Activities](#)
- Training Presentation: Language Access in Recipient Programs and Activities – *coming soon*

These training presentations, along with the rest of our resource materials, are all available online. Please visit the [DHS Recipient Civil Rights Resources webpage](#).

## Upcoming Events

- CRCL conducts a **Monthly Civil Rights Webinar Series for DHS Recipients** on the last Thursday of each month. The webinars cover different topics related to civil rights compliance and the DHS Civil Rights Evaluation Tool. To be added to our contact list for webinar announcements, please email us at [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov).

## Frequently Asked Questions

**Question:** My organization has never encountered anyone with limited English proficiency, does the language access requirement in Section 4, Item 8 of the DHS Civil Rights Evaluation Tool apply to my organization?

**Answer:** Yes. While your organization may have yet to encounter a person with limited English proficiency (LEP), the recipient should consult demographic data to assess the number or proportion of LEP persons *eligible to be served or likely to be encountered*. Regardless of LEP population size, recipients still have an obligation to take reasonable steps to ensure that LEP persons have meaningful access to the organization's programs and activities. DHS requires recipients to provide a policy and procedures that describes the steps the recipient will take to meet this obligation. For more information on your language access requirements, please refer to the [DHS Language Access Guidance for Recipients](#).

For questions or additional information about DHS recipient civil rights requirements and resources, please visit our website [DHS Recipient Civil Rights Resources webpage](#) or send us an email at [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov).

We look forward to engaging with you this summer!

Sincerely,

Office for Civil Rights & Civil Liberties  
U.S. Department of Homeland Security  
[CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov)  
[DHS Recipient Civil Rights Resources webpage](#)