



# Civil Rights Resources for DHS Recipients

*Quarterly Outreach - March 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 second 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, Items #5 and #6.

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).

## Resources

Our webinar presentations are online! These presentations offer helpful information and answer many frequently asked questions about the DHS Civil Rights Evaluation Tool.

- [Presentation: Overview of the DHS Civil Rights Evaluation Tool](#)
- [Presentation: Complaints, Compliance Reviews, and Designated Staff](#)
- [Presentation: Developing a Nondiscrimination Policy and Complaint Process](#)
- [Presentation: Developing a Language Access Policy and Procedures](#)
- [Presentation: Developing a Disability Access Policy and Procedures](#)

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

## Upcoming Events

- **Disability Access Training for DHS Recipients on May 5, 2021 at 1:00pm EDT:** CRCL will host a 3-hour interactive training for DHS recipients on meeting their obligations to ensure nondiscrimination and accessibility for persons with disabilities in their programs and activities. This training will cover topics such as programmatic access, effective communication, reasonable accommodation (or modification), and tips for interacting with persons with disabilities. This virtual training is intended for recipients providing public-facing programs, services, or information. Capacity is limited, so please email us at

[CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) to reserve your space. If you require a reasonable accommodation to participate in this training (e.g., an ASL interpreter, captioning, etc.) please contact Amy Vance by email at [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) or by phone at (202) 510-1044 no later than 4/28/2021.

- **Language Access Training for DHS Recipients on June 10, 2021 at 9:00am EDT:** CRCL will host a 3-hour in-depth training for DHS recipients on meeting the obligation to take reasonable steps to provide meaningful access to programs and activities for persons with limited English proficiency (LEP). This training will cover topics such as identifying LEP populations and languages spoken, providing language services such as written translation and oral interpretation, and developing multilingual websites. This virtual training is intended for recipients that serve or encounter, or are likely to serve or encounter, persons with LEP, whether in-person, over the phone, or via information online. Capacity is limited, so please email us at [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) to reserve your space. If you require a reasonable accommodation to participate in this training (e.g., an ASL interpreter, captioning, etc.) please contact Amy Vance by email at [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) or by phone at (202) 510-1044 no later than 6/03/2021.

### Frequently Asked Questions

**Question:** How can I find out if my organization has already submitted the DHS Civil Rights Evaluation Tool?

**Answer:** Please email us at [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). We will query our database to determine if your organization has a Civil Rights Evaluation Tool already on file, and if so, when the next 2-year Tool update is due.

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 Spring!

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](#)