



Civil Rights Resources for DHS Recipients

Quarterly Outreach – September 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 fourth 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.

CRCL 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. Please check your spam filter settings to ensure you are receiving these emails. CRCLProgramsCRM@hq.dhs.gov is a DO NOT REPLY account, so recipients should continue to submit the DHS Civil Rights Evaluation Tool and any related questions to our main email address: CivilRightsEvaluation@hq.dhs.gov.

Resources

Our resource guides for developing civil rights policies and procedures are online! If you need assistance developing a basic external-facing civil rights policy, please refer to our [Sample Policy Statement and Notice of Nondiscrimination](#), available in eleven languages. As a reminder, your organization's policy statement should be made available to your program beneficiaries (e.g., customers, clients, members of the public, etc.). This can be accomplished by posting the statement on your website and in program materials, in your facilities, or through other communication means that are applicable to your organization.

This sample policy, 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.

Frequently Asked Questions

Question: My organization does not have in place the external-facing civil rights policies and procedures required in Section 4 of the DHS Civil Rights Evaluation Tool, can I request an extension?

Answer: Yes. CRCL will consider, in its discretion, granting an extension to submit the DHS Civil Right Evaluation Tool if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline. CRCL typically approves extensions of two weeks to two months.

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.

We look forward to engaging with you this fall!

Sincerely,

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