



Homeland Security

Civil Rights Evaluation Tool Submission Template

Item 7: Disability Access

The U.S. Department of Homeland Security, Office for Civil Rights and Civil Liberties (CRCL) has developed this template to provide recipients with a resource for use when submitting information to complete Section 4, Item 7 of the Civil Rights Evaluation Tool. Recipients are **not required** to use the template when submitting responses.

Required Information: Provide copies of the recipient’s policy and procedures used to ensure nondiscrimination and equal opportunity for persons with disabilities to participate in and benefit from the recipient’s programs and services.

If you choose to provide your own policy and/or procedures, please ensure they include the following elements:

- **Policy:** A policy statement that prohibits discrimination on the basis of disability in the provision of the recipient’s external-facing programs, services, and activities to its program beneficiaries (e.g., program participants, customers, clients, consumers, members of the public). You may also choose, instead, to include disability as a protected basis in the recipient’s overarching nondiscrimination policy statement (provided in response to Item 4) as your response to this Item.
- **Procedure:** A reasonable modification procedure that describes how the recipient accepts and responds to requests for modifications from program beneficiaries (e.g., program participants, customers, clients, consumers, members of the public). The procedure should describe at a minimum how the recipient notifies program beneficiaries of how to request reasonable modifications, and how the recipient accepts and responds to requests for reasonable modifications.

Additional Resources¹:

- [CRCL’s presentation on Developing Disability Access Policy and Procedures.](#)
- [Reasonable Accommodation Guidance for DHS Recipients.](#)

¹ Recipient resource materials referencing the term “reasonable accommodation” will be updated to “reasonable modification” to align this terminology used under Section 504 of the Rehabilitation Act of 1973 with the terminology used under Title II of the Americans with Disabilities Act of 1990, as amended. There will also be additional updates to certain language in the resource materials as part of this forthcoming effort to align the terminology used under Section 504 with the terminology used under the ADA as outlined above.