

CIVIL RIGHTS METHODS OF ADMINISTRATION

Objective:

The Nevada Office of the Attorney General (OAG) Grants Unit recognizes the necessity in establishing a policy and procedure in relation to civil rights. This document identifies the process in which:

1. Sub-recipients will be notified of their civil rights obligations through standard assurances;
2. Written procedures are established to address discrimination complaints filed against sub-recipients;
3. Methods to monitor sub-recipients' compliance with civil rights requirements; and
4. A program to train sub-recipients on applicable civil rights laws.

All individuals have the right to participate in programs and activities regardless of race, color, national origin, sex, religion, disability, and age. These classes are protected from discrimination in employment and in the provision of services.

In addition to these, sub-recipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity.

The OAG Grants Unit will ensure compliance with the following statutes and regulations:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin in the delivery of services (42 U.S.C. § 2000d), and the Department of Justice (DOJ) implementing regulations at 28 C.F.R. pt. 42, subpt. C;
2. Applicable program statutes, including the Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, and sex in the delivery of services and employment practices (34 U.S.C. §10228(c) and 10221(a) and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpt. D; the Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, and disability in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)); the Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, sex, and handicap in the delivery of services and employment practices (34 U.S.C. § 20110(e)); and the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, and sex in the delivery of services and employment practices (34 U.S.C. § 11182(b)).
3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 7947), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpt. G;
4. Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. pt. 35;

5. Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. pt. 54;
6. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpt. I; and
7. The DOJ regulations on Partnerships with Faith-Based and Other Neighborhood Organizations, which prohibit federally-assisted social service programs from discriminating in the delivery of services or benefits on the basis of religion (28 C.F.R. pt. 38).

These laws prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

The OAG's procedures for reviewing and processing discrimination complaints filed against sub-recipients are set forth in its "Complaint Procedures".

Sub-recipient Notification of Civil Rights Obligations through Standard Assurances:

1. Each sub-recipient will receive sub-grant terms and conditions which will include standard assurances notifying them of their civil rights obligations.

Written Procedures to Address Discrimination Complaints Filed Against Sub-Recipients:

1. Complaints from any source are to be submitted on the Written Complaint Statement of Concern/Complaint with Grant Programs Form to the OAG Grants Manager within 180 days or 1 year from the date of the alleged discrimination, depending on the relevant statute.
2. The complaints are to be submitted to:

Debbie Tanaka, Grants Manager
Office of the Attorney General
100 North Carson Street
Carson City, NV 89701

Or dtanaka@ag.nv.gov

3. The OAG Grants Manager will review any and all complaints in an objective and impartial manner and provide the complainant with written acknowledgement of the complaint and how correspondence will be administered throughout the investigation as well as an explanation of how the complaint will be investigated upon and resolved.
4. Any person who submits a complaint of impermissible discrimination is notified promptly that a complaint also may be filed with the Office of Justice Programs' (OJP) Office for Civil Rights, by submitting a written complaint to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street N.W.
Washington, DC 20531

Methods to Monitor Sub-Recipients' Compliance with Civil Rights Requirements:

1. Sub-recipients will be monitored at least once per grant cycle in which the OAG will use a checklist that monitors for compliance with applicable civil rights requirements.
2. Please see
 - a. Sub-Grantee Monitoring Procedure; and
 - b. On-Site Review Form

A Program to Train Sub-Recipients on Applicable Civil Rights Laws:

1. Sub-recipients will be provided information on the DOJ OJP's Sample Civil Rights Compliance Checklist which can be found at https://ojp.gov/about/ocr/sample_documentation.htm
2. Sub-recipients will also be required to complete the DOJ OJP online training which can be found at <https://ojp.gov/about/ocr/assistance.htm>
3. Sub-recipients will be required to complete the DOJ OJP online training annually.

The Methods of Administration will be submitted to the Office for Civil Rights every three years that summarize the policies and procedures that have implemented to ensure the civil rights compliance of sub-recipients.

Approved by:

_____	<u>Grants Manager</u>	_____
Signature	Title	Date