



# OFFICE OF WATER RESOURCES

## CIVIL RIGHTS RESPONSIBILITIES OF COMPLIANCE

### I. Purpose:

Recipients of United States Department of Homeland Security (DHS) grant awards must comply with applicable federal civil rights laws. As a recipient of such federal awards, the Alabama Department of Economic and Community Affairs (ADECA) Office of Water Resources (OWR) hereby establishes these Methods of Administration to ensure compliance with federal civil rights laws.

A. ADECA OWR will ensure compliance with the following statutes and regulations:

1. Title VI of the Civil Rights Act of 1964, as amended, and 42 U.S.C. § 2000d (prohibiting discrimination in federally assisted programs based on race, color, and national origin, including language, in the delivery of services or benefits);
2. Section 504 of the Rehabilitation Act of 1973, as amended, and 29 U.S.C. § 794 (prohibiting discrimination in federally assisted programs based on disability both in employment and in the delivery of services or benefits);
3. Title IX of the Education Amendments of 1972, as amended, and 20 U.S.C. § 1681 (prohibiting discrimination in federally assisted education programs based on sex both in employment and in the delivery of services or benefits);
4. Age Discrimination Act of 1975, as amended, and 42 U.S.C. § 6102 (prohibiting discrimination in federally assisted programs based on age in the delivery of services or benefits);
5. The U.S. Department of Homeland Security regulation 6 C.F.R. Part 19 (prohibiting discrimination based on religion in social services programs and in the delivery of services or benefits of federally-assisted programs);
6. Executive Order 13559, amending Executive Order 13279 (prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits); and

7. Title II of the Americans with Disabilities Act of 1990, as amended, and 42 U.S.C. § 12132 (prohibiting discrimination based on disability both in employment and in the delivery of services or benefits).

## **II. Policies and Procedures for Addressing Complaints of Impermissible Discrimination**

These policies and procedures apply to complaints of impermissible discrimination received from ADECA OWR employees, subrecipients (and their contractors or service providers), and any active or prospective program participants. Such individuals who believe they have been unlawfully discriminated against by reason of race, color, national origin, sex, religion, disability, and/or age pursuant to the federal civil rights laws governing DHS awards shall comply with the following procedures for filing a complaint:

- A. ADECA OWR employees shall comply with the policies and procedures set forth in the ADECA Employee Handbook for reporting impermissible discrimination.
- B. Employees of subrecipients and active or prospective program participants may file a written complaint alleging such discrimination within 180 days or one year of the alleged discriminatory act, depending on the relevant statute. Such complaint must be mailed to the OWR EEO Point of Contact at the following address:

Alabama Department of Economic and Community Affairs  
Office of Water Resources  
ATTENTION: OWR EEO Point of Contact  
Post Office Box 5690  
Montgomery, Alabama 36103-5690

The complaint should contain the following information:

1. The basis for the complaint, to include race, color, national origin, sex, religion, disability, and/or age, or retaliation;
  2. The name, home address, mailing address, and telephone number of the complainant;
  3. The name, business address, mailing address, and telephone number of the recipient, subrecipient, contractor, and/or service provider related to the individual(s) who is/are the subject(s) of the complaint;
  4. A description of the alleged discriminatory act(s) and the date(s) on which such act(s) took place; and
  5. The signature or affirmation of the complainant.
- C. In the event that ADECA OWR's EEO Point of Contact is determined to not be the appropriate person to process, manage, and investigate the complaint, another ADECA or ADECA OWR representative may be designated to serve in that capacity at the discretion of the ADECA Director and/or the ADECA OWR Division Chief.

- D. The OWR EEO Point of Contact shall be responsible for overseeing the process for handling and addressing any complaint of impermissible discrimination. Upon the conclusion of the investigation into a complaint, the OWR EEO Point of Contact will send a draft report of findings to the ADECA Legal Section. Once the ADECA Legal Section has reviewed and approved the draft, the OWR EEO Point of Contact will finalize the draft and submit it to ADECA's Director for final approval.
- E. All records of complaints of discrimination received by the ADECA OWR's EEO Point of Contact, and investigations conducted as a result thereof, will be retained in accordance with the ADECA OWR's record keeping requirements.
- F. Lastly, a finalized written letter of findings of compliance or noncompliance will be sent to the DHS Security Office for Civil Rights and Civil Liberties (CRCL). The complainant will be notified in writing by ADECA OWR as to whether the case was referred to DHS CRCL or whether there were no findings of noncompliance.
- G. A complaint of impermissible discrimination will be notified promptly that a complaint also may be filed with the DHS CRCL. There are a number of ways to file a complaint with DHS CRCL:

**Online Complaint Portal:**

<https://engage.dhs.gov/crcl-complaint>

**Email:**

CRCLCompliance@hq.dhs.gov

**U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop # 0190  
2707 Martin Luther King Jr Avenue SE  
Washington, DC 20528-0190