

DEPARTMENT OF HOMELAND SECURITY
CIVIL RIGHTS EVALUATION TOOL

OMB Control No. 1601-0024
Expiration Date 08/31/2024

Section 1: Instructions	
<p>Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of Federal financial assistance from the U.S. Department of Homeland Security (DHS) or one of its awarding component agencies must complete this tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award.</p> <p>Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions.</p> <p><u>Subsequent submissions</u>: After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. After the initial submission, recipients are only required to submit updates. If there are no updates since the initial submission, the recipient can indicate "no change" for each item as applicable to satisfy the biyearly requirement. Recipients should not re-submit information previously submitted. The due date for submitting updates is calculated from two (2) years from the date the recipient last submitted the tool to DHS. DHS will send an email reminder to the contact person identified in Section 2 prior to the due date for the biyearly update.</p> <p><u>Sub recipients</u>: Sub recipients are not required to complete and submit this tool to DHS. However, sub recipients have the same obligations as pass-through entities and recipients to comply with applicable civil rights requirements and should follow their pass-through entities' instructions for submitting civil rights information to those entities.</p> <p><u>Extensions</u>: The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension 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.</p>	
Section 2: Organization Information	
Organization Name:	DUNS Number:
Westville Fire District # 1	021757244
Address (Street, City, State, Zip code):	
23 West Olive Street Westville NJ 08093	
Contact Person / Title:	
Charles D. Murtaugh	
Email / Telephone:	
wfdadministrator@westvillefd.com 609-352-3219	
Grant Agreement Number:	Federal Award Identification Number:
n/a	EMW-2020-FF-01288
Section 3: Civil Rights Requirements	
<p>As a condition of receipt of Federal financial assistance, the recipient is required to comply with applicable provisions of laws and policies prohibiting discrimination, including but not limited to:</p> <ul style="list-style-type: none"> • Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency). • Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability. • Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities. • Age Discrimination Act of 1975, which prohibits discrimination based on age. • U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs. 	

Section 4: Required Information

<p>1. Provide the total number of complaints or lawsuits against the recipient during the past three (3) years alleging discrimination on the basis of race, color or national origin (including limited English proficiency), sex, age, disability, religion, or alleging retaliation. For each complaint or lawsuit, state the following:</p> <ul style="list-style-type: none">a. Employment or non-employment related: 0 b. Basis (race; color; national origin, including limited English proficiency; sex; age; disability; religion); or alleging retaliation: 0 c. Status (pending, closed with findings, closed with no findings): 0 <p>Additionally, if a court or administrative agency made a finding of discrimination in a non-employment complaint for the above three (3) years, forward a copy of the complaint and findings to DHS. – Not Applicable</p> <p>Responses should not include personally identifiable information (PII) that is outside of public record. PII is any information that permits the identity of an individual to be directly or indirectly inferred, including any information which is linked or linkable to an individual.</p>
<p>2. Provide a brief description of any civil rights compliance reviews regarding the recipient conducted during the two (2) year period before this award of DHS Federal financial assistance.</p> <p>The Westville Fire District # 1 has not been subject to a civil rights compliance review (this is a review that examines how the recipient is ensuring nondiscrimination in its program activities) by an external agency (e.g., a state human rights commission or other federal agency).</p>
<p>3. Provide a statement affirming that staff has been designated to coordinate and carry out the responsibilities for compliance with civil rights laws, and a description of the responsibilities of any such staff.</p> <p>The Westville Fire District # 1 Administrator is the primary designated staff member who is responsible for overseeing recipient compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Educations Amendments of 1972. The Westville Fire District # 1 Administrator’s responsibilities include overseeing the discrimination complaints process, developing and updating civil rights policies and procedures, processing requests for reasonable accommodations, coordinating the translation of vital documents, and processing requests for language interpretation.</p>
<p>4 . Provide a copy of the recipient's nondiscrimination policy statement referencing the laws and regulations in Section 3.</p> <p>Below is a copy of the Westville Fie District # 1’s nondiscrimination policy statement referencing the laws and regulations in Section 3:</p> <ul style="list-style-type: none">• Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).• Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.• Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.• Age Discrimination Act of 1975, which prohibits discrimination based on age. <p>U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.</p> <p>It is against the law for the Westville Fire District # 1 to retaliate against anyone who takes action to oppose discrimination, files a grievance or complaint, or participates in the investigation of a grievance or complaint with the above authorities.</p>

To File a Complaint

If you think that the Westville Fire District # 1 has failed to provide these services or discriminated in another way based on race, color, national origin (Including language), disability, sex, or religion, you can file a complaint by email at: wfdcommissioners@westvillefd.com or in writing to Westville Fire District # 1 Administrator 23 West Olive Street Westville NJ 08093.

5. Provide a copy of the recipient's discrimination complaints process.

If someone believes they have suffered from discrimination under a Westville Fire District # 1 provided service or program, they may contact the Westville Fire District # 1 to seek a resolution.

Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Westville Fire District # 1 Administrator. The Westville Fire District # 1 Administrator has been assigned as the Civil Rights Compliance Coordinator.

The primary means of initiating a complaint shall be through the Commendation / Complaint Form. The Commendation / Complaint Form shall be made available on the Westville Fire District # 1 public website and at its office located at 23 West Olive Street Westville NJ 08093.

The Commendation / Complaint Form is attached for reference in Appendix 2

Complaints must include the complainant's name, the nature of the complaint of alleged discrimination, the date(s), time(s), and location(s) that the alleged discrimination occurred, the date of filing of the complaint, and contact information for the complainant. The resolution to the alleged discrimination may be informal or formal.

Westville Fire District # 1 will take reasonable steps to ensure access to all people, and that accommodation is available to facilitate the communication with, and participation of, those persons with Limited English Proficiency and/or disability.

All Westville Fire District # 1 vehicles that are equipped with a tablet with internet access will also have the Language Identification Guide ("I Speak ..." Point to Your Language Card) installed, as well as an interactive written and audio transcription/translation program with all languages identified on the Language Identification Guide.

The Commendation / Complaint form is available via the Westville Fire District # 1 / Westville Fire department public website and in person at Westville Fire District # 1 office, where a translated paper copy of the Commendation / Complaint form will be provided at no cost.

Contact information for the Westville Fire District # 1 Administrator

E-mail: wfdadministrator@westvillefd.com ,

Phone: 856-456-9432

U.S. Mail: Westville Fire District # 1 23 West Olive Street Westville NJ 08093

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

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. Ave., SE Washington, D.C. 20528

For additional information: www.dhs.gov/crcl

Phone: 202-401-1474 Toll-Free: 1-866-644-8360

Complaint Processing

If the complaint is within the purview of Westville Fire District # 1, it will be promptly and impartially investigated. The Westville Fire District # 1's goal is to address complaints within 60 days of receipt. However, the time to investigate complaints carefully may be longer depending on the nature of the complaint and the complexity of the issue.

	<p>Preliminary Inquiry:</p> <p>The Westville Fire District # 1 Administrator will conduct a preliminary inquiry to determine the need for further investigation.</p> <p>The Westville Fire District # 1 Administrator will review the complaint and may solicit additional information from the complainant as needed. The case may be closed if additional information is requested and not received. The case may also be closed if the complainant no longer wishes, at any point in time, to pursue their complaint.</p> <p>If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.</p> <p>If the preliminary inquiry by the Westville Fire District # 1 Administrator of the Westville Fire District # 1 indicates that an investigation is warranted, the complainant will be notified in writing, and an interview will be scheduled.</p> <p>As a result of the interview, an informal resolution, if agreed to by the complainant and the Westville Fire District # 1 Administrator, will rectify the issue presented in an as-expedient manner as possible.</p> <p>Complaints warranting further investigation, and a formal resolution, will be promptly and impartially processed by the Westville Fire District # 1 Administrator.</p> <p>The complainant will be notified in writing of the results of the investigation, what actions will be taken as a formal resolution response, and a timeline to request review.</p>
6 .	<p>Provide a copy of the recipient's plan to ensure compliance in sub recipient programs (only applies to state administering agencies and other recipients that provide assistance to sub recipients). The plan should describe the process for conducting reviews of sub recipients.</p> <p>Not Applicable.</p>
7.	<p>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.</p> <p>Section 4, Item 4 provides the Westville Fire District # 1's policy and procedures used to ensure nondiscrimination and equal opportunity for persons with disabilities, including reasonable modification request procedures , to participate in and benefit from the Westville Fire District # 1's programs and services.</p> <p>If you need a reasonable accommodation, please contact the Westville Fire District # 1 Administrator at: Email: wfdadministrator@westvillefd.com or telephone 856-456-9432.</p> <p>The Westville Fire District # 1's may contact you to obtain more information about your request and to better understand your needs. In addition, the Westville Fire District # 1 may review your request to determine whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation in; whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation would fundamentally alter the nature of the Westville Fire District # 1 program or impose undue financial or administrative burdens on the Westville Fire District # 1.</p> <p>It should be noted that the Westville Fire District # 1 does not provide the service of initially receiving requests for emergency service responses or dispatching the appropriate emergency services (police, fire, and/or EMS) based upon the initial receipt of the requested service, i.e., 911 call center and dispatching service. Specifically, the Gloucester County Communications Center is responsible for those services. The specific policies and procedures of the Gloucester County Communications Center do not fall under the purview of the Westville Fire District # 1. However, the Gloucester County Communications Center has sufficient safeguards in place to ensure that LEP persons can immediately communicate the nature of the emergency through the use of bilingual staff members, on-demand translation services, and TDD or TTY communication devices.</p>

Upon being dispatched by the Gloucester County Communications Center to respond to an emergency location, the Westville Fire District # 1 will be notified of an LEP reporting party. The Westville Fire District # 1 will immediately respond to the location and render the appropriate emergency service. If necessary for immediate communication with an LEP reporting party or recipient of emergency services, the Westville Fire District # 1 will re-establish communication with the Gloucester County Communications Center for the continued communication through the use of translation services and TDD or TTY communication devices.

If exigent communication is not required for life and property preservation, the Westville Fire District # 1 will use the interactive written and audio translation/transcription program with all languages identified on the Language Identification Guide available on Westville Fire District # 1 vehicles that are equipped with a cellphone, tablet, or computer with internet access, also reference in Item 5. The Language Identification Guide and the interactive written and audio translation/transcription program are available for installation and use on personally owned cellphones and tablets of Westville Fire District # 1 personnel.

8. Provide copies of the recipient's policy and procedures regarding the requirement to provide meaningful access to programs and services to individuals with limited English proficiency (LEP).
- Section 4, Item 4 provides the Westville Fire District # 1's policy and procedures regarding the requirement to provide meaningful access to programs and services to individuals with limited English proficiency (LEP).
- The Westville Fire District # 1 meets the requirements to take reasonable steps to provide meaningful access to the organizations programs and services (not limited to the funded program(s) to individuals with limited English proficiency (LEP). The plan includes the following resources:
1. Number of LEP individuals eligible or likely to be served in the Borough of Westville by the Westville Fire District # 1 is 4304 (FY2022)
 - a. 10.5% of LEP persons speak Spanish
 - b. 3.0% of LEP persons speak Asian
 2. Methods to provide language assistance:
 - a. Written and electronic means to provide languages other than English
 - b. Departmental staff to provide oral interpretation of Spanish and Asian
 - c. Agreement with local schools to provide interpretation services for other languages
 3. Notification to LEP persons of the availability of free language services that are provided when LEP persons request services through the process described in the non-discrimination policy statement, Section, Item 4.

Section 5: Additional Information

Resources for recipients related to the above requirements: <http://dhs.gov/resources-recipients-dhs-financial-assistance>

For questions and assistance with this form, please contact:

DHS Office for Civil Rights and Civil Liberties
Email: CivilRightsEvaluation@hq.dhs.gov
Phone: 202-401-1474
Toll Free: 1-866-644-8360
TTY: 202-401-0470
Toll Free TTY: 1-866-644-8361

Federal Emergency Management Agency, Office of Equal Rights (for FEMA recipients):
Email: fema-civil-rights-form@fema.dhs.gov
Phone: 202-646-3535

Paperwork Reduction Act

The public reporting burden to complete this information collection is estimated at 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and the completing and reviewing the collected information. The collection of information is mandatory. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

ATTN: PRA [OMB Control No.1601-NEW].
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security
Building 410, Mail Stop #0190
Washington, D.C. 20528