



## Checklist

### **Applicants:**

- Complete the Preaward Compliance Review Report form (EPA Form 4700-4).

### **Recipients:**

- Adopt procedures explaining how complaints will be handled.
- Designate a coordinator to carry out applicable responsibilities.
- Post nondiscrimination notice in a prominent place, visible to the public.
- Post notice in a manner to accommodate those with impaired vision or hearing.
- Post notice in languages other than English, where applicable.
- Consider publishing nondiscrimination notice in newspapers, magazines, internal publications, and on agency letterhead.

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Official Business  
Penalty for Private Use  
\$300

Office of Civil Rights (1201A)  
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United States  
Environmental Protection  
Agency



## **Office of Civil Rights External Compliance Program**



## **Nondiscrimination Requirements for Applicants and Recipients of EPA Assistance**

*"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

*Title VI of the Civil Rights Act of 1964*

## Background

Under EPA's nondiscrimination regulations (**40 C.F.R. Parts 5 & 7**) the External Compliance Program ensures that recipients of EPA assistance comply with the relevant requirements under federal law. This is done by investigating complaints filed by the public which allege discriminatory conduct by EPA recipients, and through civil rights compliance reviews of recipient and/or applicant programs.



### EPA has nondiscrimination responsibilities under the following statutes:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972
- Title IX of the Education Act Amendments of 1972
- Age Discrimination Act of 1975



### Who must comply with EPA's Nondiscrimination Regulations?

All applicants for, and recipients of, EPA assistance are required to comply with the relevant federal nondiscrimination laws and regulations. These laws and regulations prohibit discrimination based on race, color, national origin, sex, age, or disability.

### General Requirements for Applicants for EPA Assistance

Applicants for EPA assistance shall submit an assurance with their applications stating that, with respect to their programs or activities receiving EPA assistance, they will comply with the requirements of EPA's nondiscrimination regulations. Applicants must also submit any other information that the OCR determines is necessary for preaward review. By accepting assistance from EPA, the applicant commits to comply with the requirements of 40 C.F.R. Parts 5 and 7. (**40 C.F.R. §§ 5.115, 7.80**)

### Procedural Requirements for Recipients of EPA Assistance



Adopt grievance procedures that assure the prompt and fair resolution of complaints that allege violations of 40 C.F.R. Parts 5 and 7. (**40 C.F.R. §§ 5.135(b), 7.90**)



If employing more than fifteen (15) people, designate at least one employee to coordinate efforts to comply with and carry out responsibilities under EPA's nondiscrimination regulations. (**40 C.F.R. §§ 5.135(a), 7.85(g)**)



Provide initial and continuing notice, in a prominent place, to the public that it does not discriminate on the basis of race, color, national origin, sex, age, or disability. Such notice must accommodate the vision or hearing impaired, and where applicable, be in a language or languages other than English. Methods of notice may also include publishing in newspapers and magazines, and placing in recipient's internal publications or on recipient's printed letterhead. (**40 C.F.R. §§ 5.140, 7.95(a)**)