



Kansas Governor's Grants Program  
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## **Kansas Governor's Grants Program Non-Discrimination Policy**

### **Notice of Prohibited Discrimination:**

It is the policy of the Kansas Governor's Grants Program (KGGP) that all individuals have the right to participate in employment, programs, and activities operated by the KGGP regardless of race, color, national origin, sex, religion, disability, and age. As a condition of state and/or federal grant funding, the KGGP agrees to operate in compliance with the following statutes and regulations and all other regulations implementing the same:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in the delivery of services and which entails taking reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. (42 U.S.C. § 2000d), and the Department of Justice (DOJ) implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- 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. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- 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. Part 35;
- 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. Part 54;
- 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. Part 42, Subpart I;

- Executive Order 13,559, amending Executive Order 13,279, and the DOJ implementing regulation, Partnerships with Faith-Based and Other Neighborhood Organizations 28 C.F.R. pt. 38 (prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits);
- Section 1407 of the Victims of Crime Act (VOCA) of 1984, which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability (42 U.S.C. § 10604 *et seq.*);
- The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672b); and
- Violence Against Women Act (VAWA) of 1994, as amended, 42 U.S.C. § 13925(b)(13) (prohibiting discrimination in programs either funded under the statute or administered by the Office on Violence Against Women, both in employment and in the delivery of services or benefits, based on actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity) (referring to the Safe Streets Act for enforcement).

In addition to these, if the KGGP is a recipient of funds under the Violence Against Women Act of 1994, as amended, these protections apply to individuals regardless of their sexual orientation or gender identity.

In addition to the protections listed above, these laws prohibit the KGGP from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

### **How to File a Complaint:**

If anyone believes the KGGP or a subgrantee has discriminated against an employee, a client, a customer or a program participant, or anyone else, and/or if an employee or subgrantee receives a complaint of alleged discrimination, please notify the KGGP's complaint coordinator by e-mail, letter, telephone, or fax:

Kansas Governor's Grants Program civil rights liaison: Erica Haas  
 900 SW Jackson St.  
 Landon State Office Building, Room 304 North  
 Topeka, KS 66612  
 Telephone: 785-291-3205  
 Fax: 785-291-3204  
 e-mail: [erica.haas@ks.gov](mailto:erica.haas@ks.gov)

Or notify:

Office of Justice Programs  
 Office of Civil Rights  
 810 7<sup>th</sup> Street NW  
 Washington, DC 20531  
 Telephone: 202-307-0690  
 Fax: 202-616-9865  
 TTY: 202-307-2027

The KGGP civil rights liaison will provide written acknowledgement of receiving the complaint, will coordinate the complaint process, and will urge the charging party to file a complaint with the Kansas Human Rights Commission (KHRC) and/or for employment discrimination claims, the Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR). Additionally, the KGGP civil rights liaison will advise the charging party that a complaint must be filed with KHRC and EEOC within either 180 days or one year from the date of the alleged violation, depending on the relevant statute, in order to protect the charging party's rights.

The KGGP civil rights liaison will request the charging party to provide the following information when making a complaint:

1. Date of alleged discrimination;
2. Protected class claimed;
3. Written detail of the alleged discrimination; and
4. A signature attesting to the facts alleged.

In no later than five business days after receiving a complaint in the form described above, the KGGP civil rights liaison will refer the complaint in writing on to the KHRC and/or for employment discrimination claims, the EEOC, and/or the OCR depending on the nature of the complaint. The KGGP civil rights liaison will, along with the submission of the complaint, submit a request to be notified of the findings of the relevant agency/agencies. The KGGP will not conduct an independent investigation, but will assist the relevant investigative agency/agencies in the investigation.

#### **Public Notification:**

KGGP shall make available this Non-Discrimination Policy to all KGGP staff, program beneficiaries, and DOJ funded subgrantees. The policy is to be included with information materials given to all new KGGP staff and posted on the KGGP's website. Non-discrimination clauses will be incorporated in all agreements, award packets, and contracts that operate with the KGGP.

KGGP will ensure that subrecipients have procedures in place for responding to any discrimination complaints that they receive from beneficiaries by requiring such procedures to be provided in writing to KGGP, and by including such requirement in grant assurances. KGGP staff shall also conduct annual compliance reviews of all subgrantees. During the reviews, civil rights compliance will be closely scrutinized.

#### **Required Training:**

KGGP shall provide its employees and subrecipients information and training regarding the complaint procedures and non-discrimination obligations set forth in this policy.

The Kansas Criminal Justice Coordinating Council (KCJCC) will provide training for KCJCC/KGGP staff on the Non-Discrimination Policy once a year. The training will include an overview of complaint

policies and procedures, including staff responsibility to refer discrimination complaints from program beneficiaries and DOJ funded subgrantees to the appropriate agencies listed above and to the designated Civil Rights Liaison. KCJCC/KGGP staff will sign a form certifying receipt of the Non-Discrimination Policy and completion of Non-Discrimination Policy training. KCJCC/KGGP staff will receive Non-Discrimination Policy training within 60 days of start date. Such training shall be documented by the KGGP including a copy of the written material provided and a list of attendees.

KGGP staff shall provide civil rights training, one time per grant period, to all DOJ subgrantees. The training addresses the applicable civil rights laws as well as subgrantees' responsibility to notify employees and beneficiaries of non-discrimination practices, to have a policy to process civil rights complaints, and designate a civil rights liaison. Attendance at the training is a condition of receiving a DOJ subgrant award. Such training shall be documented by the KGGP including a copy of the written material provided and a list of attendees.