




STATE OF INDIANA



Eric J. Holcomb, Governor
Devon McDonald, Executive Director

TO: All ICJI Staff and Subgrantees

FROM: Devon McDonald, Executive Director 

RE: Department of Justice Civil Rights Requirements
Grant Management Directive 7

EFFECTIVE DATE: February 3, 2021

Issue: What are a subgrantee's requirements under Federal civil rights laws?

Answer: The Department of Justice requires all recipients and subrecipients of federal funds to comply with a variety of Federal civil rights laws. ICJI has created a Civil Rights Training PowerPoint providing more information on what is required of subgrantees. In addition, ICJI has created a checklist that each subgrantee must fill out, provide to ICJI, and update on an annual basis in order to remain compliant with Federal requirements.

Next Steps: All subgrantees must complete the Civil Rights Training PowerPoint and send a certificate of completion to training@cji.in.gov. The training must be completed on an annual basis. ICJI will update the training as necessary to ensure that it incorporates any changes in Federal law or policy.

All subgrantees must also complete the attached Civil Rights Compliance Checklist. This must be completed each time a subgrantee receives an award from ICJI, or at least once per year.

Compliance: ICJI's Civil Rights Officer will verify that each organization that is in receipt of Federal funds has completed both the training and the checklist on an annual basis.