



**U.S. Department of Justice**

Office of Justice Programs

*Office for Civil Rights*

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*Washington, D.C. 20531*

**Via Certified Mail Receipt Requested**

August 21, 2015

Elizabeth Cronin, Esq.  
Director  
New York Office of Victim Services  
AE Smith Building  
80 S. Swan St., 2<sup>nd</sup> Floor  
Albany, New York 12210

**Re: New York Office of Victim Services Compliance Review Report  
Docket No. 13-OCR-0311**

Dear Director Cronin:

On June 18, 2007, the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), initiated a compliance review of all State Administering Agencies, including the New York Office of Victim Services (OVS), in accordance with federal regulation 28 C.F.R. § 42.206. The review focused on the OVS's compliance with applicable federal civil rights laws along with the monitoring procedures the OVS utilizes to ensure the compliance of its subrecipients with these laws. Of particular interest to the OCR was the OVS's implementation and monitoring of the DOJ's regulations, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38 (DOJ's Equal Treatment Regulations).

In our letter dated July 12, 2013, and addressed to former Director Tina M. Stanford, we included a request for information in the form of a Data Request which inquired about the OVS's monitoring practices in the above-noted areas. On August 12, 2013, Emma Graham, Supervisor, NY OVS Contract Administration, responded to our request for information. On July 3, 2014 and April 15, 2015, Tamara Baxter, OCR, contacted the OVS to request supplemental information in connection with the previous data responses provided by the OVS. On August 4, 2014 and April 27, 2015, Ginny Miller, Deputy Director of Administration, OVS, responded to the supplemental requests for information. The OCR wishes to thank your staff, particularly Ms. Miller, for assisting Ms. Baxter during this review.

On July 17, 2015, the OCR sent a draft copy of the Compliance Review Report (Report) to the OVS and requested the OVS review the Report and notify the OCR of any factual inaccuracies within thirty days from July 17, 2015. In an e-mail dated July 29, 2015, to Attorney Baxter, Ms. Miller confirmed receipt of the draft Report and requested clarification about Recommendation A within; Ms. Baxter subsequently responded to this inquiry on August 10 and 11, 2015. On August 14, 2015, a formal written letter of confirmation dated August 14, 2015, from Elizabeth Cronin, Director, OVS, was sent by way of e-mail to Attorney Baxter from Jo-Ann Powell,

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Assistant to Director Cronin. In this correspondence, the DSS explained its use of the OJP assurances as it relates to Recommendation A and also stated it did not have concerns with the facts presented within the Report. The OCR notes the explanation provided by the OVS and issues the draft Report as Final at this time. We kindly request the OVS provide the OCR a written update on the implementation of the recommendations contained within the Report by September 22, 2015, and as further discussed in Section III of this Report.

Based on all the information provided by the OVS, we conclude, in regard to the limited scope of our review, that the OVS is not fully compliant with the federal civil rights laws and regulations the OCR enforces. At this time, we have reservations about whether the OVS has adequate complaint procedures in place to respond to discrimination complaints from program beneficiaries and employees of subrecipients, the adequacy of the nondiscrimination provisions contained in OVS award documents, whether the OVS is sufficiently monitoring subrecipients for compliance with applicable federal civil rights laws and regulations, and whether it is training and educating its subrecipients on those laws and regulations.

Below please find the Compliance Review Report (Report) which contains recommendations for improving the OVS's methods for monitoring the civil rights compliance of its subrecipients and developing complaint procedures to address discrimination complaints received from program beneficiaries and employees of subrecipients to ensure compliance with applicable federal civil rights laws.

## **Compliance Review Report: Overview and Recommendations**

### **I. Overview**

This Compliance Review Report first examines the OVS's procedures for monitoring whether subrecipients are meeting their obligations to comply with the federal civil rights laws that are a condition for receiving federal financial assistance. The Report then focuses on the OVS's implementation of the DOJ's Equal Treatment Regulations.

#### **A. General Monitoring Procedures to Ensure Subrecipient Compliance with Applicable Federal Civil Rights Laws**

Recipients of federal financial assistance from the OJP are responsible for certifying that contractors and subrecipients under DOJ grant programs comply with applicable federal civil rights laws. In reviewing the OVS's general efforts to ensure subrecipients' compliance with their civil rights obligations, the OCR examined how the OVS used the following four tools: (1) certified assurances, (2) onsite visits and other monitoring methods, (3) training programs and technical assistance, and (4) procedures for receiving, investigating, and resolving complaints alleging employment discrimination and services discrimination.

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### **1. Certified Assurances Documents and Certification of Compliance with the Office for Civil Rights Requirements Documents**

At the time of the OCR's request for information, the OVS received and administered grant funding from the DOJ's, Office for Victims of Crime (OVC).<sup>1</sup>

In the August 2013 data response, the OVS explained it requires each applicant for funding from the OVC to sign a document entitled *Certified Assurances* that contains the following numbered clauses addressing applicable federal civil rights laws and regulations:

2. It will comply, and all its contractors will comply with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d) or the Victims of Crime Act (as appropriate); Title VI of the Civil Rights Acts of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39;
3. In the event a Federal or State court, or Federal or State Administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex or disability<sup>2</sup> against a recipient of funds [i.e. the applicant], the applicant will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and will simultaneously notify the New York State Office of Victim Services, in writing, that such copy has been filed;
4. The funded program(s) will maintain information on victim services provided by race, national origin, sex, age and handicap;
5. It will provide the Office for Civil Rights, Office of Justice Programs with an Equal Opportunity Plan, if required to maintain one, where the award is \$500,000 or more and will simultaneously notify the New York State Office of Victim Services, in writing, that such Plan has been filed.

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<sup>1</sup> Grant awards administered by the OVS from the OVC include the following VOCA Victim Assistance Formula and VOCA Victim Compensation Formula awards: 2012-VA-GX-0036, 2011-VA-GX-0051, 2012-VC-GX-0033 and 2011-VC-GX-0048.

<sup>2</sup> Please note the federal regulation requiring the submission of findings in this context does not include the protected class of disability. See 28 C.F.R. §42.204 (c).

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In addition to signing the *Certified Assurances*, the OVS requires subrecipients identify a contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will also serve as the liaison for the subrecipient on civil rights matters. The OVS also explained in its response that all executive state agencies including the OVS must comply with the State of New York Language Access Policy, No. 26. The OVS provided the OCR a copy of its policy entitled, *Language Access Policy for LEP Individuals*, which was signed into effect in September 2012. The OVS explained the language access policy requires state agencies that provide direct public services to offer language assistance services to individuals requiring assistance in their native language.

Although the *Certified Assurances* the OVS require subrecipients to sign contain some references to applicable federal civil rights laws and obligations, they do not fully and accurately cite to all to include the Equal Treatment Regulations pursuant to 28 C.F.R. pt. 38. Also, although the OVS provided a copy of its language access plan it does not contain any reference to the applicable federal language access regulations. It also does not appear this policy is binding on subrecipients of the OVS as there is no reference to it included in the assurances document. Finally, although referenced in the assurances, the Equal Employment Opportunity Program requirements are not accurately and fully conveyed pursuant to 28 C.F.R. §§ 42.301-.308.

Please see Section II.A. of this Report for an expanded discussion of the federal civil rights law and obligations that govern all DOJ-funded recipients and that must be uniformly and accurately addressed in the award documents issued by the OVS to include the certified assurances.

## **2. Onsite Visits and Other Monitoring Methods**

In the August 2014 data response, the OVS explained its policy is to conduct onsite monitoring visits of each subrecipient once every two years. The OVS explained that more frequent visits may be necessary if training or technical assistance is needed or if the program monitor, after applying a set criteria,<sup>3</sup> determines the subrecipient requires additional monitoring. In preparation for the visit, the OVS requires the subrecipient to complete a document entitled, *Pre-Site Visit Questionnaire*, which is designed to inform the OVS about such topics as the subrecipient's general grant management, compliance with state and federal VOCA programmatic requirements, project performance and fiscal responsibilities. This document contains the following numbered questions regarding civil rights and programmatic compliance:

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<sup>3</sup> The OVS cited the following factors that a program monitor uses to determine if a subrecipient should receive more frequent site visits: late submission of required reports, low objective performance, low claim application submissions, poorly completed claim applications, complaints about the program from internal and external sources and follow-up to action plans requested as a result of recommendations from previous site visits, subrecipient requests for technical assistance or training and follow-up to recommendations made in previous site visit reports.

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6. Does the subgrantee agency maintain civil rights statistics on victims served by race, national origin, sex, age, and disability?
  
20. Does the agency have a written equal opportunity hiring procedure?

While conducting an onsite monitoring visit, the OVS program monitor evaluates the subgrantee through a document entitled, *Site Visit Protocol*, which asks a series of questions divided into the following categories: Services Provided, Agency Procedures and Record Keeping, Personnel, Program Administration, and Board of Directors. This document contains the following inquiries regarding civil rights compliance:

B.3. Is there a written client grievance policy? What is the procedure?

C.9. Is there a written staff grievance policy? What is the procedure?

D.3. Is the agency currently or within the past 3 years, involved in any litigation or administrative dispute resolution proceeding, including civil rights complaints, by current or past employees or service recipients?

F.1. Is the program accessible to differently-abled people? If no, what arrangements have been made?

F. 2. Is TDD equipment or interpreters used? If not, what arrangements have been made?

Although the monitoring tools used by the OVS generally inquire about findings of discrimination, equal opportunity hiring procedures, subrecipient grievance policies and accessibility of subrecipients facilities, they do not specifically inquire about all applicable federal civil rights laws and obligations that a subrecipient must comply to include, but not limited to, providing meaningful access to its programs and services to limited English proficient persons and adherence to the Equal Treatment Regulations. As a result, the OVS does not to fully monitor its subrecipients for compliance with applicable federal civil right laws and requirements that attach to recipients of federal financial assistance.

### **3. Training and Technical Assistance**

The OVS provided conflicting responses to the OCR when asked whether it provides any training or technical assistance to its subrecipients regarding applicable federal civil rights laws and regulations. In its August 2013 data response, the OVS stated the training and technical assistance provided to subrecipients was “not specific to civil rights laws and regulations,” but it did address contractual and financial obligations. In its August 2014 response, the OVS stated it

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does train subrecipients on their obligation to comply with applicable federal civil rights laws and referenced the OCR to review an attached power point presentation presented to subrecipients at a regional training. The OCR reviewed this presentation and observed only a single reference to civil rights compliance which was found under the heading, “Contractual Obligations,” and was a bullet point that read in part:

Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age and disability unless this requirement would be inappropriate or offensive to the victim....

Outside of the reference to civil rights statistics, the OVS does not appear to provide any training on the applicable federal civil rights laws and regulations that subrecipients must comply.

#### **4. Complaint Procedures**

In reviewing complaint procedures, the OCR evaluates existing processes in place for individuals to pursue complaints of employment and services discrimination against the OVS, as well as complaints of employment and services discrimination filed against its DOJ-funded subrecipients. In its August 2013 data response, the OVS explained employees who believe they face discrimination may file complaint with their supervisor or the Office of Human Resource Management. The OVS was unclear in its response about its existing policies and whether complaint procedures existed for subrecipient beneficiaries and employees. Thus, the OCR requested additional information from OVS in August 2014. In its response, the OVS stated it misinterpreted our initial data request and its response was not responsive to OCR’s question. The OVS then stated it does not have in place any policies addressing how subrecipient employees and beneficiaries can file complaints of discrimination.

Although the OVS affirmed it does not have any existing policies to address complaints of employment or services discrimination from subrecipient employees and beneficiaries, it remains unclear whether the OVS has specific written complaint procedures to address complaints from *its* employees and beneficiaries that allege employment or services discrimination.

#### **B. Monitoring Compliance with Faith-Based Regulations**

The purpose of the Equal Treatment Regulations is to ensure that “[r]eligious organizations are eligible, on the same basis as any other organization, to participate in any [Justice] Department program for which they are otherwise eligible.” 28 C.F.R. § 38.2(a). The Regulations prohibit the DOJ and DOJ-funded recipients from discriminating either for or against an organization on the basis of the organization’s religious character or affiliation. *Id.* In evaluating the OVS’s equitable treatment of faith-based organizations, this Report focuses on two issues: (1) the review process for making awards to applicant faith-based organizations, and (2) procedures for ensuring that funded faith-based organizations comply with applicable federal civil rights laws.

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## **1. The Process for Making Awards to Applicant Faith-Based Organizations**

In the August 2013 data response, the OVS explained it notifies potential applicants of its Request for Proposals (RPP) for new grant opportunities on its Website and in the New York State Reporter. The OVS also sends notice to currently funded organizations as well as those that request notice of the RFP be sent. Through the RFP process, applicants are evaluated and scored by a panel of five reviewers from the OVS, Grant Unit who utilize a scoring tool approved by the New York State Comptroller's Officer. The reviewers are nominated by their supervisor based on their subject matter expertise and serve on the panel until all applications are reviewed and scored. As for the scoring tool, each application is evaluated by the reviewers in three different point-based categories: Project Narrative (50 points), Budget (20 points) and Program Objective (30 points). Within each category, the reviewer evaluates, and awards points to the applicant, based on the information provided in its application about each of these categories. The points accrued for each applicant are then tallied and the awardees are identified. The OVS notifies all applicants by letter as to whether they did, or did not, receive an award.

During fiscal years 2011 and 2012, the OVS stated it funded 189 and 186 subrecipients<sup>4</sup> respectively of which the OVS identified the following two faith-based organizations for each year: the Salvation Army, Elmira, NY and the Salvation Army, Jamestown, NY.

## **2. Procedures for Ensuring that Faith-Based Organizations Comply with Applicable Civil Rights Laws**

The OVS does not have procedures in place to ensure faith-based organizations comply with the DOJ's Equal Treatment Regulations. The OVS's standard assurances also do not reference the Equal Treatment Regulations, nor does the OVS monitor whether a subrecipient is compliant with the regulations.

## **II. Recommendations**

To strengthen the OVS's monitoring efforts to ensure subrecipient compliance with applicable civil rights obligations, the OCR makes the following five recommendations: (1) amend the civil rights provisions in the *Certified Assurances* document, (2) amend the monitoring document to include a comprehensive civil rights compliance checklist, (3) develop and conduct training to subrecipients regarding their specific obligations to comply with federal civil rights laws and requirements to include, but not limited to, the DOJ's Equal Treatment Regulations, and train

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<sup>4</sup> When the OCR asked about the number of applicants the OVS had for Fiscal Years 2011 and 2012, the OVS explained there were no applicants as the OVS was in the midst of a five year award contract with the noted subrecipients.

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OVS staff on these requirements as well, (4) modify OVS's written policy for addressing discrimination complaints, and (5) allow subrecipients to demonstrate nonprofit status by any of the means identified in the DOJ's Equal Treatment Regulations.

**A. Amend the Nondiscrimination Provisions in the Certified Assurances Documents and Certification of Compliance Documents**

The OVS should ensure that *all* funded subrecipients agree to certified assurances that accurately reflect their federal civil rights obligations to include compliance with all applicable federal civil rights laws and regulations. To that end, the OCR recommends the OVS revise its certified assurances to incorporate the following language or substantially similar language which would apply to all subrecipients of DOJ funding, regardless of the program or the amount of federal financial assistance at issue:

Recipient will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Additional information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the New York State, Office of Victim Services.

Although the OVS references the EEOP obligations in its assurances, the reference is not complete or accurate. Thus, we recommend the OVS modify the reference in the assurances to include the language below or substantially similar language:

The recipient will determine whether it is required to formulate an Equal Opportunity Program (EEOP), in accordance with 28 CFR 42.301 *et. seq.* If the

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applicant is not required to formulate an EEOP, it will submit a certification form to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR), and the New York State, Office of Victim Services (OVS) indicating that it is not required to develop an EEOP. If the applicant is required to develop an EEOP, but is not required to submit the EEOP to the OCR, the applicant will submit a certification form to the OCR and the OVS certifying that it has an EEOP on file which meets the applicable requirements. If the applicant is awarded a grant of \$500,000 or more and has fifty or more employees, it will also submit a copy of its EEOP Utilization Report as well as the certification form to the OCR and the OVS. For grantee agencies receiving less than \$25,000, or grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP Utilization Report is required. Please note, all grantee agencies must complete the EEOP Certification Form declaring their compliance with the applicable portion of the EEOP regulations. Non-profit organizations, Indian Tribes, and medical and education institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption. A copy of the certification form should also be submitted to the OVS. The OVS should begin to use the current version of the OCR's EEOP Certification form, which is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.<sup>5</sup> Information about the EEOP obligations of grantees can be found at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

Upon review of the language access plan submitted by the OVS it appears the plan was last updated in September 2012. Thus, we recommend the OVS review the DOJ guidance document, *U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 67 Fed. Reg. 41455 (2002), and update its plan accordingly. The OVS may also consider including in its civil rights compliance documents, to include the assurances and the monitoring documents, the following language or substantially similar language regarding language assistance services, which would apply to all DOJ programs:

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipient is encouraged

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<sup>5</sup> To re-emphasize, all recipients, regardless of their particular EEOP obligations, must complete an EEOP Certification Form in which the subrecipient declares compliance with the applicable EEOP requirements.

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to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at [www.lep.gov](http://www.lep.gov).

Finally, the OVS may wish to add a sentence to the civil rights compliance documents stating that, in accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

### **B. Amend the Monitoring Document**

The OVS should strengthen its monitoring document by amending the language within to include a comprehensive civil rights compliance checklist that evaluates the various civil rights requirements that apply to all DOJ-funded subrecipients. Additionally, the civil rights compliance checklist should include specific questions that evaluate whether the subrecipient is complying with the DOJ's Equal Treatment Regulations, including the prohibitions against using federal funds to engage in inherently religious activities and discriminating against program beneficiaries on the basis of religion. To assist the OVS in this endeavor, the OCR has attached to this Report a sample Federal Civil Rights Compliance Checklist for its review.

### **C. Develop and Conduct Training to Subrecipients Regarding Their Obligations to Comply with Federal Civil Rights Laws/Train OVS Staff**

The OVS should be proactive in ensuring subrecipients are aware of their civil rights obligations as recipients of federal financial assistance. Thus, the OVS should develop and conduct periodic mandatory training to subrecipients to ensure they are aware of their specific obligations under applicable federal civil rights laws and regulations to include the obligation not to discriminate either in favor of or against faith-based organizations and the obligation to provide meaningful access to individuals with limited English proficiency. The OCR also recommends the OVS provide periodic mandatory training to its staff to ensure they also are aware of the obligations of the OVS and its subrecipients under the applicable federal civil rights laws.

To assist the OVS in this endeavor, the OCR has developed a series of civil rights training modules that are available online at <http://ojp.gov/about/ocr/assistance.htm>.

### **D. Modify OVS's Written Policy for Addressing Discrimination Complaints**

The OVS must ensure it has written procedures in place to address discrimination complaints from its program beneficiaries that allege denial of services or benefits, as well as program beneficiaries and employees of its subrecipients. The OCR recommends the OVS modify its complaint procedures to address discrimination complaints from subrecipient beneficiaries and

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employees, to include the following elements:

- designating a complaint coordinator who is responsible for overseeing the complaint process;
- notifying beneficiaries and employees of subrecipients of prohibited discrimination in funded programs and activities and the OVS's policy and procedures for handling discrimination complaints from beneficiaries and employees of subrecipients;
- investigating each complaint of discrimination from beneficiaries and employees of subrecipients, or referring each complaint to the appropriate agency for investigation and resolution, such as the Equal Employment Opportunity Commission (EEOC), or referring the complaint to the OCR, which will review the complaint and work with the OVS to resolve it;<sup>6</sup> and
- training OVS program staff on their responsibility to refer all discrimination complaints or potential discrimination issues to the OVS's complaint coordinator for processing as soon as the alleged discrimination comes to their attention.

To assist in drafting the recommended complaint procedures, the OVS should review the following sample procedures located on the OCR's website at:

<http://ojp.gov/about/ocr/pdfs/Services%20Complaint%20Procedures.pdf> and  
<http://ojp.gov/about/ocr/pdfs/Employment%20Complaint%20Procedures.pdf>.

#### **E. Complying with the Methods of Administration Special Condition**

A special condition applicable to some DOJ grant programs to include awards issued under the Victim of Crimes Act of 1984, require SAAs to provide the OCR with Methods of Administration (MOA). An MOA is a written statement describing the procedures the SAA has adopted to ensure subrecipients are complying with applicable federal civil rights obligations. The language of the special condition reads in part as follows:

The recipient understands and agrees that it has the responsibility to monitor its Subrecipients' compliance with applicable federal civil rights laws. The recipient agrees to submit written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at [CivilRightsMOA@usdoj.gov](mailto:CivilRightsMOA@usdoj.gov) within 90 days of receiving the grant award, and to make supporting documentation available for review upon request by OJP or any other authorized persons.

The OVS can learn more about the required elements of the MOA which are set forth at

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<sup>6</sup> Additional information about the applicable laws, OCR complaint forms and the OCR's investigative process is available at OCR's Website at <http://www.ojp.usdoj.gov/ocr/crc>.

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[http://www.ojp.usdoj.gov/fudning/other\\_requirements.htm](http://www.ojp.usdoj.gov/fudning/other_requirements.htm).

By participating in this Compliance Review, and incorporating into its operations the recommendations contained in this Report, the OCR anticipates the OVS will find it relatively easy to prepare the required MOA and then submit it separately to the OCR in fulfillment of its obligation under the special grant condition.

### **III. Findings and Next Steps**

As a recipient of federal financial assistance, the OVS should implement the recommendations contained within this Report to ensure substantial compliance with applicable federal civil rights laws that the OCR enforces. As noted at the beginning of this Report, the OCR requests the OVS submit a written update by September 22, 2015, on the steps taken to implement the recommendations to include providing copies of modified documents such as the certified assurances and newly drafted documents such as the MOA.

Thank you for your cooperation during the compliance review process. For technical assistance, please consult with Attorney Tammy Baxter. Ms. Baxter's direct line is [REDACTED] and her e-mail address is [REDACTED].

Please note that the Compliance Review Report is a public document, and the OCR will post the Reports on its website subject to minor redactions.

Sincerely,

/s/  
Michael L. Alston  
Director

Enclosures

cc: Virginia Miller  
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