



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

February 7, 2018

Kassandra Bullock
Victim Services Manager
Division of Programs and Services
Department of Criminal Justice Services
1100 Bank Street, 11th Floor
Richmond, VA 23219

Re: Civil Rights Responsibilities for State Administering Agencies

Dear Ms. Bullock:

I write to bring to your attention the obligations that State Administering Agencies (SAAs) have to ensure full compliance with federal civil rights laws.

Beginning with the FY 2012 grant cycle, the Office on Violence Against Women (OVW) and the Office of Justice Programs (OJP) and its components have implemented a special condition to formula awards to SAAs. This made explicit a legal obligation to develop written Methods of Administration (MOA) for ensuring that subrecipients comply with applicable federal civil rights laws. The required elements of a MOA are set forth on OJP's website, at <https://ojp.gov/funding/Explore/SolicitationRequirements/CivilRightsRequirements.htm>. Within ninety (90) days of an award, SAAs must submit their MOA to the Office for Civil Rights (OCR) at OJP.

At that time, Virginia's Department of Criminal Justice Services (DCJS) did not provide an MOA to the OCR, nor has it submitted an MOA during any subsequent grant cycles. I am writing to you now to remind you of this obligation, and to request that you provide the OCR with an MOA to come in to compliance with this grant condition. Please also provide the relevant underlying documents referenced in the DCJS's MOA, including the DCJS's current written Discrimination Complaint Procedures (including the form, if any, used by potential complainants to submit complaints); the monitoring tool or checklist that DCJS staff uses to evaluate subrecipients' compliance with their civil rights obligations; the standard assurances, special conditions, and other documents that the DCJS uses to notify subrecipients of applicable civil rights requirements; and any presentations or other materials that the DCJS uses to train subrecipients on civil rights requirements.

Please submit your MOA and the underlying documentation to the OCR at civilrights.MOA@ojp.usdoj.gov within forty-five days of the date of this letter.

The OCR is available to assist you and your staff in complying with the civil rights obligations of SAAs. Please direct questions about the MOA and related requirements to the OCR at (202) 307-0690, or to the above email address.

Sincerely,

X 

Michael L. Alston
Director

Signed by: MICHAEL ALSTON