

The **Rural Domestic Preparedness Consortium (RDPC)**, a subsidiary of The Center for Rural Development (The Center), does not discriminate on the basis of race, color, religion, national origin (including limited English proficiency), ancestry, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation (including perceived sexual orientation), gender identity, marital status, disability (physical or mental), serious medical condition, age (40 and older), or veteran status. **RDPC** is committed to ensuring persons of all these protected classes will have access to our programs, facilities, and employment.

This notice and our related policies are in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on **race, color, or national origin** (including **limited English proficiency**).
- Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972.
- Section 503 and 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on **disability**.
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on **sex** in education programs or activities.
- Age Discrimination Act of 1975 and its amendments provided in the Older Workers Benefit Protection Act of 1990, which prohibits discrimination based on **age**.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on **religion** in social service programs.
- Americans with Disabilities Act (ADA).
- Vietnam Era Veterans Readjustment Assistance Act of 1974.

It is against the law for **RDPC** to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

Students, employees, applicants, and other members of the **RDPC** communities (including but not limited to vendors, visitors, and guests) may not be harassed or subjected to any discrimination that is prohibited by law or retaliated against (collectively called “prohibited conduct”) based upon a protected characteristic listed within this notice. **RDPC** prohibits discrimination and harassment, including sexual or gender-based harassment, sexual assault, stalking, and other forms of intimate partner violence.

Non-Discrimination Statement

No individual will be excluded from participation in, be denied the benefit of, or be discriminated against under any system-wide program or activity.

Notice of Nondiscrimination

RDPC's Notice of Nondiscrimination is posted in The Center for Rural Development's main office, on The Center's website and on the **RDPC** website. The notice describes the procedures to file a complaint and how to contact **RDPC's** Nondiscrimination program Coordinator (**RDPC** Director) for assistance.

Accommodations

If any student believes that they will require reasonable accommodation(s) before, during, or after a **RDPC** training or related program, they can request accommodation(s) using the Accommodation Form or by contacting ruraltraining@centertech.com. Requests must be made at least 60 days prior to associated training or program.

Limited English Proficiency (LEP)

The **RDPC** can accommodate the needs of LEP persons who request assistance. To-Date, The **RDPC** has not received any requests for assistance for LEP individuals. However, if RDPC staff or instructors encounter an LEP participant, then "I Speak" language Identification Guides will be utilized. Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be limited English proficient (LEP) and may be entitled to language assistance with respect to services provided by recipients of federal assistance. Requests for LEP-related accommodation can be made using the Accommodation Form or by contacting ruraltraining@centertech.com. Requests must be made at least 60 days prior to associated training or program.

Filing a Complaint and Designated Personnel

The following persons have been designated to handle inquiries and complaints regarding The Center or RDPC's non-discrimination policies:

Lonnie Lawson, President & CEO: llawson@centertech.com

Julie Wilson, Director of RDPC: jwilson@centertech.com

The Center for Rural Development
2292 South Highway 27.
Suite 300
Somerset, KY 42501

Telephone: (606) 677-6000

General inquiries Email: helpdesk@ruraltraining.org

Website: [Rural Domestic Preparedness Consortium \(ruraltraining.org\)](http://Rural Domestic Preparedness Consortium (ruraltraining.org))

Both the Director of **RDPC** and President and CEO of The Center for Rural Development are responsible for ensuring that programs and services comply with federal nondiscrimination laws as well as processing any complaints received.

If someone believes they have suffered from discrimination under an **RDPC** program, they may contact Julie Wilson, The Director of **RDPC**, at jwilson@centertech.com or 606-677-6122 or fill out the online complaint form. If the matter cannot be resolved informally, the following steps will be followed:

Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to Julie Wilson, Director of **RDPC** or fill out the online complaint form. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action, and contact information.

Julie Wilson will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.

If the complaint is outside of **RDPC** program control, the complainant will be notified of the name and contact information for the appropriate agency, if known, or the Civil Rights U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties. The contact information for this organization is also located at the end of this policy.

Complaint Processing

If the complaint is within **RDPC** program control, or informal resolution is not possible, it will be promptly and impartially investigated. **RDPC's** goal is to address complaints within 60 days of receipt, though this may vary depending on the nature and complexity of the complaint.

Preliminary Inquiry

RDPC will conduct a preliminary inquiry to determine the need for further investigation.

RDPC will notify the complainant that a preliminary inquiry is underway to determine the need for further investigation.

If the preliminary inquiry by **RDPC** indicates that an investigation is warranted, the complainant will be notified, and an interview will be scheduled.

If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

Complaint Investigation

Complaints warranting further investigation will be promptly and impartially processed by the Director of **RDPC** and other **RDPC** leadership as needed. The results of the investigation will be provided to the Lonnie Lawson, President & CEO, for review.

The complainant will be notified in writing of the results of the investigation and what actions will be/ have been taken in response and a timeline to request review.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

U.S. Mail:

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties Compliance Branch,
Mail Stop #0190
2707 Martin Luther King, Jr. Ave., SE
Washington, D.C. 20528

For additional information: www.dhs.gov/crcl

Phone: 202-401-1474 Toll-Free: 1-866-644-8360

Complaints may also be filed with the U.S. Department of Education Office for Civil Rights or the Equal Employment Opportunity Commission.