

# TEFAP/CSFP Pre-Award Civil Rights Questionnaire

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Food Bank Association: \_\_\_\_\_

## ***Instructions***

The following questionnaire must be submitted with all new applications, and for site relocations. The questionnaire must be answered in its entirety and signed by an authorized official prior to submission. Please be informed that failure to comply with this procedure may delay the application process.

## ***Purpose***

Civil rights laws and regulations ensure equal access to federally assisted programs regardless of a person's race, color, national origin, age, sex (including gender identity and sexual orientation), or disability. Organizations that apply for the opportunity to operate federally assisted programs must demonstrate their ability to comply with such civil rights laws and regulations *prior* to receiving approval to conduct the programs.

## **Part I**

### ***Questions***

1. Provide examples of how benefits will be publicly announced to all potential participants regardless of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability. Attach copies of relevant brochures, news articles, bulletins, television, and/or radio ads, etc.

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2. Does the present location of the facility deny potential participants access to benefits on the basis of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability?

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3. How will the organization handle applicants and participants who do not speak English as their primary language and who have a limited ability to read, write, or understand English?

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4. Has the organization ever been found out of compliance with civil rights requirements? If so, explain the area of noncompliance and how it was resolved.

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5. Provide a brief description of any pending applications to other Federal agencies for assistance. Include a description of any Federal assistance being provided at the time of application.

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## **Part II**

### ***Ethnicity/Race***

Using the following definitions of ethnicity and race, provide an estimate (in percentages) of the ethnic and racial makeup of the population to be served. This data can be obtained online at <http://quickfacts.census.gov/gfd>

#### ***Ethnicity***

- ***Hispanic or Latino***: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino"

#### ***Race***

- ***American Indian or Alaskan Native***: A person having origins in any of the original peoples of North or South America (including Central America), and who maintain tribal affiliation or community attachment.
- ***Asian***: A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ***Black or African American***: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian or Negro" can be used in addition to "Black or African American."
- ***Native Hawaiian or Other Pacific Islander***: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ***White***: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Ethnicity**

Hispanic or Latino	Not Hispanic or Latino

**Race**

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White

Name of Director/Authorized Official: \_\_\_\_\_

Signature of Director/Authorized Official: \_\_\_\_\_

Title of Director/Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

**State Agency Approval**

RCM: \_\_\_\_\_

Date: \_\_\_\_\_

Approved ( )

Disapproved ( )