

NOTICE OF NONDISCRIMINATION

The Partnership for the Delaware Estuary (“PDE”) is committed to ensuring that no person is excluded or denied access to PDE properties programs, activities, events, services, or employment, on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, language barriers or disabilities as protected by nondiscrimination laws, statutes, regulations and executive orders including:

- Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin in federally funded programs.
- Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibit discrimination based on disability
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
- Age Discrimination Act of 1975, 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.
- Executive Order 13166 which requires recipients of federal financial assistance to identify reasonable steps to provide language assistance for Limited English Proficiency (LEP) persons seeking meaningful access to its programs and activities.

PDE is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from PDE’s employment, properties, programs, activities, events and services. PDE employees and job applicants with disabilities may request reasonable accommodations from PDE that they believe will enable them to have equal opportunity to participate in hiring and employment. Individuals with disabilities may also request reasonable accommodations that they believe will allow them equal access to PDE’s programs, activities, and events, including but not limited to auxiliary aids and services for those with hearing, vision and speech disabilities.

PDE does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Brian Yerger, Director of Business Operations, is the designated civil rights coordinator for PDE and is responsible for the coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Executive Order 13166; and section 13 of the Federal Water Pollution Control Act Amendments of 1972.

Any requests for reasonable accommodations, questions about this notice, or any of PDE’s non-discrimination programs, policies, or procedures can be directed to PDE’s designated civil rights coordinator:

Brian Yerger, Director of Business Operations
110 South Poplar St. Suite 202
Wilmington, DE 19801
302.655.4990
BYerger@delawareestuary.org

If you believe you have been discriminated against with respect to a PDE program or activity, you may contact the designated coordinator identified above, visit PDE’s website to learn how and where to file a complaint at <https://delawareestuary.org/PDE> or please see the information provided below.

Formal complaints may be filed directly with the United States Environmental Protection Agency (EPA).

<https://www.epa.gov/external-civil-rights/filing-discrimination-complaint-against-recipient-epa-funds>

Filing a Complaint of Discrimination with EPA

Individuals who believe that PDE has discriminated against someone on the basis of race, color, national origin (including limited English proficiency), sex, disability or age may file a complaint. Intimidation and retaliation are also prohibited and claims of intimidation and retaliation will be handled in the same manner as similar claims of discrimination. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

Formal complaints may be filed directly with the United States Environmental Protection Agency (EPA). The following information is provided as reproduction from the EPA website section concerning Filing a Discrimination Complaint.

<https://www.epa.gov/external-civil-rights/filing-discrimination-complaint-against-recipient-epa-funds>

Filing a Discrimination Complaint against a Recipient of EPA Funds

How to File a Complaint of Discrimination

Anyone who believes that an entity that receives financial assistance from EPA has discriminated against someone on the basis of race, color, national origin (including limited English proficiency), sex, disability or age; or has engaged in intimidation or retaliation prohibited by EPA's nondiscrimination regulation, may file a complaint. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

What Must a Complaint Include?

- **The complaint must be in writing**, clearly identify who the sender is, include his or her signature, and must provide EPA with the sender's contact information. We also suggest including a phone number and/or an email address for contact.
- **The complaint should identify the entity which allegedly committed the discrimination.** Please note that EPA can only investigate complaints filed against an entity which receives financial assistance from EPA.
- **The complaint must allege discrimination prohibited by one of the laws EPA enforces.** Describe with as much detail as possible why you feel the entity discriminated against you or others on the basis of race, color, or national origin (including limited-English proficiency); sex; disability; or age; or has engaged in intimidation or retaliation prohibited by EPA's nondiscrimination regulation.
- **The complaint must be filed within 180 calendar days of the date of the last act of alleged discrimination.** EPA may consider extending the 180-day time-frame for filing, for good cause shown, under certain circumstances.
- For additional information regarding complaint processing procedures, please see the [Case Resolution Manual \(pdf\)](#)

Where do I send my complaint?

Mail information to:

U.S. Environmental Protection Agency
Office of External Civil Rights
Mail code 2310A
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Email information to: [Title VI Complaints@epa.gov](mailto:Title_VI_Complaints@epa.gov) **Or fax:** (202) 565-0196

For any other inquiries, please write to EPA's Office of External Civil Rights at the above address or call (202) 564-3316

Filing a Complaint Directly with PDE

This Complaint Procedure is established so that any member of the public who believes he or she has been subjected to discrimination in the receipt of benefits and/or services from PDE on the basis of race, color, religion, ancestry, ethnic group identification, national origin, creed, disability, mental disability, physical disability, medical condition, genetic information, marital status, age, veteran's status, or sex (including actual or perceived sexual orientation or gender identity) and wishes to file a complaint may do so following the outline below. In addition, PDE's Civil Rights Compliance Coordinator may, on their own initiative, undertake compliance reviews to investigate compliance of PDE departments with Title VI, the ADA, Section 504, and other federal and state civil rights laws in the absence of a complaint on a periodic basis. PDE is prohibited from retaliating against any member of the public who files a complaint under these procedures and any retaliation will be handled promptly if it occurs.

The complaint shall be in writing and contain information about the complainant and the alleged discrimination including, but not limited to:

1. The name, address, and phone number of complainant;
2. The name of the PDE department and/or employee(s) against whom the complaint is filed;
3. The location, date, and description of the alleged violation; and
4. The signature of the complainant or his or her designee.

Please click on this [Discrimination Complaint Form](#) or request a copy. If the complainant is unable to submit the complaint in writing, they may call PDE's Civil Rights Compliance Coordinator to submit a verbal complaint. The complaint shall be submitted by the complainant or their designee as soon as possible but no later than 180 calendar days after the alleged violation to:

Brian Yerger, Director of Business Operations
110 South Poplar St. Suite 202
Wilmington, DE 19801
302.655.4990
Byerger@delawareestuary.org

Request for access to Partnership for the Delaware Estuary, PDE events, activities, documents or other information

The Partnership for the Delaware Estuary provides equal access to all of its locations, activities, events, presentations, and vital information free of charge to those seeking such access. Individuals who are seeking access to PDE, its documents, presentations or other information can contact PDE's designated Civil Rights Coordinator listed below.

Brian Yerger, Director of Business Operations
110 South Poplar St. Suite 202
Wilmington, DE 19801
302.655.4990
Byerger@delawareestuary.org

Additionally, individuals who are seeking access to scheduled PDE activities, events, presentations or other formal PDE activities or access can also contact PDE's designated Civil Rights Coordinator listed above to request the specific access requirement.

The requested access will be provided free of charge at the time and location that such access is requested and needed.



Discrimination Complaint Form

FOR OFFICE USE ONLY	
Date: _____	Reviewer Initials: _____

Name of Complainant: _____	Home Telephone Number: _____	Work Telephone Number: _____
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Mailing Address:

What is the most convenient time for us to contact you about this complaint?

Basis of Discriminatory Action(s): _____ RACE _____ COLOR _____ NATIONAL ORIGIN _____ CREED				_____ SEX	_____ AGE	_____ DISABILITY
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Date and place of alleged discriminatory actions. Please include earliest date of discrimination and most recent date of discrimination:

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).

Names of individuals responsible for the discriminatory action(s):

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____

Signature of Complainant

Date