

TITLE VI

Organization Information

Name: City and County of Honolulu / PAT

City: Honolulu

State: HI

Zip: 96813

Reviewed & Approved



**Steven S. Alm
Prosecuting Attorney
September 12, 2023**



2022 TITLE VI PLAN

DEPARTMENT OF THE PROSECUTING ATTORNEY
CITY AND COUNTY OF HONOLULU
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Introduction

The mission of the Department of the Prosecuting Attorney (PAT) is “*to promote and ensure public safety and order through effective, efficient, and just prosecution.*” PAT prosecutes offenses against Hawai‘i State laws under the authority of the Hawai‘i State Attorney General; and ordinances, rules, and regulations of the City and County of Honolulu (City). PAT represents the people and the State of Hawai‘i in criminal proceedings before District Court, Family Court, and Circuit Court in Honolulu County; presents cases to the O‘ahu Grand Jury; and handles appeals and other matters heard by the Hawai‘i Intermediate Court of Appeals and the Hawai‘i Supreme Court.

PAT receives federal assistance through various grants issued by the U.S. Department of Justice (DOJ). In addition to submitting grant requests to, and receiving grant approval/funding directly from DOJ, PAT also receives DOJ grant funds indirectly through the Hawai‘i State Department of the Attorney General (Hawai‘i AG). The objectives of such grants include: Supporting law enforcement and public safety activities in state and local jurisdictions; assisting victims of crime; providing training and technical assistance; and implementing programs that improve the criminal and juvenile justice systems.

Compliance with Civil Rights Mandates

PAT is an Equal Opportunity Provider and Employer, and is committed to compliance with all applicable nondiscrimination mandates that include:

- Title VI of the Civil Rights Act of 1964, as amended (Title VI), which provides that “No person in the United States shall, on the ground of race, color or national origin¹ be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance”;
- Assurances that are specified in Federal grant award documents as a condition for receiving Federal funding; and
- Other Federal, State, and City laws, rules, and directives governing non-discrimination in employment and the delivery of programs and services to the public, including language access.

¹ National origin discrimination includes discrimination on the basis of being Limited English Proficient (LEP). LEP persons are individuals who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English. In certain situations, failure to ensure that LEP persons can effectively participate in, or benefit from federally assisted programs and services may violate the prohibition against national origin discrimination under Title VI and related regulations.

Title VI Plan

This Title VI Plan (Plan) reflects PAT’s commitment to comply with applicable Title VI requirements; and applies to all programs and specialized teams that interact with and provide programs, services, or activities to the public.

PAT has also developed a separate Language Access Plan that addresses the appropriate and reasonable language assistance measures that PAT will take to provide meaningful language assistance services² to Limited English Proficient (LEP) individuals. References to Title VI compliance within this plan are intended to include applicable language access requirements.

Title VI Non-discrimination Policy

PAT is committed to a policy of ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color, national origin, sex, disability, or age³ in the delivery of programs and activities to the public.

This policy applies to all departmental components that provide programs, services, or activities to the public, and entities that receive federal assistance through PAT to provide services to victims, witnesses, and Community Outreach Court participants.⁴

Definitions and Applicable Non-discrimination Mandates

Definitions of terms are provided in the footnotes of this Plan. Applicable legal and administrative nondiscrimination mandates are provided on *Attachment 1*.

Major Programs and Specialized Teams

PAT’s major programs include: Administration, Prosecution, Victim/Witness Kokua Services, and Investigative Services. The Prosecution program is comprised of specialized teams.

² Meaningful language assistance services/access is language assistance that results in accurate, timely, and effective communication at no cost to the LEP individual.

³ Related civil rights mandates subsequently broadened the scope of nondiscrimination requirements that are attached to Federal funding to include sex, disability, and age.

⁴ Community Outreach Court is a joint effort by PAT, the State Office of the Public Defender, and the Hawai‘i Judiciary to resolve minor court cases involving individuals who have pending citations and/or warrants by requiring that they perform community service instead of paying fines or serving jail time, and agree to accept counseling and other services to address humanitarian needs.

Administration

The Administration Office directs all criminal prosecution and operations of the department, establishes policies and priority programs aimed at enhancing public safety, and engages and informs community about initiatives. Administration staff provides support services to the entire department.

Prosecution

The following specialized litigation teams are responsible for prosecuting violations of State and City statutes, ordinances, rules, and/or regulations for which there are criminal sanctions:

Screening and Intake

Deputy Prosecuting Attorneys (DPAs) assigned to the Screening and Intake team are responsible for receiving investigative reports of crimes -- primarily from the Honolulu Police Department (HPD) – that include statements from victims, witnesses, and defendants, working with HPD Detectives to determine the appropriate charge(s), and initiating charge(s) against defendants. Once a case is charged, it is transferred to the Felony Trials team for prosecution.

Felony⁵ Trials

DPAs assigned to the Felony Trials team prosecute all cases over which the Circuit Court has jurisdiction, including murder, manslaughter, robbery, burglary, and arson. The Felony Trials team receives most of its cases from the Screening and Intake team.

Appellate

The Appellate team represents the State in all appeals from cases that are prosecuted by PAT. DPAs assigned to the Appellate team respond to legal challenges at the Hawai‘i Supreme Court and the Intermediate Court of Appeals.

Career Criminal

DPAs assigned to the Career Criminal team prosecute cases involving defendants who commit felony offenses while on probation or parole, or who have a certain number of prior felony and/or misdemeanor convictions, and may face mandatory minimum sentences upon conviction. The Career Criminal program is mandated by the State of Hawai‘i under chapter 845, Hawaii Revised Statutes (HRS).

⁵ The DOJ, Offices of the United States Attorneys, defines “felony” as: “Any offense punishable by death or imprisonment for more than one year. Felonies are the most serious crimes. The prosecutors and the courts handle felony cases differently from misdemeanor cases (cases that have shorter possible sentences).” (<https://www.justice.gov/usao-ndil/programs/vwa-felony/>)

Sex Assault

DPA's assigned to the Sex Assault team handle cases involving sexual assault of both adults and minors. DPA's assigned to this team handle the case from preparation and initiation of the charge(s) through trial. Interaction with only one attorney is intended to reduce the victim's stress.

Elder Abuse

DPA's assigned to the Elder Abuse team prosecute cases involving victims 60 years and older. This team is also responsible for educating and informing seniors about financial fraud at venues that include senior fairs, banks and credit unions, senior groups at City parks, and events hosted by the American Association of Retired Persons.

White Collar Crime

DPA's assigned to the White Collar Crime team investigate and prosecute cases involving financial fraud and computer-based crimes, including theft, identity theft, money laundering, and wire fraud.

Domestic Violence

DPA's assigned to the Domestic Violence team are responsible for prosecuting any act of violence or threat of violence between individuals who are or have been in a relationship, or have a child together. Acts of threats of violence include coercion and intimidation or disregarding a restraining order. Domestic violence can be a felony or misdemeanor, based on the extent of injury.

Juvenile Offender

DPA's assigned to the Juvenile Offender team handle cases involving minors under the age of 18 in the Family Court system.

Misdemeanor⁶/Traffic

The Misdemeanor/Traffic team conducts arraignments and trials in District Court branches in Honolulu, Ewa, Wahiawa, Kaneohe, and Waianae (Kapolei), where cases usually include traffic violations such as drunk driving and speeding, as well as petty and full misdemeanors such as harassment, minor assaults, and minor thefts.

Victim/Witness Kokua Services

The Victim/Witness Kokua Services team provides support services for crime victims and witnesses. Counselors help guide victims and witnesses through the criminal justice system, assist them in obtaining help from social services agencies, and serve as liaisons with DPA's.

⁶ The DOJ, Offices of the United States Attorneys, defines "misdemeanor" as: "Any criminal offense punishable by imprisonment for a term of not more than one year is a misdemeanor."

Investigative Services

The Investigative Services team provides security services for departmental staff, transports witnesses to court proceedings, locates material witnesses, serves subpoenas on witnesses for trial, produces reports for cases being prepared for trial, and may arrest defendants with outstanding warrants.

Responsibilities

Department Head

“Department Heads are ultimately responsible for the activities within their department, including, but not limited to, ensuring compliance with federal, state and City laws regarding non-discrimination in employment, access to facilities, and provision of services. Department Heads must effectively respond to complaints of discrimination and take corrective actions when discriminatory procedures, policies, or practices are identified.”⁷

The Prosecuting Attorney is PAT’s Department Head, and is ultimately responsible for:

- Directing PAT’s compliance with applicable Federal, State, and City laws, rules, and directives regarding non-discrimination in employment, access to facilities, and provision of services;
- Providing and directing staff and available resources necessary to ensure compliance with Title VI requirements;
- Advancing the development, implementation, monitoring, and updating of a Title VI Plan that identifies departmental actions that will be taken to ensure that public programs, services, and activities are delivered without discrimination based on race, color, national origin, sex, disability, or age;
- Seeking resources, including funding, for Title VI compliance within all applicable program areas of PAT;
- Designating a Title VI Coordinator to facilitate PAT’s Title VI compliance activities; and
- Establishing effective complaint handling procedures.

Departmental Title VI Coordinator

PAT’s Title VI Coordinator is the First Deputy Prosecuting Attorney, whose responsibilities include:

- Compiling and updating PAT’s Title VI Plan;
- Overseeing, monitoring, and coordinating the implementation of PAT’s Title VI Plan and reporting progress and concerns to the Department Head;

⁷ The City’s Administrative Directive 420

- Identifying Title VI training needs and guidelines, and providing and/or coordinating training for PAT's managers, supervisors, and staff;
- Facilitating the timely investigation and resolution of Title VI complaints concerning PAT's programs, activities, or services;
- Reviewing complaints filed by members of the public that allege exclusion from participation in, denial of benefits of, or discrimination under PAT's programs or services; and making recommendations to remedy deficiencies;
- Coordinating the compilation of data and maintenance of records pertaining to Title VI discrimination complaints; and
- Participating in Title VI training and disseminating language access resource information to appropriate staff.

Division Chiefs and Supervisors

Division Chiefs and supervisors have immediate responsibility for:

- Assuring non-discrimination in respective program areas through the proper management and supervision of employees and respective programs and services;
- Developing, implementing, and modifying as needed, procedures and services that provide the public with access to programs, services and information;
- Promoting staff awareness and understanding of PAT's and the City's obligations to comply with applicable Title VI requirements, and that staff in public contact positions are properly trained to interact with, and provide appropriate assistance services to the public within respective program areas;
- Evaluating and monitoring the effectiveness of Title VI procedures and services provided to the public and implementing changes to improve such services in respective program areas;
- Conducting and/or directing the timely investigation and resolution of Title VI discrimination complaints in respective program areas and reporting such complaints to PAT's Title VI Coordinator; and
- Budgeting for costs and resources needed for Title VI compliance in respective program areas and identifying to appropriate officials, as needed, barriers that may be preventing effective language access services from being provided.

Employees

Employees are responsible for:

- Supporting Title VI compliance activities;
- Delivering the programs/services for which PAT is responsible in a non-discriminatory manner;
- Complying with applicable procedures and providing appropriate assistance services to public when needed; and

- Participating in Title VI training.

Title VI Compliance Activities

Compliance activities associated with the initial implementation of this Plan include:

- The continuing review of programs and services provided to ensure nondiscrimination based on race, color, national origin, sex, disability, or age.
- Ensuring that all staff is aware of, and understand PAT's Title VI Policy and Plan by:
 - Disseminating PAT's Title VI Policy and Plan to all staff;
 - Providing relevant training for, and notifying all PAT employees, Division Chiefs, and supervisors of their respective responsibilities for assuring nondiscrimination based on race, color, national origin, sex, disability, or age in the delivery of programs, services, and activities;
 - Discussing with all Division Chiefs and supervisors, details of the Plan and their ongoing responsibility for overseeing, monitoring, and modifying, as needed, the delivery of programs, services, and activities to the public in respective program areas;
 - Providing specialized training to staff in positions where there is public contact that will facilitate their interaction with, and delivery of appropriate assistance services to the public; and
 - Providing training to new employees.
- Ensuring that all written agreements between PAT and entities that receive DOJ sub-grant funding:
 - Cite Title VI and other applicable nondiscrimination laws, regulations, directives, and rules with which sub-grantees are required to comply;
 - Require that sub-grantees submit written affirmation of their agreement to comply with all applicable nondiscrimination mandates and other provisions of the agreement, and not retaliate against individuals for taking action or participating in action to assert their rights protected by such mandates;
 - Require sub-grantees to include a nondiscrimination statement in all advertisements for employment, in any contract or subcontract, and in a public posting visible to employees and applicants for employment;
 - Require that sub-grantees take reasonable steps to ensure that LEP individuals are provided meaningful access to their programs and activities;
 - Require that sub-grantees designate Title VI Coordinators and implement Title VI complaint procedures; and
 - Require that sub-grantees promptly notify PAT's Title VI Coordinator or designee of any lawsuits and/or complaints that allege discrimination by the

respective sub-grantee.

- Ensuring that sub-grantees are aware of, and understand applicable Title VI compliance responsibilities by:
 - Disseminating PAT’s Title VI Policy and Plan to all sub-grantees;
 - Providing relevant training for, and notifying all service providers of their responsibility for assuring nondiscrimination based on race, color, national origin, sex, disability, or age when providing services on behalf of PAT; and
 - Explaining to sub-grantees how PAT will monitor and assess their compliance with Title VI and related requirement, which may include periodic onsite monitoring visits
- Issuing public notice of PAT’s commitment to Title VI compliance, including posting of the Title VI Policy and Plan on PAT’s website; and
- Periodically reviewing and updating the Plan, as appropriate.

Complaint Handling

Respective programs/teams have immediate responsibility for promptly acknowledging the receipt of, responding to, investigating as applicable; and resolving Title VI discrimination complaints concerning the activities and services for which they are responsible.

- Complaints should, to the extent possible, include the following information:
 - Complainant’s name, mailing address, or alternate methods of contact (telephone number, email address)
 - The area/s on which the alleged discrimination is based (e.g. race, color, national origin, sex, disability, age)
 - Name of the person/s, program, activity, etc. that the Complainant believes discriminated against him/her; when and where the alleged discrimination occurred; and a description that specifies how the Complainant believes s/he was excluded from participation in, denied the benefits of, or otherwise subjected to discrimination
 - An explanation of the events that caused the Complainant to believe that s/he experienced discrimination
 - Resolution that the Complainant is seeking; and
 - Any other relevant information or documents pertaining to the complaint.
- Individuals may, but are not required to use PAT’s “Title VI Complaint Form”⁸ to submit complaint information; a letter that includes the same information is sufficient.

⁸ Refer to Attachment 2, “Title VI Complaint Form”

- Employees should be directed to PAT’s internal complaint process for filing complaints under Title VI and related mandates.
- Individuals with disabilities or LEP individuals may request, if needed, assistance with completing the complaint form and during the complaint process.
- The completed complaint form/letter, signed by the complainant, should be received by PAT within 60 days of the date of the alleged discrimination. Complaints received after 60 days of the date of the alleged discrimination will be reviewed to determine whether further processing is appropriate.
- Retaliation against an individual who has opposed a practice that is prohibited by Federal or State nondiscrimination law, or who has made a complaint, testified, assisted, or participated in any manner in an investigation proceeding or hearing under this procedure or procedures provided by Federal or State law, is prohibited.
- A complaint may be withdrawn at any time during the complaint process. Withdrawals must be provided in writing. Withdrawal of the complaint may not remove PAT’s obligation to conduct a fact-finding investigation and take appropriate responsive action concerning the programs, activities, and services provided.

Complaints may be filed with:

- ❖ Department of the Prosecuting Attorney
1060 Richards St.
Honolulu, HI 96813
Phone: (808) 768-7400
Fax: (808) 768-7515
E-mail: PAT.TitleVI@honolulu.gov
- ❖ City and County of Honolulu
Equal Opportunity Office⁹
Kapālama Hale
925 Dillingham Blvd., Suite 180
Honolulu, HI 96813
Phone: (808) 768-8505
Fax: (808) 768-8490

Complaints filed with the Department of the Prosecuting Attorney or the City’s Equal Opportunity Office should be received within 60 days from the date of the alleged discrimination. Complaints received after 60 days from the date of the alleged discrimination will be reviewed to determine whether further processing is appropriate.

Complaints may also be filed with the DOJ, Office for Civil Rights. The DOJ investigates

⁹ Complaints filed with the City and County of Honolulu’s Equal Opportunity Office will be referred to the Department of the Prosecuting Attorney for processing.

complaints from members of the public who believe that an agency that receives DOJ funding has discriminated against them, either in employment or in the delivery of services or benefits. To file a complaint with the DOJ, the complainant may download and complete the Complaint Verification Form and the Identity Release Statement from the DOJ's website at <http://ojp.gov/about/ocr/complaint.htm> and return both forms to the Office for Civil Rights at the following address:

- ❖ Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street, NW
Washington, DC 20531
Phone: (202) 514-2000
Email: askojp@ncjrs.gov

Complaints may also be filled via the OCR Complaint Portal:
<https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html>

Complaints should be filed within 180 days from the date of the alleged discriminatory incident. OCR may extend the 180-day period if you can show "good cause."

Within five (5) calendar days of receipt of a complaint filed with PAT, the Title VI Coordinator or designee shall notify the complainant whether the complaint has been accepted or whether additional information is needed in order to accept the complaint. In order to be accepted, a complaint must meet the following criteria.

- The complaint must be filed within 60 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant;
- The allegation(s) in the complaint must involve race, color, or national origin; and
- The allegation(s) in the complaint must involve a program or activity that receives federal financial assistance.

PAT's Title VI Coordinator or designee shall appoint an investigative panel responsible for evaluating the contents of the complaint, developing a plan to investigate the complaint, conducting interviews, collecting and analyzing evidence related to the complaint, and preparing an investigative report. The respondent to the complaint shall be given an opportunity to respond to the allegations in writing.

Upon agreement by the complainant and respondent, the investigative panel may conduct informal mediation meetings at any stage of the process in an effort to resolve the complaint.

The investigative report shall be submitted to the Prosecuting Attorney within 90 days of the acceptance of the complaint by PAT's Title VI Coordinator or designee. The

Prosecuting Attorney shall issue a final decision on the complaint and provide written notification of the decision to the complainant and respondent.

A complaint may be dismissed at any time if the complainant requests to withdraw the complaint, the complainant fails to respond to repeated requests for additional information needed to process the complaint, or the complainant cannot be located after reasonable attempts to locate the complainant.

Nothing in this policy shall be construed as preventing or discouraging complainants from filing formal complaints with other State or federal agencies or seeking judicial relief, as provided by law.

Training

PAT's Title VI Coordinator or designee will conduct and/or coordinate initial training for Division Chiefs, supervisors, and other employees to address Title VI compliance requirements, PAT's Title VI Policy and Plan, complaint handling procedures, and related responsibilities. Respective divisions/teams have immediate responsibility for providing or making appropriate arrangements to coordinate Title VI training for existing and new employees with PAT's Title VI Coordinator or designee.

Employees

All employees will receive initial training to ensure that they have a general awareness and understanding of Title VI and Language Access mandates, and the purpose and content of PAT's Title VI and Language Access Plans. Employees in public contact positions will receive specialized training that will include procedures that are intended to facilitate language assistance services provided to LEP individuals. New employees will participate in similar initial training as part of their orientation.

Division Chiefs and Supervisors

All Division Chiefs and supervisors assigned to divisions/teams that interact with the public will receive further training to ensure that they are aware of, and understand Title VI and Language Access requirements, the content of PAT's Title VI and Language Access Plans, and complaint handling and resolution procedures.

Sub-grantees

PAT will disseminate its Title VI and Language Access Policies and Plans to, and provide relevant training for all sub-grantees to ensure that they understand their responsibility for assuring nondiscrimination when providing services on behalf of PAT, and how PAT will monitor their compliance with Title VI/Language Access requirements.

PAT will make every effort to ensure appropriate staff attend training sessions as recommended by the City and County of Honolulu's Equal Opportunity Office to further

expand the knowledge, skills, and abilities of employees, division chiefs and supervisors, and sub-grantees.

Public Notice

PAT's Title VI Policy, Plan, and applicable complaint procedures will be posted on PAT's website.

Plan Review and Update

PAT will periodically review and update this Plan. The review may include updated information collected on demographic data and language assistance services provided to LEP individuals; and consideration of input from staff, stakeholders, and the public to determine whether changes in the delivery of public programs, services, information, and/or budgeting for resources required for Title VI compliance are needed.

Monitoring Sub-Grantees

PAT monitors sub-grantees' compliance with Title VI and related civil rights mandates to ensure nondiscrimination in the services that they provide to the public on behalf of PAT. Compliance monitoring activities include:

- Notifying sub-grantees of the requirement to comply with Title VI and other applicable federal, state, and City nondiscrimination mandates;
- Requiring that sub-grantees provide written affirmation of their compliance with all applicable Title VI and related nondiscrimination mandates and other provisions of written agreements with PAT; and,
- Reviewing sub-grantees' Title VI compliance activities, including complaint handling and resolution procedures and the handling of any complaints that alleged discrimination by sub-grantees.

Attachment 1

Applicable Title VI Mandates

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000d and 28 C.F.R. §42.101 et seq.): Prohibits discrimination on the basis of race, color, or national origin in Office of Justice Program (OJP) and Community Oriented Policing Services (COPS) funded programs or activities
- The Civil Rights Restoration Act of 1987 (P.L. 100-209): Clarifies that the scope and coverage of Title VI of the Civil Rights Act of 1964 includes all programs and activities of Federally assisted recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not
- Violence Against Women Act (VAWA) of 1994, as amended ([42 U.S.C. § 13925\(b\)\(13\)](#)): Prohibits discrimination on the basis of actual or perceived race, color, religion, national origin, sex, gender identify, sexual orientation or disability in programs authorized under VAWA
- Section 1407 of the Victims of Crime Act (VOCA) of 1984 ([42 U.S.C. § 10604](#)): Prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA-funded programs or activities.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended ([42 U.S.C. § 3789d](#) and [28 C.F.R. § 42.201 et seq.](#)): Prohibits discrimination on the basis of race, color, national origin, religion or sex in OJP, OVW and COPS Office funded programs or activities
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 and 28 C.F.R. § 42.501 et seq.): Prohibits discrimination on the basis of disability in OJP and COPS Office funded programs or activities
- Title II of the Americans with Disabilities Act of 1990 ([42 U.S.C. § 12132](#) and [28 C.F.R. Pt. 35](#)): Prohibits discrimination on the basis of disability in OJP or COPS Office funded programs or activities
- Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681](#) and [28 C.F.R. pt 54](#)): Prohibits discrimination on the basis of sex in OJP and COPS funded training or educational programs
- The Age Discrimination Act of 1975 ([42 U.S.C. § 6102](#) and [28 C.F.R. § 42.700 et seq.](#)): Prohibits services discrimination on the basis of age in OJP or COPS funded programs or activities
- Equal Treatment for Faith-Based Organizations (28 C.F.R. Part 38): Requires funding organizations to treat faith-based organizations (FBOs) the same as any other applicant or recipient of DOJ funding, neither favoring nor discriminating against FBOs in making and administering grant awards, and require that FBOs be

allowed to retain their independence, autonomy, expression, and religious character when competing for DOJ financial assistance used to support social service programs and participating in the social service programs supported with DOJ financial assistance

- Hawai‘i’s Language Access Law (chapter 321C, HRS): Requires that State agencies and entities that receive State funding for the purpose of providing services on behalf of the State establish a language access plan, and take reasonable steps to ensure that Limited English Proficient (LEP) individuals¹⁰ have meaningful access¹¹ to services, programs, and activities.
- The City’s Administrative Directive 420: Recognizes that Federal funding agencies may determine that the scope of a recipient’s compliance responsibilities extends beyond the organization or component of the organization that receives Federal funding, and establishes the expectation that all City departments/agencies comply with Title VI requirements.

¹⁰ Limited English Proficient (LEP) individuals are persons who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English.

¹¹ Meaningful access is language assistance that results in accurate, timely, and effective communication, and provided at no cost to LEP individuals.

Attachment 2

Title VI Complaint Form
City & County of Honolulu
Department of the Prosecuting Attorney

This form is intended to assist individuals with the submittal of information concerning complaints under Title VI/related statutes, which prohibit individuals from being excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, sex, disability, or age, under any program or activity receiving Federal assistance.

- Complainants are not required to use this form; a letter that includes the same information is sufficient.
- Employees may use the internal complaint process for complaints filed under Title VI/related statutes.
- Individuals with disabilities or limited English proficiency may request, if needed, assistance with completing this complaint form and during the complaint process.
- Completed complaint forms/letters should be received by the Department of the Prosecuting Attorney within 60 days of the date of alleged discrimination, unless otherwise specified by applicable regulations issued by the respective Federal funding agency. Complaints received after 60 days will be reviewed to determine if further processing is appropriate.
- Complaints may also be filed with the U.S. Department of Justice, Office for Civil Rights; access complaint information and forms at <https://ojp.gov/about/ocr/complaint.htm/>.

Name	Email address	
Mailing Address	Daytime Phone Number	Date

I believe that I experienced discrimination based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Sex	<input type="checkbox"/> Disability	<input type="checkbox"/> Age

➤ **NAME of the person, program, service, or activity that you believe discriminated against you:**

➤ **WHEN did the alleged discrimination occur?**

➤ **WHERE did the alleged discrimination occur?**

➤ **EXPLAIN the events that have caused you to believe that you have experienced discrimination:**
 You may use the reverse side of this form or attach additional sheet(s) to provide relevant information, if needed.

➤ **WHAT RESOLUTION are you seeking?**

Complainant's Printed Name	Signature of Complainant/Representative	Date
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- Submit the completed Title VI Complaint Form (or letter that includes the same information) to the Title VI Coordinator, Department of the Prosecuting Attorney, 1060 Richards St., Honolulu, HI 96813; OR
- Mail the completed Title VI Complaint Form/letter to the City's Equal Opportunity Office, 925 Dillingham Blvd., Suite 180, Honolulu, HI 96813, for referral to the Department of the Prosecuting Attorney for processing.

PAT 07/18/17