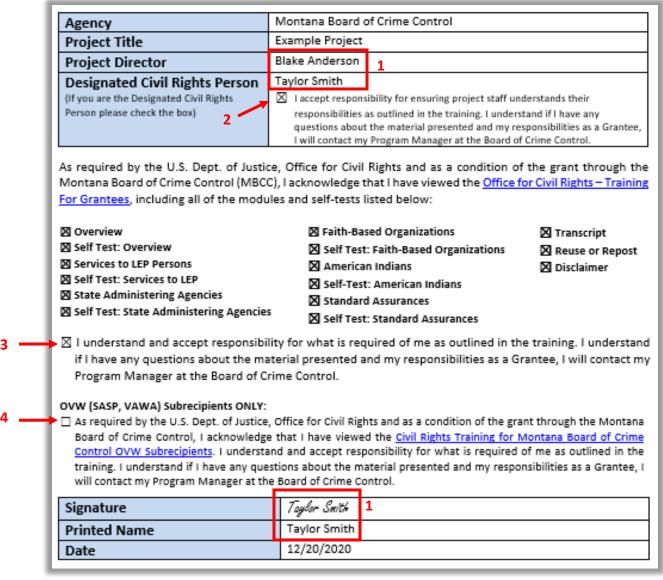


How to Complete the Civil Rights Training Certification

At the time of application:

One individual is required to act as the Designated Civil Rights Person, complete the Civil Rights Training and fill, sign, and upload the Civil Rights Training Certification Form to AmpliFund at the time of their application. By signing and submitting the form, the individual certifies that, if awarded, they are responsible for ensuring all individuals required to complete the training as part of the grant conditions do so and submit their copies of the certification form after receipt of the award.



¹The individual acting as the Designated Civil Rights Person will complete the training, include their name at top of the form, then sign and date the bottom of the form.

² The Designated Civil Rights Person must check the box stating they accept responsibility for ensuring project staff understands their responsibilities as outlined in the training.

³ The Designated Civil Rights Person must check the box at the top of the form to certify they understand what is required of them.

⁴ If applying for VAWA or SASP funds, the Designated Civil Rights Person must also complete the OVW-Specific Civil Rights Training and check the associated checkbox on the form. Applicants applying for any other funding source (i.e. VOCA, DVI, JAG, Title II, RSAT, etc.) are not required to complete the OVW-Specific training and may leave the box unchecked.

Upon receipt of the award letter:

Once your agency or organization has received its award letter, please review the Special Conditions. Any individuals required to complete Civil Rights Training as part of the Special Conditions (i.e. individuals whose positions are funded through VOCA, VAWA, or SASP *and* who provide direct services to victims) must complete the training linked in the form and complete, sign, and upload the Civil Rights Training Certification form to the Public folder in AmpliFund.

Agency	Montana Board of Crime Control
Project Title	Example Project
Project Director	Blake Anderson
Designated Civil Rights Person (If you are the Designated Civil Rights Person please check the box) 2	I accept responsibility for ensuring project staff understands their responsibilities as outlined in the training. I understand if I have any questions about the material presented and my responsibilities as a Grantee I will contact my Program Manager at the Board of Crime Control.
	ce, Office for Civil Rights and as a condition of the grant through th C), I acknowledge that I have viewed the Office for Civil Rights – Training Lules and self-tests listed below:
□ Overview □ Self Test: Overview □ Services to LEP Persons □ Self Test: Services to LEP □ State Administering Agencies □ Self Test: State Administering Agencies	 ☑ Faith-Based Organizations ☑ Self Test: Faith-Based Organizations ☑ Reuse or Repost ☑ American Indians ☑ Self-Test: American Indians ☑ Standard Assurances ☑ Self Test: Standard Assurances
	ility for what is required of me as outlined in the training. I understa aterial presented and my responsibilities as a Grantee, I will contact r Crime Control.
Board of Crime Control, I acknowledge	e, Office for Civil Rights and as a condition of the grant through the Montan te that I have viewed the <u>Civil Rights Training for Montana Board of Crim</u> and and accept responsibility for what is required of me as outlined in th estions about the material presented and my responsibilities as a Grantee,
training. I understand if I have any que will contact my Program Manager at th	ne Board of Crime Control.
	Skyler Jones 1
will contact my Program Manager at th	24.4. 7

¹ Individuals must leave the "Designated Civil Rights Person" text-entry field blank and simply sign and date the bottom of the form.

² Individuals must leave the "Designated Civil Rights Person" checkbox unchecked.

³ Individuals must check the box stating they understand what is required of them.

⁴ Individuals (1) whose position is funded under VAWA or SASP *and* (2) who provide direct services to victims must also complete the OVW-Specific Civil Rights Training and check the associated checkbox on the form. For all other individuals, this box may be left unchecked.