1. **Notice of Non-Discrimination:**

The South Carolina Office of Resilience (SCOR) does not discriminate on the basis of race, age, color, sex, religion, genetic information, sexual orientation, pregnancy, disability, gender identity, veteran status, political affiliation, national origin, low income, or limited English Proficiency (LEP) in the administration of its programs or activities.

SCOR is responsible for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination requirements implemented by 40 C.F.R. Parts 5 and 7 (Non-Discrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), 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; and Section 13 of the Federal Water Pollution Control Act Amendments of 1972.

If you have any questions about this notice or any of SCOR’s non-discrimination programs, policies or procedures, you may contact:

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| **Tangela Fields** |
| Executive Assistant |
| South Carolina Office of Resilience |
| 632 Rosewood Drive, Columbia, SC 29201 |
| (803) 521 - 3273 |

If you believe that you have been discriminated against with respect to a SCOR program or activity, you may contact the Non-Discrimination Coordinator identified above or visit our website at www.scor.sc.gov to learn how and where to file a complaint of discrimination.

If you need language assistance or a reasonable accommodation to access this policy, you may contact the Non-Discrimination Coordinator using the methods listed above.

**Non-Discrimination Coordinator**

SCOR has designated the following Nondiscrimination Coordinator(s) on December 10, 2024:

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| **Tangela Fields** |
| Executive Assistant |
| **South Carolina Office of Resilience** |
| 632 Rosewood Drive, Columbia, SC 29201 |
| (803) 521-3273 |

**B. Compliance Information**

1. Title 40 of the Code of Federal Regulations (C.F.R.), Parts 5 and 7, Nondiscrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency, prohibits discrimination on the basis of race, color, national origin (including limited English proficiency), age, sex, or disability in programs or activities receiving financial assistance from the U.S. Environmental Protection Agency (U.S. EPA). It requires recipients of financial assistance from the U.S. EPA to:

1. Designate a person to be the Nondiscrimination Coordinator to coordinate efforts to comply

with 40 C.F.R., Parts 5 and 7;

1. Collect, maintain, and provide information showing compliance with 40 C.F.R., Parts 5 and 7;
2. Adopt grievance procedures that assure the prompt and fair resolution of discrimination

complaints alleging violations of 40 C.F.R., Parts 5 and 7; and

1. Provide continuing and prominent public notice of nondiscrimination on the basis of race,

color, national origin, age, sex, or disability, and of the identity and contact information for the

Nondiscrimination Coordinator.

As set forth below, it is the policy of SCOR not to discriminate on the basis of several factors, including those in 40 C.F.R., Parts 5 and 7. For definitions of terms, please refer to “Definitions” in Section 7.25 of subpart A in 40 C.F.R., Part 7 and Section 5.105 of Subpart A, in 40 C.F.R. Part 5. In addition, SCOR adopts the following procedures to implement the requirements of 40 C.F.R., Parts 5 and 7.

SCOR shall collect, maintain, and on request of the U.S. EPA, External Civil Rights Compliance Office within the Office of General Counsel (ECRCO), provide the following information to show compliance with 40 C.F.R., Parts 5 and 7:

a. A brief description of any lawsuits pending against SCOR that allege discrimination which 40 C.F.R., Parts 5 and 7, prohibits;

b. Racial/ethnic, national origin, age, sex, disability, and disability data, or EPA Form 4700-4 Information submitted with SCOR applications for U.S. EPA financial assistance;

c. A log of discrimination complaints that identifies the complaint, the date it was filed, the date SCOR's investigation was completed, the disposition, and the date of disposition;

d. Reports of any compliance reviews conducted by any other agencies; and

e. Data and information specific to certain SCOR programs or activities to determine compliance where there is reason to believe that discrimination may exist in a SCOR program or activity or to investigate a complaint alleging discrimination in a SCOR program or activity.

2. When preparing compliance information, SCOR shall use the racial classifications set forth in 40 C.F.R., Section 7.25, in determining categories of race, color, or national origin;

3. SCOR shall keep records of the compliance information identified in paragraphs (1)(a) through (1)(e), above, for at least three (3) years after completing a project for which SCOR was a recipient of U.S. EPA financial assistance. When any complaint or other action for alleged failure by SCOR to comply with 40 C.F.R., Parts 5 and 7, is brought before the three-year period ends, SCOR shall keep records until the complaint is resolved; and

4. SCOR shall:

a. Give ECRCO access during normal business hours to its books, records, accounts, and other sources of information, including its facilities, as may be pertinent to ascertain compliance with 40 C.F.R., Parts 5 and 7;

b. Make compliance information available to the public upon request; and

c. Assist in obtaining other required information that is in the possession of other agencies, Institutions, or persons not under SCOR's control. If such party refuses to release that information, SCOR shall inform the ECRCO and explain its efforts to obtain the information.

**C. Grievance Procedures**

Any person who believes they have been subjected to discrimination may file a grievance under this procedure by contacting the Non-Discrimination Coordinator(s) or filling out a Non-Discrimination Complaint form online. It is against the law for SCOR to retaliate against any person or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7 or for the purpose of interfering with any such rights. SCOR adopts the following grievance procedures to assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R., Parts 5 and 7:

1. Grievances must be submitted to the SCOR Non-Discrimination Coordinator(s) within 90 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. Grievance submissions, in the preferred language of the complainant, can be emailed to accessibility@SCOR.org, filed through SCOR's Non-Discrimination Complaint Form (Formulario de Queja) online at [www.scor.sc.gov](http://www.scor.sc.gov), or mailed to the SCOR office address listed below:

SCOR Non-Discrimination Coordinator

South Carolina Office of Resilience

632 Rosewood Drive

Columbia, SC 29201

1. A complaint must be in writing, containing the name and address of the person filing it and/or the identified representative. The complaint must state the date of the occurrence and the problem or action alleged to be discriminatory and the remedy or relief sought. The complaint shall specify with as much detail as possible:

a. The actions or inactions by SCOR that support an alleged violation of 40 C.F.R., Parts 5 and 7;

b. The alleged discrimination that did or will result from such actions or inactions;

c. The identity of the person(s) harmed or potentially harmed by the alleged discrimination; and

d. The basis for why the action is believed to be discriminatory, and if possible, identifying the sections of 40 C.F.R., Parts 5 and 7, that were allegedly violated.

3. The SCOR Non-Discrimination Coordinator(s) (or their designee) will acknowledge receipt of the grievance within 5 days and shall investigate of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Non-Discrimination Coordinator may attempt to conciliate and resolve the complaint through a mutually agreeable solution. Any such informal resolution must be signed by both the Non-Discrimination Coordinator and the complainant. The SCOR Non-Discrimination Coordinator(s) will maintain the files and records of SCOR relating to such grievances. To the extent possible, and in accordance with applicable law, the SCOR Non-Discrimination Coordinator(s) will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.

a. SCOR's Non-Discrimination Coordinator(s) is/are responsible for making information available to non-employees regarding rights to services, aids, benefits, and participation without regard to race, color, national origin, age, sex, disability, sexual orientation, or marital status. SCOR's Non-Discrimination Coordinator(s) will

periodically evaluate the effectiveness of SCOR's efforts to offer such services, aids, benefits and participation opportunities when feasible.

b. SCOR's Non-Discrimination Coordinator(s) is/are responsible for ensuring that intimidation and retaliation against any person or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with any such rights, is prohibited and that claims of intimidate on and retaliation will be handled promptly if they occur.

c. SCOR's Non-Discrimination Coordinator(s) will coordinate or facilitate training efforts for SCOR staff regarding the Department's obligations to comply with nondiscrimination statutes, and policies and procedure.

d. SCOR's Non-Discrimination Coordinator(s) will track all complaints filed against SCOR under this policy or with the EPA and shall review all complaints on a semiannual basis to identify and address any patterns or systemic problems. SCOR's Non-Discrimination Coordinator(s) will also ensure that complainants are updated on the progress of their discrimination complaints filed with SCOR, if requested. SCOR's Non-Discrimination Coordinator(s) will promptly inform the complainant as to any determinations made.

e. SCOR's Non-Discrimination Coordinator(s) is/are responsible for providing notice of this policy and carrying out the process, as prescribed by this policy, of the investigation of non-employee complaints. SCOR's Non-Discrimination Coordinator(s) may delegate an investigation to another investigator or designee, if necessary, on a case-by-case basis.

4.The SCOR Non-Discrimination Coordinator(s) will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies. The written decision will include whether discrimination is found and the description of the investigation process.

5. SCOR assures that intimidation and retaliation are prohibited and that claims of intimidation and retaliation will be handled promptly and fairly pursuant to the SCOR Nondiscrimination Grievance Policy and Procedures in the same manner as other claims of discrimination.

6. The person filing the grievance may appeal the decision of the SCOR Non-Discrimination Coordinator(s) by writing to the SCOR Board of Directors within 15 days of receiving the SCOR Non-Discrimination Coordinator(s)'s decision. The SCOR Board of Directors shall issue a written decision in response to the appeal no later than 60 days after its filing.

7. The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, disability, age, sex or retaliation, in court or with the U.S. Environmental Protection Agency, External Civil Rights Compliance Office. A person can file a complaint of discrimination electronically by writing to TitleVI Complaints@epa.gov or by mail or phone at:

U.S. EPA External Civil Rights Compliance Office

Office of General Counsel (Mail Code 2310A)

1200 Pennsylvania Avenue N.W.,

Washington, D.C. 20460

PHONE: (202) 564-3316

SCOR will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency (LEP) are provided auxiliary aids and services or language assistance services, respectively, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The SCOR Non-Discrimination Coordinator(s) will be responsible for such arrangements.

**D. Notice of Nondiscrimination**

SCOR shall provide continuing notice that it does not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in any of its programs or activities. Methods of notice shall accommodate those with impaired vision or hearing. At a minimum, this notice shall be posted in a prominent place in SCOR's offices or facilities and on SCOR's internet homepage. Methods of notice may also include publishing in newspapers and Magazines and placing notices in SCOR's publications. Where appropriate or upon request, such notice shall be in a language or languages other than English. The notice shall identify the current SCOR Nondiscrimination Coordinator as the responsible SCOR employee designated to coordinate SCOR's efforts to comply with its obligations under 40 C.F.R., Parts 5 and 7. The text of the notice to be provided under this policy shall read as follows:

It is the policy of SCOR to not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities, and, SCOR does not intimidate or retaliate against any individual or group because they have exercised rights protected by 40 C.F.R. Parts 5 and 7 or for the purpose of interfering with such rights.

SCOR is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implanted by 40 C.F .R. Parts 5 and 7 (Nondiscrimination in Programs or Activities Receiving Federal Assistance from the Environmental Protection Agency), 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 1973, and Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (hereinafter referred to collectively as the federal nondiscrimination statutes).

If you have any questions about this notice or any of SCOR's non-discrimination programs, policies or procedures, you may contact:

SCOR Non-Discrimination Coordinator

South Carolina Office of Resilience

632 Rosewood Drive

Columbia, SC 29201

If you believe that you have been discriminated against with respect to an SCOR program or activity, you may contact the SCOR Non-Discrimination Coordinator identified above or visit our website at https://scor.sc.gov/contact-us to learn how and where to file a complaint of discrimination.

SCOR’s Non-discrimination Policy and Procedures are reviewed on an annual basis (for both in print

and online materials), and revised as necessary, to ensure prompt and fair resolution of discrimination complaints.

**E. Access for Persons with Limited English Proficiency**

SCOR will provide the opportunity for meaningful access to all programs and activities for individuals with Limited English Proficiency (LEP). It is the policy of SCOR to translate vital documents and provide oral interpretation into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by a SCOR program or activity based on the four-factor test outlined below.

A vital document is any document that is critical for ensuring meaningful access to SCOR’s major activities and programs by beneficiaries, generally, and LEP persons, specifically. Whether or not a document is “vital” may depend upon the importance of the program, information, encounter, or service involved and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

Information received from communities will help determine which documents are vital to the meaningful access of the LEP populations and what language services may be needed to provide meaningful access to individuals with LEP.

SCOR will balance the following four factors when determining which documents to translate:

**Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Service**

**Area.**

SCOR will:

• Examine their prior experiences with LEP individuals and determine the breadth and scope of language services that are needed.

• Seek and examine demographic information regarding minority populations and foreign languages predominately spoken in the service area. Such information may be obtained from the U.S. Census, school systems, community organizations, local governments, and through the SCOR public comment process.

**Factor 2: The Frequency with Which LEP Individuals Come into Contact with SCOR**

**Programs, Activities, and Services.**

SCOR will:

• Assess as accurately as possible the frequency with which they have or should have contact with LEP individuals from different language groups seeking assistance. This information will be gathered from SCOR staff who interact with community members daily.

• Consider the frequency of different types of language contacts. Less frequent contact with different language groups may suggest a different and/or less intensified solution.

**Factor 3: The Importance to LEP Persons of Program Activities and Services.**

SCOR will:

• Identify the programs, services, or activities that would have a serious consequence if language barriers prevent LEP persons access to them.

• A determination will be made as to the impact on actual and potential services to LEP beneficiaries.

**Factor 4: The Resource Available to the Recipient and Costs.**

This last step in the four-factor analysis allows an area to weigh the demand for language assistance against the organization’s current and projected financial and personnel resources.

This analysis should help determine if the language services it currently provides are cost-effective and should also help the organization plan future investments that will provide the most needed assistance to the greatest number of LEP persons within the limits of organization resources. SCOR will also develop relationships with local community groups to engage them in the translation of documents.