

U.S. Department of Agriculture
National Instit

CIVIL RIGHTS COMPLIANCE REVIEW GUIDE

Extension Programs

National Institute of Food and Agriculture
Guide for Civil Rights Review of
Extension Programs

For NIFA -USDA Administrative Use Only

Preamble

General

The National Institute of Food and Agriculture (NIFA) and its land grant partners recognize the importance of diversity and inclusion in the development and implementation of Extension programs. These Extension programs must be handled in a manner that treats every customer and employee with fairness, equality, and respect. This applies to all aspects of the Extension programs including identifying needs, setting priorities, allocating resources, selecting and assigning staff, conducting programs, and getting feedback

In accordance with United States Department of Agriculture civil rights regulations 7 CFR 15 any recipient of federal financial assistance, regardless of the amount, is subject to civil rights reviews. Further, the primary recipient of federal financial assistance is responsible for civil rights administration where the primary recipient has extended the financial assistance to another recipient

Civil Rights program reviews, conducted by NIFA, are intended as part of a proactive effort to determine how well Extension programs and operations are being done on an equal opportunity basis by recipients in compliance with the ET 23BT 5FT fBT 1 0 0 1 258.25.11 Title 7 (be)

NIFA Civil Rights compliance reviews are conducted consistent with the following major statutes and Departmental Regulations:

- ‡ 7LWOH 9, RI WKH & LYLO 5LJKWV \$FW RI DV DPHQGHG
- ‡ 6HFWLRQ RI WKH 5HKDELOLWDWLRQ \$FW RI DV DP
- ‡ \$ Pans with Disabilities Act of 1990, 42 USC 12101 et. seq.

AREA	STANDARDS	REVIEWER WILL	STATE WILL	FINDINGS	RECOMMENDATIONS CORRECTIVE ACTION
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2.
 Extension Staff
 Members
 Assigned in Areas
 being Reviewed

* Position assignments of employees provides opportunity for them to work with all persons, regardless of race, gender, age, ~~color~~ national origin or disability.

AREA	STANDARDS	REVIEWER WILL	STATE WILL	FINDINGS	RECOMMENDATIONS
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AREA	STANDARDS	REVIEWER WILL	STATE WILL	FINDINGS	RECOMMENDATIONS CORRECTIVE ACTION
<p>5. Statewide Equal Opportunity/ Diversity Plan</p>	<p>* State plan is in place which ensures that educational benefits are provided to a diverse audience of the State on a nondiscriminatory basis. * 3 O D Q H [S U H V V H V W K H R U J maintain compliance with equal opportunity non</p>				

AREA	STANDARDS	REVIEWER WILL	STATE WILL	FINDINGS	RECOMMENDATIONS CORRECTIVE ACTION
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7.
vProgram Areas
(State and Local)

* Formulated Civil Rights/Equal Opportunity plans ensure that Extension education benefits provided to the citizens of the State on a nondiscriminatory basis.

* All reasonable efforts are carried out to ensure equal access and integration of clubs.

* Where program delivery methods is by club:

a. In cooperation with Extension staff members, clubs are responsible for their own public

AREA	STANDARDS	REVIEWER WILL	STATE WILL	FINDINGS	RECOMMENDATIONS CORRECTIVE ACTION
<p>14.</p> <p>vOngoing Administration of Programs</p> <p>and</p> <p>vInteraction of 1862 and other Minority Land - Grant Institutions</p>	<p>* Persons with leadership responsibility in the civil rights area receive administrative support and direction sufficient enough to maintain a high level of visibility for compliance with civil rights laws, rules, and regulations.</p> <p>* Establishing, where appropriate, a mutually developed, coordinated, implemented comprehensive program of Extension work between land grant and/or minority serving institutions.</p> <p>* Maintain a forum for continuing mutual consultation among top officials of the institution.</p>	<p>‡ 'HWHUPLQH WKH DGPLC currently in place to carry out Extension programs. Gain an understanding of the formal and informal lines of authority and responsibility for civil rights matters.</p> <p>Review:</p> <p>‡ 2UJDQLJDWLRQDO &KD</p> <p>‡ &LYLO 5LJKWV 3ROLF\</p> <p>‡ 1DPHV RI SHUVRQV UH rights</p> <p>‡ &RPPXQLFDWLRQ VWU:</p> <p>‡)XQGLQJ VRXUFH</p> <p>‡</p>			