

Annual Civil Rights Compliance Checklist

This checklist is to be completed annually by the County Extension Director and forwarded to the District Extension Director by February 15.

County Name:
Program Year:

CED Name:

Part 1: County Extension Staff

1. Do employees position assignments provide the opportunity for them to work with all persons regardless of race, sex, age, color, national origin, or disability?
 Yes No

2. In the past 12 months have Extension employees had equal access to programmatic training?
 Yes No

3. In the past 12 months, have all new employees received training on civil rights requirements?
 Yes No

4. In the past 12 months have there been county or district meetings that discussed civil rights compliance and/or civil rights planning?
 Yes No

5. Are all records associated with the recruitment of Extension employees conducted or completed in the past 3 years either (1) maintained in the County Cooperative Extension Office, (2) maintained in the County Human Resources Office, or (3) maintained at the District or University HR Office?
 Yes No

6. Are Extension work facilities, the use of office equipment, technology, supplies, and educational materials available to all employees on a nondiscriminatory basis?
 Yes No

7. Are office quarters and related facilities assigned and available to all employees on a nondiscriminatory basis?
 Yes No

8. Is administrative help and other support resources available on a nondiscriminatory basis?
 Yes No

If you answered no to any of the questions in Part 1, please describe the corrective actions that will be taken in the upcoming program year.

Part 2: Procedure for Processing Program Discrimination Complaints

1. Is the USDA "...And Justice for All" poster showing the nondiscrimination policy statement and how to file a civil rights complaint visibly displayed in areas of your office visited by the public?
Yes No

2. Are published program complaint procedures available to all employees, volunteers, and the public?
Yes No

3. Is the nondiscrimination statement used on all Extension publications including educational materials, promotional literature, forms, announcements, brochures, and other documents?
Yes No

If you answered no to any of the questions in Part 3, what steps will be taken to ensure compliance with these requirements?

Part 3: Program Areas

1. Does your county have any clubs, groups, program, or events that are not open to both males and females or are that are conducted with each sex separately?
Yes No

2. Does your county have any contests, recognitions, or awards that are separated by the sex of the participant?
Yes No

3. Does your County Extension Office or any Extension employees provide assistance to any organization that excludes any individual from participation because of their race, color, national origin, sex, age, or disability?
Yes No

If you answered yes to any of the questions in Part 3, what steps will be taken to ensure compliance with civil rights requirements?

Part 4: Accessibility

- 1. Has your county Extension office conducted an accessibility self-assessment of your facilities?
Yes No

- 2. Are work and program facilities accessible to disabled employees, volunteers, customers, clients, and visitors?
Yes No

- 3. Are office entrances and routing of clients done such that discrimination on the basis of race, color, national origin, sex, age, or disability does not occur?
Yes No

- 4. Do program announcements include a statement that reasonable accommodations will be made for individuals with disabilities?
Yes No

- 5. Has your county Extension office conducted an LEP self-assessment?
Yes No

- 6. Does your county Extension office provide resources translated into languages other than English?
Yes No

If you answered no to any of the questions in Part 4, what steps will be taken to ensure compliance with accessibility requirements?

Part 5: Data Review

1. Review Client Contact Reports in ERS for the past program year by employee. Does each employee provide service across different races, ethnicities, and sexes?
Yes No

2. Review Client Contact Reports ERS for the past program year by program area. Is program participation data stratified by race, ethnicity, and sex representative of the population of county?
Yes No

3. Review the Civil Rights Compliance reports and All Reasonable Efforts reports in ERS for the past program year. Have sincere efforts been made for advisory councils, program committees, groups, and clubs that do not have balanced membership to become more diverse, and/or representative of the population of the county?
Yes No

4. Review the Civil Rights Compliance reports and All Reasonable Efforts reports in ERS for the past 3 program years. In cases where balanced membership was not achieved for multiple years, has any progress been made to increase balanced participation in these groups, clubs, or advisory councils/committees?
Yes No

If you answered no to any of the questions in Part 2, what additional steps will be taken to reach out to diverse audiences in the upcoming year?

Part 6: County Civil Rights File

Please check the box for each item located in the County Civil Rights file. Documentation from current year and 3 prior years should be maintained in file.

Disability Accessibility Self-Evaluation

Date of Evaluation:

LEP Self-Evaluation

Date of Evaluation:

Examples of public notification including documentation of the use of the nondiscrimination statement on printed publications including educational materials, promotional literature, forms, announcements, brochures, and other documents; documentation of notification that reasonable accommodations will be made for disabled individuals and persons with limited English proficiency.

Examples of "all reasonable efforts" to reach under-served or under-represented audiences including documented use of mass media, personal letters, and personal visits.

Examples of outreach efforts including copies of notes, invitation letters, interview records, list of grassroots organizations, copies of flyer's, newspapers articles, records of personnel visits, and minority media lists.

Examples of steps taken to eliminate barriers and make programs and facilities more accessible to disabled individuals.

List of all reasonable accommodations requested and provided.

Examples of reasonable steps taken to provide meaningful access to programs and services to eligible LEP individuals.

Examples of technical and educational materials published in languages other than English.

Evidence of civil rights training completed for new staff and annual refresher training.

Signed Certification of non-discrimination from each club or group.