**County Internal Review Checklist**

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| **General Civil Rights Information** | **Yes** | **No** |
| Employees understand that Extension receives federal funding from USDA/NIFA and as a recipient of federal funding, Extension must comply with all applicable federal nondiscrimination laws and directives. |  |  |
| Employees are aware that Extension may not partner with persons, organizations, or entities who discriminate against those who are protected by civil rights laws. |  |  |
| Employees are aware that Extension Evaluation & Accountability is the primary contact for questions related to nondiscrimination and civil rights compliance in Extension programs. |  |  |
| Employees are aware that Extension Human Resources is the primary contact for questions related to nondiscrimination and civil rights compliance in employment. |  |  |
| Employees are aware that policies and other resources related to civil rights compliance are available on the Evaluation & Accountability website. |  |  |

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| **Civil Rights Training** | **Yes** | **No** |
| In the past 12 months, all new staff members have completed civil rights training during their onboarding process. |  |  |
| In the past 12 months, all new volunteers and advisory leadership members have completed civil rights training. |  |  |
| In the past 12 months, all employees have attended at least one county or district meeting that provided civil rights information. |  |  |

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| **Advisory Leadership Council and Committees** | **Yes** | **No** |
| The selection and appointment process for advisory leadership councils and committees encourages intentional outreach to diverse populations and formulation of a group that is reflective of the local community (i.e., race, ethnicity, gender). |  |  |
| Review the ERS Civil Rights Module data for advisory leadership groups. Was adequate documentation provided describing the "all reasonable efforts" used to have a representative group? |  |  |
| File Upload: Furnish copies of any and all written solicitation, selection, and recruitment materials for positions on all advisory committees. | | |

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| **Program Delivery** | **Yes** | **No** |
| Employees are knowledgeable about the demographics of the area served and are intentional in designing and presenting programs that are inclusive of diverse segments of the population. |  |  |
| All clubs, activities, programs, contests, and awards are open to all individuals, regardless of race, color, national origin, sex, age, and/or disability. |  |  |
| All Extension programs and activities are implemented in a manner that ensures nondiscrimination on the basis of sex. |  |  |
| Review ERS Activity Reports by program area. Was program participation representative of the race, ethnicity, and sex distribution of the county. |  |  |

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| **Data Collection and Integrity** | **Yes** | **No** |
| All program participants are asked to voluntarily self-report their demographic information. |  |  |
| Employees enter program participant demographic data into the Extension Reporting System (ERS) every month. |  |  |
| The county center submits required civil rights information in the Extension Civil Rights (XCR) system in a timely manner. |  |  |

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| **Public Notification and Outreach** | **Yes** | **No** |
| The nondiscrimination statement is included on all print and electronic materials including publications, program announcements, forms, brochures, videos and virtual presentations. |  |  |
| Employees understand that the “And Justice For All” poster is a required method for notifying the public of their rights, complaint procedures, and the nondiscrimination policy. |  |  |
| The “…And Justice for All” poster is prominently displayed in the Extension Center where it can be viewed by members the public. |  |  |
| Employees provide partner organizations with a Notice of Nondiscrimination indicating that Extension does not partner with and/or provide assistance to organizations that exclude individuals from program participation because of their race, color, national origin, sex, age, or disability. |  |  |
| Participants in virtual environments are properly notified of our nondiscrimination policy and how to file a civil rights complaint. |  |  |
| File Upload: Furnish examples of marketing materials for events organized or hosted by Extension that contain required nondiscrimination and accommodation statements. Materials may include, but not limited to: Materials related to public notification; Outreach materials designed to increase participation in extension related events; Copies of publications with the nondiscrimination statement used; Announcement for extension programs or other events open to the community. | | |

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| **Complaint Process** | **Yes** | **No** |
| Employees are aware of the complaint process for program participants and what to do if someone wants to file a complaint. |  |  |
| Employees are aware that official complaints can be filed with NC State University or the USDA. |  |  |

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| **Accessibility for Individuals with Disabilities** | **Yes** | **No** |
| All program announcements include a statement that reasonable accommodations will be made for individuals with disabilities. |  |  |
| Reasonable accommodations are provided when requested. |  |  |
| Work and program facilities are accessible to disabled employees, volunteers, customers, clients, and visitors. |  |  |

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| **Language Access** | **Yes** | **No** |
| Employees are familiar with the College and County Center Language Access Plans. |  |  |
| Employees are aware they have an obligation to inform LEP individuals that free language access services are available. |  |  |
| Employees are familiar with the procedures for requesting translation of written materials, face to face interpretation, and how to use the telephone interpretation line. |  |  |
| LEP individuals are notified of the availability of language assistance services using “I Speak” posters, other posters and signage, outreach activities, translated brochures and program announcements, non-English language information on the website, newsletters, social media and mass media or by using other methods. |  |  |

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| Describe the efforts that will be made in the upcoming year to address any areas where you responded "No." |
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