



U.S. Department of Agriculture  
National Instit

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# **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 Federal Title 28, Part 25.11 to 25.12 of the Code of Federal Regulations (465 342.2).

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

- Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d.
- Section 504 of the Rehabilitation Act of 1973, as amended, 19 USC 794.
- Americans with Disabilities Act of 1990, 42 USC 12101 et. seq.





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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.

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| <p><b>5.</b><br/><b>Statewide Equal Opportunity/<br/>Diversity Plan</b></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.</p> <p>*Plan expresses the organization's intent to maintain compliance with equal opportunity non-</p> |               |            |     |



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**7.**  
**Program Areas**  
**(State and Local)**

\* Formulated Civil Rights/Equal Opportunity plans ensure that Extension education benefits are 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









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| <p><b>14.</b></p> <p><b>Ongoing Administration of Programs</b></p> <p><b>and</b></p> <p><b>Interaction of 1862 and other Minority Land-Grant Institutions</b></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> | <ul style="list-style-type: none"> <li>• Determine the administrative structure 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.</li> </ul> <p>Review:</p> <ul style="list-style-type: none"> <li>• Organizational Chart</li> <li>• Civil Rights Policy Statement</li> <li>• Names of persons responsible for civil rights</li> <li>• Communication structure for the system</li> <li>• Funding source</li> <li>•</li> </ul> |            |     |