



Annual County Civil Rights/Affirmative Action Accomplishments Report

County _____ County Director _____
 Date _____ Regional Director _____

Directions: Check the boxes that are relevant to the past year. Provide documentation in the central civil rights/affirmative action reference file as noted. Provide a copy of this desk audit to the Regional Director no later than January 10 stating the preceding year's activities.

Goal 1 **Program Planning and Participation** Increase participation of people in underrepresented groups on county and statewide Extension Boards and expand participation of underserved, women, minorities, persons with limited English proficiency, and those with limited resources.

- Objective 1. Partnerships and collaborations with other organizations and agencies.
- Objective 2. Cultural Competency and Language Training.
- Objective 3. Targeting Limited English Proficiency populations.
- Objective 4. Engage and target “seniors and other master volunteers” in Extension programs and activities.
- Objective 5. Increase the diversity representation on advisory boards.
- Objective 6. Expand 4-H membership and volunteerism among under-represented racial and ethnic groups in Utah.
- Objective 7. ADA accommodations and tracking.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<p>OBJECTIVE 1</p> <p>A. Discussions on reaching underserved populations have taken place during the past year, and a non-discrimination assurance statement has been signed by partners or collaborators.</p>
<p>A. # of Employees _____</p> <p>A. # Total Hours _____</p> <p>B. # Employees engaged in second language training _____</p> <p>C. # New hires with language competency _____</p>		<p>OBJECTIVE 2</p> <p>A. The number of employees participating in cultural competency training this year is specified. The grand total of hours in which employees participated in training is specified.</p> <p>B. The number of employees participating in second language training is specified.</p> <p>C. The number of new hires who have foreign language competency is specified.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>OBJECTIVE 3</p> <p>A. Extension personnel have made an effort to extend critical educational programming to significant program targets such as Spanish-speaking populations.</p> <p>B. Extension personnel who are knowledgeable about Hispanic culture, the Spanish</p>
<input type="checkbox"/>	<input type="checkbox"/>	

YES NO	
<input type="checkbox"/> <input type="checkbox"/>	<p>language, or other areas pertinent to Latino communities have made their expertise available to others.</p> <p>C. Those producing instructional materials have ensured that the content has been culturally adapted to be consistent with the target clientele’s values and beliefs, and has increased the group’s understanding of how to operate in American culture.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>OBJECTIVE 4</p> <p>A. Programs have been developed to serve the needs of diverse and under-served audiences with “seniors and other master volunteers” as partners in delivery.</p> <p>B. The best practices employed by agents and educators who integrate seniors and other master volunteers effectively into programs have been identified.</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>OBJECTIVE 5</p> <p>A. An annual review of the composition of advisory boards serving with county affinity/commodity boards and overall Extension advisory boards has been conducted with benchmarks established and reviewed to determine changes of participation by underrepresented populations.</p>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>OBJECTIVE 6</p> <p>A. Annual comparisons from ES237 reports have been made to determine if increased membership numbers of underrepresented racial/ethnic minorities have changed as a result of annual diversity training and 4-H actions from the previous year.</p> <p>B. An annual Expansion and Review meeting to measure effectiveness in expanding 4-H programs to underserved youth groups is held annually.</p>
<input type="checkbox"/> <input type="checkbox"/>	<p>OBJECTIVE 7</p> <p>A. A review of the ADA requirements has been conducted in this county. This includes a review of physical facilities utilized for Extension programs for ADA compliance, and ADA accommodations statement included in publications when announcing programs.</p>

Goal 2 **How Public Notification will be Accomplished** Utah State University is committed to nondiscriminatory notification of all stakeholders regardless of race, color, national origin, sex, age, or disability for the programs and activities provided throughout the state.

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| <p>Objective 1.</p> <p>Objective 2.</p> <p>Objective 3.</p> <p>Objective 4.</p> <p>Objective 5.</p> <p>Objective 6.</p> | <p>Advise potential program recipients of program availability and requirements of nondiscrimination.</p> <p>Display of the “And Justice for All” poster in public places.</p> <p>Inform groups, organizations, associations, etc. of the Extension nondiscriminatory provisions of Extension and our federal partner.</p> <p>Nondiscriminatory assurance statements have been provided to and signed by Extension collaborators and partners.</p> <p>Press releases, announcements, photographs, audiovisual and other communication media convey equal opportunity regardless of race, color, sex, national origin or disability.</p> <p>Use sex-neutral language in publications and communications and programs to eliminate the perception of gender bias.</p> |
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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 1 A. All reasonable efforts have been made to inform potential program participants of Extension activities and programs and these Extension actions have been documented in the county central civil rights file.
<input type="checkbox"/>	<input type="checkbox"/>	B. An annual plan of work targets specific efforts to identify, recruit, and train individuals from underrepresented groups as Extension volunteers and leaders.
<input type="checkbox"/>	<input type="checkbox"/>	C. All reasonable efforts have been made to develop, modify, and provide program materials for underrepresented groups.
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 2 A. Extension offices and public areas regularly used and physically controlled by Extension have prominently displayed the current “And Justice for All” poster.
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 3 A. All publications printed at the county level are available in the dominant language in each county and contain the appropriate affirmative action statement.
# of assurance statements in file _____		OBJECTIVE 4 Extension faculty/educators have ensured that the collaborative entities are nondiscriminatory by requiring the entities to sign a nondiscrimination assurance statement that has been retained in the central affirmative action civil rights file and renewed every three years.
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 5 Press releases, announcements, photographs, audiovisual and other communication media convey equal opportunity regardless of race, color, sex, national origin, or disability and copies of such are documented in the county civil rights reference file.
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 6 Gender-neutral language is used in publications, communications, programs, and educational materials, and publications are routinely checked to ensure that gender-neutral language is used with appropriate civil rights statements included.

Goal 3

Civil Rights Training Within Extension Extension staff will receive ongoing training in diversity/cultural sensitivity, civil rights law, and affirmative action applications in a systematic program designed to involve every county Extension employee.

Objective 1. Training focused on civil rights, affirmative action, and cultural sensitivity will be available to staff annually.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 1 A. Diversity/cultural training has been provided by this county this year.
<input type="checkbox"/>	<input type="checkbox"/>	B. Civil rights training has been conducted with all county staff and faculty this year. [All staff have participated in updating their skills through the review of help files contained in the Annual Civil Rights Self-Assessment Tool.]

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	C. Civil rights training addressing the growing diversity in this county and among actual and potential Extension clientele has been conducted.
<input type="checkbox"/>	<input type="checkbox"/>	D. The approved state civil rights statement focusing on the employee's mandated civil rights obligation has been included in the official role statement of all Extension faculty and staff in this county.

Goal 4

Civil Rights Compliance and Compliance Reviews Systematic on-site civil rights compliance reviews will be conducted over a five-year period involving all county Extension offices.

Objective 1.	Formal county civil rights compliance reviews will be conducted in all counties every fourth year. Informal reviews will be conducted annually by County Directors and Regional Directors.
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YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 1 County central affirmative action civil rights files contain references to the civil rights compliance review(s) documents that have been conducted in the county with specific performance plans to remediate deficiencies identified in the review.

Goal 5

Civil Rights Population and Clientele Projections (Parity Standards) Each county will determine the population eligible to participate in Extension programs. Information from the most current official US Census will establish ethnic diversity benchmarks. The county program participation goal of 33 percent of the population for each ethnic group, White, Black, Hispanic, American Indian, and Asian, should be established.

Objective 1.	Ethnicity benchmarks have been researched from the most current US Census information and conveyed to county employees.
Objective 2.	Program participation targets will be established for all ethnic groups in the county.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 1 A. This county has a record of the most current US Census data on county ethnicity. County employees have been made aware of ethnicity demographics and the percentage they represent in the county population.
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 2 Program participation targets representing an equivalent of 30 percent of all ethnic groups within the county have been established and documented in the central affirmative action civil rights file. [Program participation parity will be considered achieved based on ± 2 percent of this target.]

Goal 6

Practices in Employment – Workforce Diversity County Extension employment opportunities are governed by USDA regulation 7CFR Part 18 and the Utah State University Affirmative Action EEO five-year plan. The plan provides equal opportunity to diverse and traditional audiences seeking employment with USU Extension.

Objective 1. Compliance with the USU Affirmative Action EEO five-year plan.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 1 County Directors and unit employees comply with regulations, laws, and procedures outlined in the USU Affirmative Action EEO five-year plan when hiring employees and documentation of these efforts is on file with the supervising Regional Director.

Goal 7

Administrative Oversight for the Performance Plan Identify persons having the responsibility for lead staff for civil rights indicating the area(s) they represent and breadth of their responsibility; administrative sign-off authority for civil rights; and data preparation responsibility staff.

Objective 1. Identify persons having the responsibility for lead staff for civil rights.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	OBJECTIVE 1 Faculty and staff are aware of Extension and University persons who have responsibility for civil rights and affirmative action.

Based on the information provided in this annual civil rights/affirmative action report, along with information in the county central affirmative action civil rights files, I certify that _____ County has complied with all aspects of the Utah State University Extension Civil Rights Performance Plan except those items listed below along with proposed actions for remediation for the coming year.

County Director

Date

Objectives in Non-Compliance
(*Objectives Checked NO*)

Proposed Remediation Actions

Exemplary Practices

List below several noteworthy accomplishments of your county's diversity efforts in the past year.