

Annual County Civil Rights/Affirmative Action Accomplishments Report

County _____ County Director _____
 Date _____ Regional Department Head _____

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 Department Head 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 increase participation of underserved, women, minorities and those with limited resources.

- Objective 1. Program with diversity promise.
- Objective 2. Latino/Agent technician initiative.
- Objective 3. CALFNES Programs in Utah counties.
- Objective 4. Seniors Partners Programs in Utah communities.
- Objective 5. Increase representation of underrepresented groups on committees/boards. Establish benchmarks.
- Objective 6. Increase unrepresented racial/ethnic minorities in 4-H programs
- Objective 7. Insure that ADA requirements are met within the county Extension program.

YES	NO	
		OBJECTIVE 1. Collaborative planning and program efforts with state, federal and local agencies have been conducted during the past year. Documentation of these efforts is on file in the central affirmative action civil rights file.
		OBJECTIVE 2. An effort to provide agent/technicians collaborations with Latino(s) to facilitate cultural understanding and implement programs to underserved communities has taken place during the past year. Documentation of these efforts is on file in the central affirmative action civil rights file.
		OBJECTIVE 3. Identification of volunteers, facilities and clientele within Latino communities who can serve to further implement the CALFNES program within the county has taken place. Documentation of these efforts is on file in the central affirmative action civil rights file.
		OBJECTIVE 4. Efforts made to contact school districts and the elderly as potential partners for programs serving the underserved and diverse audiences. Activities that have involved seniors in 4-H, FCS, agriculture, natural

	resources, economic development, and other priority issue areas of Extension. Seniors Partners Programs which have been formed are identified.
	OBJECTIVE 5. Efforts and documentation of participation of underrepresented groups serving on program planning and advisory boards within the county area have taken place during the past year.
	OBJECTIVE 6. Documentation and efforts made to increase the membership of underrepresented racial/ethnic minority group members in structured 4-H youth and family/community clubs and special interest and/or study groups have taken place during the past year.
	OBJECTIVE 7. Identification and documentation of efforts that demonstrate application of ADA law in program planning and implementation made to serve and accommodate those with disabilities has taken place during the past year.

Goal 2

Public Notification 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.

Objective 1.	Advise potential program recipients of program availability and requirements of nondiscrimination.
Objective 2.	Display of the “And Justice for All” poster in public places.
Objective 3.	Inform groups, organizations, associations, etc of the Extension nondiscriminatory provisions of Extension and CSREES.
Objective 4.	Nondiscriminatory assurance statements have been provided to and signed by Extension collaborators and partners.
Objective 5.	Press releases, announcements, photographs, audiovisual and other communication media convey equal opportunity regardless of race, color, sex, national origin or disability.
Objective 6.	Use sex-neutral language in publications and communications and programs to eliminate the perception of gender bias.

YES	NO
	OBJECTIVE 1. All reasonable efforts have been made to advise program recipients of program availability. Documentation of these efforts is on file in the central affirmative action civil rights file.
	OBJECTIVE 2. Public areas used for program efforts and Extension office business areas have posted the “And Justice for All” poster.
	OBJECTIVE 3. All publications printed at the county level contain the USU approved affirmative action statement appropriate to the specific publication type.

	OBJECTIVE 4. On a rotating basis one-third of all county Extension collaborators and partners each year have received and signed the nondiscrimination assurance document. Documentation of these efforts is on file in the central affirmative action civil rights file.
	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 filed in individual program files with sample copies filed in the county civil rights reference file.
	OBJECTIVE 6. Sex-neutral language in publications and communications and programs are routinely monitored and checked to eliminate gender bias.

Goal 3

Civil Rights Training 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	
		OBJECTIVE 1. Document in the central affirmative action civil rights file the ongoing training that county Extension employees, whose primary focus has been civil rights, cultural sensitivity, and affirmative action, have participated in during the past year. The USU Extension civil rights self-assessment tool completed by each county Extension employee should be available for administrative reference.

Goal 4

Civil Rights Compliance Reviews Systematic on-site civil rights compliance reviews will be conducted over a four-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 Department Heads.
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YES	NO	
		OBJECTIVE 1. County central affirmative action civil rights files contain references to the civil rights compliance review with specific performance plans to remediate any deficiencies identified in the review.

Goal 5

Civil Rights Population and Clientele Projections 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 will be 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
	OBJECTIVE 1. Each county will maintain a record of the most current US Census data on county ethnicity. County employees should be made aware of these ethnicity benchmarks. Documentation of county census ethnicity is placed in the central affirmative action civil rights file.
	OBJECTIVE 2. Program participation targets representing an equivalent of 33 percent of all ethnic populations within the county are established and documented in the central affirmative action civil rights file. Program participation parity will be considered achieved based on ± 2 percent.

Goal 6

Employment – Workforce Diversity County Extension employment opportunities are governed by USDA/CSREES regulation 7CFR Part 18 and the Utah State University Affirmative Action EEO four-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 four-year plan.
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YES	NO
	OBJECTIVE 1. County Directors and unit employees shall comply with all regulations, laws, and procedures outlined in the USU Affirmative Action EEO four-year plan when seeking employees. Documentation of these efforts is on file in the central affirmative action civil rights file for all new hires.

Goal 7

Civil Rights Desk Audit and Accomplishment Report A brief civil rights accomplishment report will be submitted annually by counties. The report will detail the activities and progress made in

each of the six goal areas of the Extension Civil Rights Performance Plan. Remediation activities for areas found in non-compliance will be identified.

Objective 1. An annual report of civil rights and affirmative action progress will be made by counties.

YES	NO	
		OBJECTIVE 1. The annual county civil rights and affirmative action accomplishments report is developed and submitted to the Regional Department Head by January 10 for the preceding year's activities.

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.