



CIVIL RIGHTS

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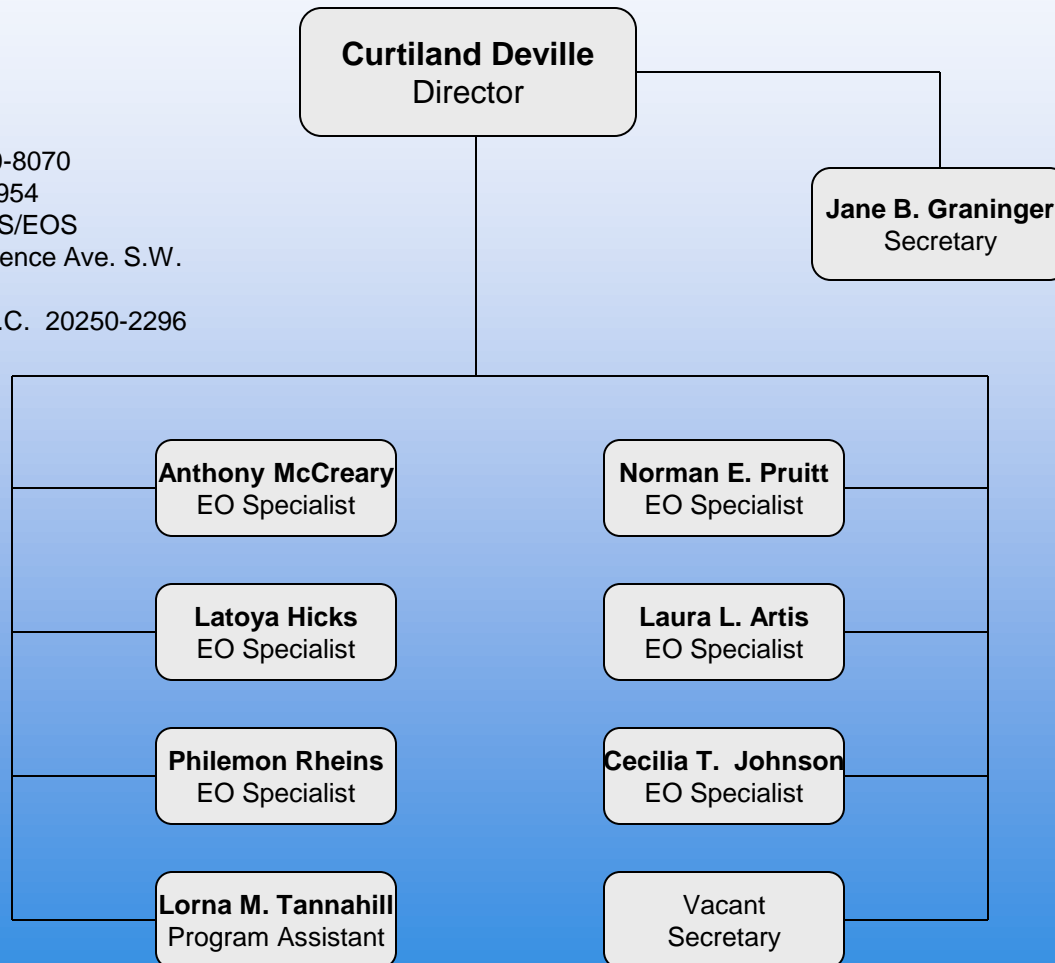
MISSION

The Equal Opportunity (EOS) provides internal and external leadership and guidance to NIFA staff and State Land-Grant University partners to comply with federal nondiscrimination laws and related USDA departmental rules and regulations.





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Civil Rights Compliance Reviews

- **Recipients of NIFA funds are required to provide equal access to its research, employment and extension programs.**
- **Extension programs operated by the 58 land-grant colleges and universities established by the First Morrill Acts of 1862. NIFA also reviews the research, EMPLOYMENT and extension programs at 19 historically Black land-grant colleges and universities established by the Second Morrill Act of 1890.**
- **Reviews are conducted on a 5-year rotational period and jointly planned and organized between EOS and the institutions.**





Civil Rights Compliance Reviews – *cont.*

- **The land-grant institutions are required to submit detailed data for its research programs and projects, extension programs and workforce (employment) prior to the onsite visit.**
- **A final report is dispatched to the land-grant institutions by the NIFA Administrator through the EOS Unit after the onsite review is completed.**





Compliance Review Components

An equal opportunity compliance review consists of the following components:

I. Research Programs

1. Management Organization
2. Resources Allocation
3. Graduate Student Enrollment
4. Employment in Research
5. Professional Development and Promotion
6. Civil Rights and Diversity Training for Faculty and Staff
7. Internal Evaluation Plan of Civil Rights Activities
8. Public Notification of Responsibilities Regarding Civil Rights





Compliance Review Components -- *cont.*

II. Extension Programs

1. Resource and Structure
2. Knowledge of Laws, Rules, and Regulations
3. Staff Training and Conferences
4. Extension Staff Members Assigned in Areas Selected for Review
5. Advisory Committees, Board and Other Relevant Committees
6. Process for Processing Program Discrimination Complaints
7. Statewide Equal Opportunity/Diversity Plan
8. Disabled Accessibility and Accommodation
9. State and Local Program Areas
10. Collection of Extension Program Participation Data





Compliance Review Components -- *cont.*

II. Extension Programs *cont.*

11. Public Notification of Responsibilities Regarding Civil Rights
12. Electronic/Non-Electronic Mailing List
13. Title IX Non-Discrimination on the Basis of Sex
14. Internal Compliance Review
15. Limited English Proficiency (LEP)
16. Ongoing Administration of Programs
17. Interaction of 1862 and other Minority Land-Grant Institutions





Compliance Review Components -- *cont.*

III. Extension Employment

1. Management Organization
2. Staffing Composition
3. Employment Activity (Applicant Flow, New Hires, Promotions, Separations/Retention)
4. Recruitment and Hiring
5. Equal Opportunity Policies and Directives
6. Staff Development and Training
7. Complaints and EEO Counseling
8. Salary Administration
9. Limited English Proficiency (LEP)





What is Expected of our Land-Grant Partners?

This Morning we will Discuss Four Areas:

- Complaints: State and Extension Programs
- Advisory Council and Committees
- Public Notification
- Limited English Proficiency





Complaints

- **At the STATE level, EOS expects to REVIEW procedures for resolving employment complaints:**
 1. Formal Policy and Procedure
 2. Training procedures for staff
 3. Evaluation of staff knowledge
 4. "... And Justice for All" posters

- **At the COUNTY level, EOS expects to REVIEW procedures for resolving program complaints:**
 1. State's formal policy and procedures
 2. Training for staff who conduct programs
 3. Knowledge of staff on procedures
 4. "... And Justice for All" poster location and use





Complaints - *cont.*

To File Program and/or Employment Complaints

- Complainant obtains and completes a Program Discrimination Complaint Form found at https://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office or write a letter addressed to USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, Southwest, Stop 9410, Washington, DC 20250-9410





Advisory Councils and Committees

- Internal and external advisory boards and committees
 - Who are potential members?
- Plans to solicit members
 - How are the members recruited to participate?
- Process for participation
 - How are the members selected?





Public Notification

- Informing the public of Extension Programs
- Notification of Non-discrimination Statement
- Assistance to Persons who are Disabled





Limited English Proficiency

U.S. Department of Justice has issued guidance to federally assisted recipients on how to provide limited English proficient applicants and beneficiaries' meaningful access to their programs and services. The DOJ guidance includes the following information:

1. Who are covered recipients and sub-recipients?

- State and County Agencies, Office and their Sub-Divisions
- Colleges, Universities, Elementary and Secondary Schools
- County, Districts and Regional Councils

2. Who is a limited English proficient person?

- Primary Language is not English
- Limited ability to read, write, speak and understand English
- Seeking services from covered recipients and sub-recipients





Limited English Proficiency — *cont.*

3. Four Factor assessment recipients can use to determine meaningful access

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee/recipient
- The frequency with which LEP individuals come in contact with the program
- The nature and importance of the program, activity, or service provided by the program to people's lives and
- The resources available to the grantee/recipient and costs

4. Ways to provide language assistance

- Oral Interpretation
- Written Translation





Limited English Proficiency — *cont.*

5. Elements of an effective plan to provide language assistance

- Identify LEP people who need assistance
- Training Staff
- Providing notices to LEP people

More detailed LEP guidance can be found at:

http://lep.gov/guidance/guidance_DOJ_Guidance.html

