

CIVIL RIGHTS PROGRAM EVALUATION AND REVIEW GUIDE



RESEARCH | EXTENSION | TEACHING

**Usman Adamu, PhD
Dean and Director**

**Stafford M. A. Crossman
CES Associate Director**

UVI SOA CES is an equal opportunity provider and employer.

CIVIL RIGHTS PROGRAM EVALUATION AND REVIEW

Background

The National Institute of Food and Agriculture, and its land-grant partners, such as the University of the Virgin Islands School of Agriculture Cooperative Extension Service (SOA CES), are committed to being equal opportunity providers of SOA CES programs. These programs must treat every customer and employee with fairness, equality, and respect. This applies to all aspects of the program, including identifying needs, setting priorities, allocating resources, selecting and assigning staff, conducting programs, and getting feedback.

The performance of a civil rights audit and review is one of the major and unique requirements of federal civil rights legislation. It provides a systematic process for the assessment of compliance with federal regulations as it pertains to policies, procedures, programs, and practices as well as the development and implementation of modifications to correct any instances where deficiencies are identified.

This guide is designed when conducting a civil rights evaluation and review of the SOA CES.

Purpose and Relevant Legislation

Civil Rights Compliance Reviews are conducted in accordance with the following Civil Rights Laws, Authorities, and Regulations:

- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967, as amended
- Title IX of the Education Amendments of 1972
- The Equal Pay Act of 1963, as amended
- The Rehabilitation Act of 1973
- American with Disabilities Act of 1990, as amended
- The Civil Rights Act of 1991
- Executive Order 13166
- Other pertinent federal laws and regulations

The Civil Rights Program Evaluation and Review will provide the opportunity for the presentation of specific program accomplishments from the following programs: Agriculture/Horticulture, Family and Consumer Sciences, and 4-H Youth Development, and Communications, Technology and Distance/Online Learning. The format elicits, using structured statements, both quantitative and qualitative information. Moreover, it offers the opportunity for comments and explanation regarding statements that may not adequately reflect accomplishments. All statements made and dates cited will be based upon verifiable records and/or documentation.

STAFF TEAMWORK IN PROGRAMMING

- 1) Does UVI SOA hold staff conferences for the purpose of cross-discipline programming?
Yes No

If yes, how often?

- 2) Give examples of cross-discipline programming:

- 3) What changes are planned for the next year in the way and frequency that SOA CES staff will meet and SOA CES plans to achieve additional cross-discipline programming? Describe the changes:

- 4) List agents and number of days of professional development they have attended during the past 12 months:

- 5) Do all staff members' job descriptions contain the following, or a similar statement?
"Provide educational programs and materials to all people of the county / district without regard to race, color, religion, national origin, sex, age or disability."

- 6) What training have staff members received in the past four years regarding issues of reaching underserved audiences?

- 7) Within the past four years, have all organizations with whom SOA CES cooperate on an ongoing basis received and responded to Written Notification of SOA CES Civil Rights Policy?

Yes No

If yes, provide list of cooperators with signed cooperation agreements:

- 8) Where are Civil Rights laws and files found on the SOA CES website?

List all staff in your office who know where to find this site.

- 9) What should staff do if they receive a Civil Rights complaint?

List all staff who know how to respond to a complaint.

- 10) List any accommodations UVI SOA has made for those with Limited English Proficiency.

5) List mass media outlets which are used by historically underserved audiences and UVI SOA has employed to announce SOA CES programming:

6) Do any of the mailing lists used in SOA CES consist of exclusively of one race color, religion, or sex? If yes, identify the mailing lists and explain.

Yes No

7) List examples of non-discriminatory statements, photos, and graphics used to convey the message of equal opportunity in informational materials released to the public.
Examples of such documents should be kept in your local unit civil rights file.

8) Do you have examples of sex-neutral language (i.e., elimination of sex discrimination, sex bias, and sex-stereotype language) in materials used in educational programs?

Yes No

Examples of such documents should be kept in your local unit civil rights files.

9) Give examples of program announcements and educational materials which have been prepared at the appropriate educational level or in a language other than English for a specific target audience:

10) What changes are planned pertaining to the above questions?

ALL REASONABLE EFFORTS

Affirmative Action refers to creative actions or steps taken to accomplish compliance with the intent of the Civil Rights Act. As an SOA CES employee, you must make all reasonable efforts to comply with our Civil Rights regulations. All Reasonable Effort activities are required efforts you need to use when programming with members of one race who function in a multi-racial community. Some of the required steps in implementing All Reasonable Effort include:

- Determine by community, neighborhood, or minor civil division, the multi-racial communities in the territory
- Determine, by club or group name, program area groups functioning in the territory
- Determine from participation data if the club or group membership reflects the racial composition of the territory.

The minimum All Reasonable Effort requirements for local unit SOA CES staff members working with any identified clubs or groups whose membership is all one race, include the following items:

- 1) Use all available mass media, including radio, newspaper, and television to inform potential recipients within local multi-racial communities of the program and of the opportunity to participate. List examples:

- 2) Personal letters and flyers/publications addressed to potential recipients inviting them to participate, including dates and places of meetings or other planned activities. List examples:

- 3) Personal visits by SOA CES staff to a representative number of defined potential recipients in geographically defined areas to encourage participation. List examples:

Local SOA Advisory Board

List the names of the members and indicate their race, gender, and ethnicity.

Member Names	RACE						Gender		Ethnicity	
	White	Black or African American	American Indian or Alaskan Native	Asian	Native Hawaiian/ Other Pacific Islander	Two or More Races	M	F	Hispanic/Latino	Non Hispanic/Latino

For districts, insert additional lines as necessary.

If your board is not diverse, what steps have been or are being taken to improve this situation?

Diverse Not Diverse

According to the SOA Advisory Board bylaws, the Board meets bi-annually. Record the number of board members in attendance for each of the last 12 months:

Have changes been made in the meeting location or schedule to increase attendance at meetings? If yes, list examples:

Yes No

PROGRAM REVIEWS

Program: _____

List programs, projects, or activities designed during the year to serve the needs of specific under-served audiences (e.g., racial/ethnic minorities, women/men, the disabled, etc.)

If none, please check:

Briefly describe any program or facility/location changes made during the past program year which have resulted in increased participation by underserved audiences:

List organizations serving primarily minority or underserved audiences that SOA CES informs of program opportunities.

If none, please check:

Briefly describe a success story in reaching a new audience during the past four years:

Indicate below the names and membership demographics of organizations (e.g., special interest groups, commodity groups, farm organizations, health care coalitions, schools, civic clubs, financial institutions, other youth agencies, religious groups, etc.) with which SOA CES has worked.

If none, please check:

NUMBER OF MEMBERS BY RACE, GENDER, AND ETHNICITY

Organization	RACE *						Gender*		Ethnicity*	
	White	Black or African American	American Indian or Alaskan Native	Asian	Native Hawaiian / Other Pacific Islander	Two or More Races	Gender*		Hispanic/Latino	Non Hispanic/Latino
							M	F		

* Race, ethnicity and gender numbers must be equal

COMPLETION

Review completed by _____ Date _____
CES Associate Director

Approved by _____ Date _____
Dean and Director, School of Agriculture

Other staff involved in the review were:

_____	_____
_____	_____
_____	_____
_____	_____

Corrective Actions

The following corrective actions have been made in regards to the SOA CES Civil Rights Audit.