Policy and Procedure for Developing and Sustaining

Civil Rights Action Plans

1. Background and Description

Civil Rights action plans are intended to provide guidance for moving county/local Extension programming toward program parity for a calendar year. Action plans should reflect relevant recommendations from the most recent civil rights review and consist of lists of all reasonable efforts intended to reach out to underrepresented and categorically protected audiences.

Action plans should be reviewed periodically with updates by individual educators and the county team, reflecting progress to date, notes on strategies and reflections.

All colleagues in the county office, extension and county paid, are expected to participate in the development of the action plan as a team effort.

Action plans are to be kept in the county office Civil Rights file. An optional action plan template is available for use.

1. Definitions
2. Parity is the point at which program participation by people from underrepresented and categorically protected groups reflects their proportionate representation in the population (potential audience).
3. All reasonable efforts are a series of activities and approaches that are required of Extension personnel to expand and increase the participation of underrepresented and categorically protected groups in their programming. All reasonable efforts are required when programs are not in parity and must include in-person contacts with individuals from the underserved and underrepresented categorically protected groups.

## Scope of Responsibility/General Guidelines

1. Annual civil rights action plans should be developed and implemented:
2. at the county office level and
3. At the county program area level (in some counties this may be at the level of cross-program-area teams).
4. The primary and required target audiences for civil rights compliance and the action plans are people protected by civil rights laws (people of racial/ethnic minority groups and women). In addition to these audiences, others who are underserved (religion, income level, age, physical ability) may be targeted with special outreach efforts in these plans.
5. All individuals in the county office should have a role in the development and implementation of the action plans. The office team should use its discretion in how to divide the county office action plan into sections, based on the way programming is carried out in the county.
6. Action plans should cover the calendar year. They include relevant recommendations from the most recent civil rights review report and other all reasonable efforts that will move programming toward parity in that year.
7. Timelines for implementation of the all reasonable efforts should be included in the action plans. The plans should be updated annually as all reasonable efforts are accomplished and become part of routine program outreach.
8. Discussion of civil rights action plans should be an agenda item at county office staff meetings throughout the year. Progress on all reasonable efforts should be discussed.
9. The area extension director will ask program area representatives about progress on civil rights action plans at least once annually, during their county visits and conversations about program development.
10. Action plans will be filed in the county civil rights files. They will be discussed during scheduled civil rights county reviews.
11. All reasonable efforts that are listed in action plans are an important part of the Extension program planning and development process. These efforts should be mentioned in discussions about programming and in written reports.
12. Deliverables
13. County Office Action Plans:
14. The Area Extension Director should provide leadership to the office team in the development of the office action plan and all colleagues should contribute.
15. County office action plans should be brief and detailed. One page is appropriate for small and medium size counties. Two pages is appropriate for large counties.
16. County office action plans should generally reflect the intended all reasonable efforts of the program areas or cross-program-area teams in the office for the year. In addition, each office action plan should contain some steps to be implemented by colleagues together as an office team.
17. County office action plans are filed in the general office civil rights files.
18. Program Area or Program Team Action Plans:
19. The main action steps from these plans should be included in office action plans.
20. Program area or cross-program-area team action plans should contain more detail than office action plans.
21. Faculty and academic staff should seek ways of working with colleagues from other program areas or program teams in their county to implement all reasonable efforts together.
22. The program area action plan should be filed in the program area civil rights files.
23. Affected Parties
24. Area Extension Directors
25. Coach and mentor the county team on action plan development and implementation
26. Factor in achievements and progress as part of performance reviews
27. Use a tool for the orientation and coaching of new county colleagues
28. Use to identify the resources and support needed from program departments/institutes/center and operations units.
29. County Office Team (County and Extension paid staff)
30. Create and develop the action plan
31. Use the plan to inform program development locally
32. Regularly update the plan
33. Efforts carrying out the plan are recorded in Recording Results narratives, other reporting and documented in civil rights files
34. Internal Civil Rights Review Team(s)
35. Provide recommendations for the action plan during the civil rights review
36. Review action plan and provide input as needed when submitted
37. Review current action in the file during civil rights review and note progress and achievements.
38. Director for Diversity and Inclusion
39. Maintain and review policy and guidelines on Civil Rights Action Plans
40. Specific Processes
	1. Action plans are completed or updated annually, by December 31st.
	2. Scheduled Civil Rights Review Day informs action plan although not required for development of an action plan
41. Implementation Plan
42. Each Area Extension Director will be informed and provided orientation on their accountability role for county Civil Rights action plans
43. The Policy for Civil Rights Action plans will be located on the UWEX, Cooperative Extension Expanding Access website
44. An annual electronic reminder of the policy will be sent to all CES staff
45. Discussion of action plan will be included in Civil Rights Review Days coaching session(s).

Appendix A

**Example of Action Plan Template**

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| Civil Rights Plan of Action**County Name** |
| Name of group targeted for all reasonable efforts: |
| **Specific Outreach Actions Expected to Be Carried Out** | **Extension Colleagues participating in Outreach and roles** | **Expected Community Partners** | **Estimated Timeline** | **Outcomes/Impact from Specific Actions** |
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Appendix B

**Example of a County Action Plan**

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| Civil Rights Plan of Action for**Badger County** |
| Name of group targeted for all reasonable efforts: **Hispanic/Latino/African American and Native American** |
| **Specific Outreach Actions Expected to Be Carried Out** | **Extension Colleagues**  | **Expected Community Partners** | **Estimated Timeline** | **Outcomes/Impact from Specific Actions** |
| Meet to work on updating the resource materials in the general county office civil rights files. | Area Extension Director, all staff in county office  | N/A | January, annually | Updated CR records and resources (policies, procedures, program documents, etc.) |
| Update the mailing list of organizations to receive the required nondiscrimination letter and send the letters | Office Manager,Program Staff | N/A | March 30, annually | Assures that educational programming is not provided to any organization or through any partner that excludes individuals based on their race, ethnicity or gender. |
| Meet to share and discuss contacts from underserved groups. The contacts will be placed in an electronic file.  | Office Manager, program staff  | N/A | May, annually | Relationships will be established with identified contacts and maintained for reaching underserved and underrepresented audiences |
| Develop a list of 4-H club leaders and other interested individuals who will be invited to serve on the Expansion and Review Committee. Seek a Latino representative from the St. Mary’s parish. | 4-H staff | St. Mary’s Parish | March 15 | Creation of an expansion and review committee for increasing the integration of 4-H community clubs in the county. |
| Prepare a new promotional flyer about the new family financial management program for distribution to African Americans and Latinos in the High Street neighborhood. | Financial education program and FoodWIse staff  | Community agencies serving population | June 1 | Increase awareness and promote program to this potential audience leading to increased participation and parity. |
| Meet with ag. colleagues from adjacent counties to begin planning for a Latino dairy worker education program in this county.  | Ag agent | Farm OperatorsFarm Bureau | April 1 | Begin serving three dairy operations this summer with large numbers of Latino employees |
| Build a relationship with the owners and managers of county businesses that employ Latino workers  | CNRD agent |   | March  | Learn about the needs of these individuals and of their Latino workers and opportunities for personally reaching them. |
| Develop a strategy to promote Extension gardening programs among residents of the new apartment building on the corner of Market Street and 1st Street.  | Horticulture Program staff | Apt. Residential Manager/staff | November | Three residents of the apartment building invited to serve on thepromotions committee. |