



Civil Rights Compliance Self-Assessment Tool for Educators in Extension Offices

Responses collected through this tool are intended to help reviewers tailor their feedback and improve training and education opportunities related to civil rights compliance.

Name:	
Position/Title:	
Area #:	
Office location:	
Today's date:	

1. Acknowledgement of General Civil Rights Compliance Responsibilities		
a. I completed the Civil Rights 101 training course.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. I understand that Extension receives federal funding from USDA/NIFA and other sources.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. As a recipient of federal funding, I understand that Extension must comply with all applicable nondiscrimination laws and policies.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. I understand that my full participation in scheduled civil rights reviews is part of my responsibilities as an Extension employee.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. I understand that Extension may not partner with persons, organizations, or entities who discriminate against those who are protected by civil rights laws.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. My community partners have signed Assurance of Nondiscrimination statements which are included in our office civil rights files.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g. I understand that the Office of Access, Inclusion, and Compliance (OAIC) is Extension's primary contact for any matters or questions related to civil rights compliance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
h. I am aware that required documents and resources related to civil rights compliance are available on the OAIC website.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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2. Advisory Boards and Committees		
a. I am aware that internal and external advisory boards and committees should be reflective of the local community (i.e., race, ethnicity, gender, etc.).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. I am aware that selection and appointment processes for populating these committees should encourage intentional outreach to diverse populations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

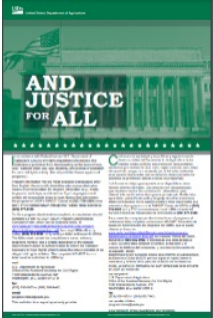
3. Program Delivery		
a. I am knowledgeable about the demographics of the area I serve, with special attention to those who are protected by civil rights laws.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. All clubs, activities, and programs are open to all individuals, regardless of their race, ethnicity, gender and/or disability. I understand my responsibility to take all reasonable efforts to promote inclusion and ensure clubs, activities, and programs are integrated.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Data Collection and Integrity		
a. I understand that I am required to ask all program participants to voluntarily self-report their demographic information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. I am aware that I need to enter my program participant data into the Planning and Reporting Portal every month.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. I understand my responsibility to maintain civil rights files regarding my programming efforts with protected audiences.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. Nondiscrimination on the Basis of Sex (Title IX)		
a. I know that programs and activities must be implemented in a manner that ensures nondiscrimination on the basis of sex.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6. Public Notification & Outreach		
a. I know that the nondiscrimination statements and accommodation statements are available on OAIC's website .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. I understand that nondiscrimination statements and accommodation statements must be included in all my electronic and printed outreach and program communications, including flyers, newsletters, websites, email, social media, and other public-facing materials.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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<p>c. I understand that the “And Justice For All” poster is a required method for notifying the public of their rights, complaint procedures, and Extension’s nondiscrimination policy.</p>		<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>d. I am aware that I may contact Extension’s Compliance Coordinator & Equity Strategist if I have any questions related to allegations of discrimination in programming.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	

7. Accessibility for Individuals with Disabilities

<p>a. I am aware that I may contact Extension’s Access Consultant regarding requests for accommodation made by individuals with disabilities.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>b. I am familiar with the procedures for requesting sign-language (e.g., ASL) interpretation.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

8. Language Access

<p>a. I understand that it is Extension’s policy to ensure that individuals with limited English proficiency (LEP) have meaningful access to our programs, services, and activities.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>b. I am familiar with the procedures for requesting translation of written materials.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>c. I am familiar with the procedures for requesting voice interpretation.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Please share any comments, questions, or reflections based on your self-assessment: