

 UNIVERSITY
OF WYOMING
Cooperative Extension Service

College of Agriculture and
Natural Resources

**GUIDELINES AND AFFIRMATIVE ACTION PLAN
For
MEETING NON-DISCRIMINATORY STANDARDS IN
THE CONDUCT OF ALL PROGRAMS**

April 2011

University of Wyoming Cooperative Extension Service

INTRODUCTION

Title VI of the Civil Rights Act of 1964 writes into law a concept which is basic to our country—that the government of all the people should not support programs which discriminate on the grounds of race, color, national origin, sex, religion, or political belief. The purpose and objectives of Title VI are defined broadly in Section 601 of the Act.

Programs of federal financial assistance are many and varied in purpose, so each federal agency responsible for administering programs of federal assistance was directed in Section 602 to develop and issue regulations based on agency programs and needs.

The following guidelines are submitted for your understanding and use in developing Extension educational programs and projects to insure that each effort meets Affirmative Action requirements.

OVERALL GUIDELINES FOR DETERMINING AFFIRMATIVE ACTION PLAN IN ALL WYOMING COOPERATIVE EXTENSION SERVICE PROGRAM AREAS

Guidelines for Affirmative Action in all Wyoming Cooperative Extension Service program areas are expressed in the overview. This statement outlines procedures for developing Extension educational programs and projects and means to insure that each effort meets Affirmative Action requirements.

Responsibility for Extension Program Planning

All Extension staff members have programming responsibilities. Extension educators, program associates, Cent\$ible Nutrition director, associate directors, specialists, 4-H coordinator, and federal relations and staff development coordinator will take the lead in stimulating and developing continuing education activities pertaining to current, new, and changing problems. Current and potential target audiences, including low-income and minorities, are consulted in the steps taken to determine and develop Extension educational offerings. The final decision for implementing such education rests with the staff member providing the educational experience.

Procedures Used in Developing Extension Educational Programs

First, the decision-making process for Extension educational programs is a consultation between Extension staff and the potential beneficiaries of the educational effort (advisory committees). This process provides an acceptable method for designing programs to all socio-economic groups.

Second, all staff involved should review the educational objectives to evaluate past and current programs and activities. They shall consider future activities which provide a sound basis for educational objectives in each plan of work within an initiative area. Associate directors should be involved to the extent that each educational effort is germane to his/her specific initiative team.

Finally, the process toward the accomplishment of the objective in each issue as described in the annual Plan of Work is evaluated by periodic sampling of participant data. This sampling provides a basis for adjusting tasks to meet needs and concerns. The programming cycle is repeated on an annual basis.

Affirmative Action Compliance

1. All Extension staff will continually review the educational objectives to insure the provision of benefit to targeted audiences on a non-discriminatory basis. Plans of Work appropriate to low-income and minority people should reflect specific action steps which include this clientele in both planning and implementation.
2. Extension staff should determine and note:
 - a. the number of potential participants by race, national origin, and sex affected by the issue; and
 - b. the percentage of potential participants in each minority group; and
 - c. at the end of the program year, determine and document the percentage of participation as compared to the percentage of potential audience.
3. Extension staff will retain in their files and file with the associate director a statement that:
 - a. educational benefits were provided to targeted audiences on a non-discriminatory basis and that all groups of people were involved in both the planning and the action steps of the project; and
 - b. certifies that groups involved in the project do not follow discriminatory practices based on race, color, national origin, sex or handicap. In this certification, the project leader will either: (1) solicit and receive a letter from each commodity or special interest group certifying that the group does not discriminate, or (2) consult with the group's leadership to determine that the organization does not discriminate. If requested to do so through federal audit, the task leader must show documentation that the group does not practice discrimination. The Cooperative Extension Service cannot provide assistance until such practices are eliminated.

Affirmative Action Intent

It is the intent of all program initiative areas (Profitable and Sustainable Agriculture Systems, Sustainable Management of Rangeland Resources, Community Development Education, Nutrition and Food Safety, and 4-H and Youth), to seek out all individuals in identified target audiences who may benefit from the services of staff members assigned to each unit and the Wyoming Cooperative Extension Service collectively. It is important to insure that current and potential clients have the opportunity to help determine Extension program priorities and agendas for specific efforts. All reasonable effort will be extended to insure non-discrimination for all clientele. Extension programs and services serve to help clientele make appropriate decisions within the framework of their resources, abilities, needs, and opportunities.

AFFIRMATIVE ACTION PLAN

The Wyoming Cooperative Extension Service has consolidated its Affirmative Action Plan to include a plan of implementation for all program areas. Specific suggestions within program areas will be identified. Names of people underlined are responsible for action to be taken.

- II. Formulate a plan which will insure that educational benefits are provided to the citizens of the state on a non-discriminatory basis.
 - A. All program staff shall update and fully implement the Affirmative Action Plan for the state and county. Associate Directors, Federal Relations and Staff Development Coordinator, County Coordinators, Civil Rights Training Review Committee.
 - B. All new Extension personnel are given a comprehensive Civil Rights Orientation. Federal Relations and Staff Development Coordinator.
 - C. Review current procedures and guidelines being used to collect and report race/sex data. The guidelines should not allow staff to report co-workers as contact data. Federal Relations and Staff Development Coordinator.
 - D. All county and state Extension programs are reviewed periodically to monitor the compliance status of each of the major initiative program areas in the counties. Federal Relations and Staff Development Coordinator, Civil Rights Training Review Committee.
 - E. Civil Rights/Affirmative Action shall be included as part of state and county staff job/position descriptions. Associate Directors, Federal Relations and Staff Development Coordinator.
 - F. Plan of Work procedures shall include specific plans and objectives to increase minority group member's participation in leadership and advisory committees for all program areas. Associate Directors, Federal Relations and Staff Development Coordinator.
 - G. County and state staff shall take "all reasonable steps" to increase minority participation and membership in all program efforts. Associate Directors, 4-H Program Coordinator, Cent\$ible Nutrition Director, Federal Relations and Staff Development Coordinator.
 - H. In-service training programs shall include an informative explanation of the standards and guidelines of the Affirmative Action Plan. Federal Relations and Staff Development Coordinator.

- I. The final decision for implementing educational offerings rests with the staff member providing the educational experience. All Extension Personnel.
- III. Determine the total number of persons by race, national origin, and sex who are potential recipients of benefits of Extension programs. County Staff.
 - A. For each program where a minority group's percentage of actual participants is less than its potential participants, thoroughly investigate ways to remedy the discrepancy. County Staff.
- IV. Extension Service cannot provide assistance to any organization that excludes any person from membership or participation because of race, color, national origin, religion, sex, age, physical or mental disability or sexual orientation.
 - A. Determine whether any organization or group follows discrimination practices based on race, color, or national origin. Certify in writing and file with the Staff Development Office and county office that constituents he/she and his/her colleagues work with do not follow discriminatory practices based on race, color, national origin, religion, sex, age, physical or mental disability or sexual orientation. Associate Directors, Specialists, County Staff, Federal Relations and Staff Development Coordinator.
 - B. County and State Staff should make available "reasonable accommodations" to individuals with physical or mental limitations in accordance with the American's with Disability Act (ADA). In general, reasonable accommodations may include holding Cooperative Extension programs in facilities that have physical modifications including: lowered drinking fountains and fire alarm boxes; handicapped accessible parking spaces available; access ramps to buildings; elevators; toilet facilities to accommodate wheelchairs. Associate Directors, Federal Relations and Staff Development Coordinator.
 - C. All educational programs, activities or events of the Wyoming Cooperative Extension Service are included under Section 504 of the Rehabilitation Act and the Title IX regulations. This includes all programs, events, activities, or meetings that the Wyoming Cooperative Extension Service conducts, plans or manages, either directly, through lay leaders, or in cooperation with any other organization, group or agency. The Wyoming Cooperative Extension Service cannot provide significant assistance to any organization or group that excludes any person from membership or participation in any activities of the organization or group, or that subjects any person to discrimination on the basis of handicap or sex. Associate Directors, Federal Relations and Staff Development Coordinator.
- V. Proper handling of complaints of discrimination.

- A. Any person who believes himself or any specific class of individuals to be subjected to discrimination may by himself or by an authorized representative file a written complaint with the Secretary of Agriculture or the Administrator of the National Institute of Food and Agriculture (NIFA)-Extension. A written complaint must be filed not later than 90 days from the date of the alleged discrimination. Any complaint received by a State Extension Service shall be promptly forwarded to the Administrator of the National Institute of Food and Agriculture-Extension. Director, Associate Directors.

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