

Civil Rights Annual Update

Local Unit Name:

Complete this annual update review in consultation with all office staff and submit to your regional director by April 1.

Place a copy in the local office Civil Rights files under Compliance Reviews.

Check all that apply:

1. The “[And Justice For All](#)” poster is placed in a visible location in the reception area of the office and in any meeting rooms that are the responsibility of the local extension office.
2. The non-discrimination statement “K-State Research and Extension is an equal opportunity provider and employer” can be found on publications produced for the public by the local office as well as the newsletters, website, fliers, brochures.
3. The Americans with Disabilities Act statement is included in each newsletter, program flier or other notice of an event or activity. The appropriate statement is:

“K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Language access requests and reasonable accommodations for persons with disabilities, including alternative means of communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the event contact (insert name) four weeks prior to the start of the event (insert deadline date) at (insert phone number and email). Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.”
(Note new language as of July 2024.)

4. The local staff has reviewed the [Procedure to Respond to a Program Discrimination Complaint](#) at a staff conference during the past year.

5. The local extension board and program development committees have viewed the [KSRE Civil Rights Training video](#) and completed the accompanying discussion guide. The discussion guide has been placed in the local unit civil rights files. Date reviewed:
6. Local unit agents and staff are collecting race, ethnicity and gender data as outlined in [Client Contact Reporting](#) and entering data into PEARS. Briefly describe methods used to collect this information and any barriers to collection staff have incurred.
7. The local extension board has reviewed local unit parity statistics for all program areas and engaged in discussion about how to better reach underrepresented audiences. Minutes from this meeting have been placed in the local unit civil rights files. Briefly summarize the local unit's parity status and plans for improvement, if necessary.
8. The local extension board has completed an analysis of Limited English Proficiency (LEP) audiences within the local unit and has developed plans for providing language access services where necessary. Briefly summarize the local unit's LEP populations and language access plans, if applicable, and attach your local unit's *Limited English Proficiency Requests and Actions Log*.

9. The local extension board has reviewed the race, ethnicity, and gender demographics of members of Program Development Committees. If there are groups of individuals who are not represented on the PDCs, representatives of those groups have been appointed as ex-officio members of the committees. See [Guidelines for Expanding Extension Program Development Committees \(PDF\)](#).
10. The 4-H Youth Program Development Committee has met during the past year to review the membership demographics, particularly race, ethnicity, and gender, of local 4-H clubs. A plan has been designed and is being implemented to engage underserved audiences in 4 -H clubs. See [Guidelines for Reviewing Extension and 4-H Youth Development Programs to Assure Equal Access \(PDF\)](#).
11. In the text box below highlight a special effort to reach an under-represented audience in the past year or to expand an under-represented audience:

Local Unit Director Signature

Date

Regional Director Signature

Date