

FIELD OFFICE CIVIL RIGHTS REVIEW CHECKLIST

Location _____
 District Conservationist _____

Date of Review _____

CIVIL RIGHTS COMPLIANCE REVIEW GUIDE - TITLE VI - PROGRAM DELIVERY

<p>CR Responsibilities and Records</p> <p><i>Note: PDs and Performance Plans automatically contain the proper EEO/CR clauses for all employees. This statement will be reflected in the CR Review Report</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> CR files are maintained, updated and reviewed on a regular basis (to include the last two CR reviews) <input type="checkbox"/> Business Plans and other operating plans, if applicable, have appropriate CR goals, objectives, action items, etc. and are being reviewed and documented <input type="checkbox"/> Do employees participate or provide assistance to any groups or organizations that exclude participation by any person or group?
<p>Training</p>	<ul style="list-style-type: none"> <input type="checkbox"/> New employees (hired within the last 12 mos.) have received CR training <input type="checkbox"/> Staff meeting minutes reflect CR discussions and/or training received <input type="checkbox"/> NRCS staff and District employee training (formal and informal) is documented in the CR files for the last three years <input type="checkbox"/> "List of Items for Annual Review" is being utilized by the field office for both CR and EEO informal training
<p>Public Notification</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grassroots organization list has been developed, has the appropriate contact information, is current and utilized for public notification <input type="checkbox"/> Local media outlets documented and utilized <input type="checkbox"/> Methods of public notification used to inform the public (particularly minorities, females and the disabled) about NRCS programs and activities: _____ _____ _____ <input type="checkbox"/> Non-discrimination statement is used on public notification materials (current statement on most recently produced material) <input type="checkbox"/> "And Justice For All" Poster prominently displayed where it can be seen by all customers entering the office <input checked="" type="checkbox"/> Civil rights success stories identified, publicized and submitted to the TN-NRCS web site <input type="checkbox"/> Bilingual assistance, appropriate to the location, and sign language contacts have been made and documented to accommodate non-English speaking and disabled customer needs

<p>Outreach</p>	<ul style="list-style-type: none"> <input type="checkbox"/> NRCS Employees are aware of and understand agency policy on Limited Resource Farmers (LRFs) and providing assistance to the underserved <input type="checkbox"/> Is there a County-wide outreach plan? <input type="checkbox"/> Is outreach addressed in NRCS/SCD Business Plans? <input type="checkbox"/> Have NRCS employees received outreach training within the last three years (ex. NEDC courses, statewide or Division outreach training)? <input type="checkbox"/> Assistance received from Area Outreach contact person? <input type="checkbox"/> Methods of follow-up contact/evaluation of outreach program (are current outreach methods working effectively?) _____ _____ <input type="checkbox"/> County or community outreach contact person identified and used to disseminate NRCS program information? <input type="checkbox"/> Examples of outreach activities, specifically for minorities, women, limited resource farmers, the disabled, and non-traditional clients _____ _____ _____ <input type="checkbox"/> NRCS Employees are aware of and have a plan to address outreach responsibilities as documented in the Tennessee NRCS Business Plan.
<p>Complaints of Discrimination</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Does the staff know how to process discrimination complaints and where the instructions are located? <input type="checkbox"/> Do employees know the difference between a program delivery complaint (Title VI of 1964 CR Act) and an equal opportunity complaint (Title VII of 1964 CR Act) <input type="checkbox"/> Is the field office staff aware of the bases for which a civil rights discrimination complaint can be filed?
<p>Evaluation of Program Delivery</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Potential eligible client list(s) (ex. FSA cooperator list) have been developed for both on-farm and off-farm customer groups <input type="checkbox"/> Potential eligible client list(s) are current and coded by race, sex, national origin and disability <input type="checkbox"/> Is the field office aware of the current census data for their area of responsibility? <input type="checkbox"/> Does program participation data reflect participation by women, minorities and persons with disabilities? (evaluate the last three year's sign-up data on RSNO for each program applicable to the field office) <input type="checkbox"/> Are efforts being made to review program participation information and determine parity/disparity?

Field office assistance, as documented in the field office technical assistance notes and parity reports, indicate employees are working across racial and gender lines. Document findings and reasons for disparity, if applicable, in the PRMS parity reports

Conservation District Board make-up for the last three years _____

Conservation District Advisory Board make-up for the last three years (if applicable)

RCD Council make-up for the last three years (if applicable) _____

Partnership Responsibility

Board meeting minutes reflect annual reminders by the DC to encourage the Board to recruit and/or appoint minorities, females and persons with disabilities to serve on the District Board

What method(s) does the Conservation District Board have in place to encourage eligible females and minorities to seek an elected and/or appointed position as a Board member? _____

What are the methods used by the Conservation District Board to inform eligible voters of upcoming elections?

How has the field office encouraged minorities and females to participate in the electoral process? _____

Does the current Conservation District Board make-up reflect the community's make-up?

Are there minorities and females on the list of nominees for election/appointment to the Conservation District Board? (If the demographics reflect minorities and females)

Mutual and Cooperative Working Agreements are on file

Board meeting minutes reflect annual reviews of the nondiscrimination provisions of the Mutual and Cooperative

	Working Agreements
CIVIL RIGHTS COMPLIANCE REVIEW GUIDE - TITLE VII - EQUAL OPPORTUNITY	
Employee Awareness	<input type="checkbox"/> Sexual Harassment poster prominently displayed where it can be seen by both customers and employees <input type="checkbox"/> Current TN CR poster, dated 11/01 (listing DCRO, CRLO, CR Committee Chair and SEPMs) displayed where it can be seen by employees <input type="checkbox"/> Field office staff is aware of the TN CR web page and utilize it for information <input type="checkbox"/> Staff meeting minutes reflect EEO discussions and/or training received <input type="checkbox"/> Field office staff is aware of the SEPMs and CR Committee members and their activities <input type="checkbox"/> How does the field office promote SEPM and CR Committee activities? _____ _____ _____ _____ _____
Awards	<input type="checkbox"/> Has the DC received an award or recognition for outstanding achievements in EEO or CR activities? <input type="checkbox"/> Has the DC recognized an employee or nominated anyone for outstanding achievements in EEO or CR activities?
Volunteers	<input type="checkbox"/> Diversity efforts are reflected and documented in recruitment of volunteers
EEO Counseling, Mediation and Complaints	<input type="checkbox"/> EEO Counseling poster is displayed where it can be seen by employees <input type="checkbox"/> Mediation poster is displayed where it can be seen by employees <input type="checkbox"/> Do employees understand the EEO counseling and complaint process and do they know where the instructions are located? <input type="checkbox"/> Do employees know how to contact an EEO counselor? <input type="checkbox"/> Do employees understand the Mediation process and know how to contact a mediator? <input type="checkbox"/> Documentation exists that EEO Counseling, Mediation and Complaint material (brochures, bulletins, etc.) has been reviewed by the field office staff

NOTES/ADDITIONAL COMMENTS: