

Civil Rights Administrative File Index

	<u>File Name</u>	Periodic Updates	File Type			NOTES
			Book	Central File	Online	
1. Organizational Capacity	Index and File Maintenance Documents		X	X	X	
	Organizational chart MUST identify Civil Rights Contact and date of last update	X	X	X	X	Update with New Hires and Departures etc.
	Staff Meeting Minutes	X		X		Sub Folders per Year Keep for 5 Yrs.
2. Civil Rights Knowledge and Procedure	Civil Rights Act of 1964: Title VI USDA Code of Federal Regulation: <ul style="list-style-type: none"> • 7 CFR 15 Subpart A (Nondiscrimination in Federally Assisted Programs of the Department of Agriculture - Effectuation of Title VI of the Civil Rights Act of 1964) • 7 CFR Subpart A 15.3 (Discrimination Prohibited) • 7 CFR Subpart A 15.4 (Assurances Provided) • 7 CFR Subpart A 15.5 (Compliance Reporting Requirements) • 7 CFR Subpart A 15.6 (Complaints) • 7 CFR Part 15 B (Nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance) • 7 CFR Part 15 C (Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance) • 7 CFR Subpart D (Discrimination on the Basis of Sex in Education Programs or Activities Prohibited) 			X	X	

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	<u>File Name</u>	Periodic Updates	Book	Central File	Online	NOTES
	USDA Departmental Regulations: <ul style="list-style-type: none"> • 4330-002 - Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance From USDA • 4300-003 - Equal Opportunity Public Notification Policy • 4300-004 - Civil Rights Impact Analysis • USDA Secretary Memorandum 			X	X	
	Civil Rights Act of 1964: Title VII			X	X	
	Educations Amendments Act of 1972: Title IX			X	X	
	Americans with Disability Act of 1990, Amended 2008			X	X	
	Section 504, Rehabilitation Act of 1973			X	X	
	Section 508, Rehabilitation Act of 1973			X	X	
	Age Discrimination Act of 1975 (Programs)			X	X	
	Limited English Proficiency: Executive Order 13166			X	X	
3. Advisory Boards & Committees	Internal and External advisory boards and committees are reflective of the local/service population in terms of race, ethnicity, gender, disability status (potentially veterans)	X		X		Sub Folders per Year Keep for 5 Yrs.
	Local Program Area Advisory Boards/ Extension Advisory Committee Member list by race, ethnicity and gender; meeting minutes, agenda, etc. <i>Ex. Local MG Advisory Committee</i>	X		X		Sub Folders per Committee /Year Keep for 5 Yrs

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class. 2

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4. Data Collection & Integrity	Census Data: Census Sub types - Demographic Profile (General) 5-19 Age Base Census (Youth), Veteran, Disability, Agriculture, Language - Dashboard		X	X	X	
	UMERS Summary Parity Report	X		X		
	Invitation to Self-Identify		X	X	X	Blank forms online and in book, Propriety forms in central file only
	Aggregate Invitation to Self-Identify		X	X	X	Blank forms online and in book, Propriety forms in central file only
	Census Race Categories (https://www.census.gov/topics/population/race/about.html)		X	X	X	
5. Non-Discrimination Based on Sex	UMCP Policy on Sexual Harassment and other Sexual Misconduct		X	X	X	
	Anti-Harassment Policy (All Types)		X	X	X	
	Program Assurance Statement		X	X	X	
6. Public Notification	Public Notification Procedure		X	X	X	
	Social Media Policy		X	X	X	
	UMD Social Media Guidelines		X	X	X	
	Participant Compliant Form/Flowchart		X	X	X	
	Mailing List Log (REG captured)			X		
	And Justice for All poster update		X	X	X	

File Name		Periodic Updates	Book	Central File	Online	NOTES
7. Accessibility for Individuals with Disabilities	Program Participant Request for Reasonable Accommodation		X	X	X	Blank forms online and in book, Propriety forms in central file only
	ICR Self-Assessment	X	X	X	X	Blank forms online and in book, Propriety forms in central file only
	Accessibility Assessment for UME & MAES Facilities Checklist	X	X	X	X	Blank forms online and in book, Propriety forms in central file only
	Maryland Relay Brochure for individuals with hard hearing		X	X	X	
8. Language Access	Limited English Proficiency Policy		X	X	X	
	Affinity List - Sign Language and Interpretation Services in Maryland		X		X	
	I Speak Cards in all 7 languages		X		X	
	I Speak Language Poster (Communication - Coming Soon)		X		X	
	Program Assurances & Complaint Form translated in all 7 languages		X	X	X	Blank forms online and in book, Propriety forms in central file only
9. Partnerships with 1890 Partners, Sister Land Grant Institutions and other Colleges and Universities	Memorandum of Understanding with 1890 Partners, Sister Land Grant Institutions and other Colleges and Universities	X	X	X		
	Partnerships and interactions with 1890/ Land-Grant Institutions (i.e. mailings, correspondence, etc.)			X	X	
	Assurance Statement with Partnering Org. Document - <i>1 per partnering organization regardless of program area (Signed Letters)</i>		X	X	X	Blank forms online and in book, Propriety forms in central file only

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10. Compliance Requirements	Facilities Compliance Checklist and Assessments	X		X	X	
	Schedule of Internal Compliance Review	X	X	X	X	
	Notification of Internal Program Review	X	X	X	X	
	Notification of Findings	X		X		
	Internal Compliance Review Response Plan	X		X		
	Compliance Training Schedules	X	X	X	X	
	List of Training Received by Faculty and Staff -W/ Training Certificates	X		X		Sub Folders per Year Keep Indefinitely
11. (Extension) Program Outreach	UME Data Collection Policy	X	X	X	X	Sub Folders per Program and Year Keep for 5 Yrs.
	Participation REG Data for the following Program Categories: 4-H and Youth Development, Garden, Agriculture, Natural Resources, Food, Health, Nutrition, and Family, Community and Economic Development	X	X	X		
	Participants in activities and programs are reflective of the demographics of the potential service population (parity)	X	X	X		
	Participant Contact Sheet	X	X	X	X	Blank forms online and in book, Propriety forms in central file only
	UMERS County Level Program Summary Printout	X	X	X		
11. (Research) Allocation of Resources/ Graduate Student Enrollment	Graduate Student Enrollment, REG Data	X	X	X	X	Blank forms online and in book, Propriety forms in central file only
	Research funding by principal investigator including REG Data, and funding amounts.	X	X	X	X	Blank forms online and in book, Propriety forms in central file only
	Graduate Assistantships, including assistantship types and student REG data	X	X	X	X	Blank forms online and in book, Propriety forms in central file only



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