

ADMINISTRATIVE PROCEDURE

Sub-unit: **College of Agriculture and Natural Resources**

Subject: **Public Policy Notification – Program Rights, Reporting and Responsibilities**

Effective Date: **June 15, 2020**

A. **Purpose**

The following policy applies to all operating units within the College of Agriculture and Natural Resources (AGNR). The purpose of the directive establishes a path forward for continuous notification to the public and the citizens of Maryland regarding AGNR's equal opportunity and access to federally assisted programs and activities. Additionally, this policy establishes the necessity of creating proactive passages for beneficiaries and pivotal efforts of promoting equitable opportunities.

B. **Regulatory Authority**

In accordance with 7 Code of Federal Regulations (CFR) 15, any recipient of federal financial assistance, regardless of the amount, is subjected to civil rights reviews. The authority to issue procedural guidance as a methodology to perform and conduct internal compliance reviews and program assessments (Internal Program Assessments) are found in the statutes and regulations listed below:

- Title VI of the Civil Rights Act of 1964¹
- Section 504 of the Rehabilitation Act of 1973²
- Title IX of the Education Amendments of 1972³
- USDA implementing regulations⁴
- DOJ implementing regulations⁵

C. **Scope**

Programs and activities delivered on behalf of AGNR through operating units such as University of Maryland Extension (UME) and Maryland Agricultural Experiment Station (MAES) conducted in whole or in part, must ensure program assurances (formerly nondiscrimination statements) are provided to all beneficiaries in various forms of visual, print, electronic, and or audio relative to public information materials. Public assurances are methodologies to (1) notify individuals of their rights and responsibilities as beneficiaries of federal financial assisted programs, activities and or services; (2) enhances customer and or beneficiary awareness of the United States Department of Agriculture (USDA) Federal Nondiscrimination Policy; (3) identifies program discrimination covered basis for the University of Maryland Institutional Nondiscrimination Policy and Procedures; and (4) promotes the accessibility and equality of AGNR's programs and activities compliance efforts relative to all applicable civil rights laws, regulations, executive orders and directives governing public information and public education distribution.

¹ 42 U.S.C. §2000d-2000d-7

² 29 U.S.C. §794

³ 20 U.S.C. §§1681-1688 *et seq.*

⁴ 7 C.F.R. Part 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 C.F.R. Part 15a, Subpart D-Discrimination on the Basis of Sex in Education Program and Activities Prohibited; 7 C.F.R. Part 15b, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance; Department Regulation 4330-2 Nondiscrimination in Programs and Activities Receiving Financial Assistance from USDA.

⁵ 28 C.F.R. Part 41-Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs; 28 C.F.R. Part 42, Subpart F-Coordination of Enforcement of Nondiscrimination Federally Assisted Programs.

D. Procedure

In order to align the mission of AGNR as an entity operating in synchrony with the University of Maryland College Park and the University of Maryland University System, AGNR, UME and MAES must comply with USDA Public Notification Policy (Departmental Regulation 4300-003) and the University Policy and Procedure VI-1.00(B) and incorporate the following statement(s) effective immediately (in a legible font size) on all public information materials and embed such language in educational content, webpages, and locations in which registration permits (to include external sites such as Eventbrite, etc.) and ensure the noted language is easily identified on documentation provided to the public for the purpose of education or outreach activities. The program assurance statements are available in eight languages and located in Appendix A-H; **the alteration of the following statements are not permissible.**

(1) Assurance Statement – For documents 8.5x11 or larger print (all websites and registration forms)

Full Disclosure Statement: “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.”

For educational content smaller in size than noted above, AGNR and its operating units are authorized at a minimum to utilize USDA’s Nondiscrimination Statement (acceptable for small printed material, i.e. postcards, pamphlets, etc.).

Short Disclosure Statement: “This institution is an equal opportunity provider.”

(2) And Justice For All (AJFA) Poster

The federal mandate requires the posting of the And Justice For All (AJFA) Poster at any program in which individuals of the public will participate in an educational learning experience or exchange. In facilities owned, leased, and or rented by any operating units of AGNR, the noted poster must be placed in a conspicuous site where the public at large regularly meets to discuss information relative to federal financial assistance programs and or activities. There are two unique posters which may be inclusive of one another dependent upon the program being delivered. The “green” poster is applicable to all federally assisted programs to include research activities and events delivered by MAES; additional programs consist of, but not limited to, 4-H Youth Development, Family and Consumer Sciences, Environment and Natural Resources and Agriculture and Food Systems.

The “blue” AJFA poster is solely limited to the Supplemental Nutrition Assistance Program (SNAP). More importantly, UME county offices must have both posters displayed *unless* the SNAP program is not delivered in such location. The AJFA poster is required to be displayed in the specific size of 11" width x 17" height and during program delivery and can be located for a digital print at <https://nifa.usda.gov/resource/and-justice-all-poster>.

(3) Notifying the Public

Equal opportunity and access are the forefront of AGNR programs and activities and thus communicating such vision and mission is imperative on all of our published documents and official communication. Efforts to inform the public should be a paramount initiative and used in conjunction with other means to ensure the broadest level of participation is solicited and those in particular which are underserved, underrepresented and or socially disadvantaged. Public notification strategies include, but not limited to:

- Mass Media Notification;
- Postal Notification; and
- Partnering with local associations, affinity groups, and other affiliate organizations who interest align with programmatic objectives.

Additionally, public notification responsibilities would also require AGNR and its operating units to alert potential and eligible audiences with a statement acknowledging meaningful access at no cost to beneficiaries to participate. Depending on the nature of the program, statement variations will occur; however, if (1) the public is notified of the event, (2) the public is seeking information regarding an event and (3) where the public is registering for the event, the request for an accommodation and full disclosure statement must be provided.

(4) Accommodation Statement

- College Level: "If you need a reasonable accommodation to participate in any event or activity, please contact your local University of Maryland Extension Office." *MAES will support its sponsored events and should partner with UME for related events (open house, field days, etc.) for data collection purposes; Academic units refer to Campus Office of Accessibility and Disability Services.*
- County Level: "If you need a reasonable accommodation to participate in any event or activity, please contact us at (XXX) XXX-XXXX."
- Educator Level: "If you need a reasonable accommodation to participate in any event or activity, please contact _____ (program leader/agent/or designee) on or before _____ (2 weeks prior to event; may adjust depending on accommodation) at (XXX) XXX-XXXX" (Do not include parenthesis).

(5) Program Complaints

The following guidance will be utilized when handling any programmatic complaints related to Title VI of the Civil Rights Act of 1964, Title IX of the Educations Amendments Act of 1972 (as appropriate) and Section 504 of the Rehabilitation Act of 1973. Complaints may be filed by any individual, group of program beneficiaries to include those of potential and eligible audiences, and those acting on behalf of a program beneficiary who is in their custodial care with the legal right to act on behalf of such individual. Complaints will have the following three options for filing: Informal Resolution, Intermediate Resolution, and Formal Resolution (Appendix I - *Program Complaint Flow Chart*; Appendix J – *Program or Facility Complaint Form*). **However, depending on the nature of the alleged complaint and at any time, a complainant can file their allegation directly with AGNR’s Office of Human Resources Management and Compliance Programs (HRMCP), the University of Maryland’s Office of Civil Rights & Sexual Misconduct (OCRSM), the Department of Education’s Office of Civil Rights, and or the Office of the Assistant Secretary for Civil Rights, USDA, and must be informed of all recourses. The complainant is responsible to adhere to any and all reporting timelines, as appropriate based on the nature of the complaint relative to the institutions or agencies expressed.**

- Informal Resolution (Program Related) – Individuals filing complaints at this level are utilizing a method called alternative dispute resolution. To initiate such process requires the complainant to notify the County/City Faculty member responsible for the programming action which is alleged to be discriminatory and or unfavorable as well as the Area/City Extension Director. In the case in which a volunteer and or staff member is notified, such information must be recorded and reported timely and accurately to the noted program respondent. If the alleged action took place in a program conducted by a

State Specialist, the Program Leader is to also be notified of such program concern. However, all individuals (Faculty responsible for local program, Program Leader and Area/City Extension Director) upon notification of the complaint will act promptly to mitigate, resolve and remedy the alleged program action and must work in a concerted fashion with the complainant to accomplish informal resolution.

(Facility Related – Not Program Associated) – To initiate such process requires the complainant to notify the Area/City Extension Director (Farm Manager for research related) responsible for the local facility which is alleged to be discriminatory and or inaccessible. Upon notification of the complaint, the Area/City Extension Director (or Farm Manager if research related) will act promptly to mitigate and must work in a concerted fashion with the complainant, Assistant Director of Operations (Facilities Manager) to remedy the alleged facility action.

- Intermediate Resolution (Program or Facility Related) – If resolution is not achieved through a program administrator, Area/City Extension Director, and or Facility Manager, a complainant may file an intermediate complaint at AGNR’s Office of Human Resources Management and Compliance Programs or at the University level with the OCRSM. The Intermediate Resolution complaint must be submitted in writing, signed, dated, and must contain the nature of the allegation. Intermediate Resolution complaint/s sent to AGNR HRMCP will be investigated fully, promptly with the goal of resolution at the College level on behalf of the AGNR’s Dean and Director. A summary of the resolution with a recommendation for an immediate plan of action will be provided to the Associate Dean and Director, Program Leader and or Unit Level Administrator. Any necessary remedial action will be communicated to the complainant to resolve such alleged dispute or concern. Intermediate Resolutions sent forth to OCRSM will be similarly investigated and communicated as appropriate.

College of Agriculture & Natural Resources
Human Resources Management & Compliance Programs (HRMCP)
1119 Symons Hall | 7998 Regents Drive
College Park, Maryland 20742
Phone: (301) 405-2935
Email: agnrhrmcp@umd.edu

University of Maryland College Park
UMD Office of Civil Rights and Sexual Misconduct (OCRSM)
4200 Lehigh Rd, Susquehanna Hall 3101
College Park, MD 20742
Phone: 301-405-1142
Email: titleixcoordinator@umd.edu

- Formal Resolution – If resolution is not achieved through the College of Agriculture and Natural Resources and or by the University of Maryland’s Office of Civil Rights and Sexual Misconduct, the complainant may file a formal complaint with the United States Department of Agriculture, Office of the Assistant Secretary for Civil Rights, and or the Department of Education’s Office of Civil Rights (as appropriate); the complainant has the right to file their allegation with any other agency the complainant deems appropriate to handle their alleged complaint.

(a) U.S. Department of Agriculture (USDA)
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Phone: (202) 690-7442/ Fax: (833) 256-1665
Email: program.intake@usda.gov

(b) U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue SW
Washington, D.C 20202
Fax: (202) 453-6012
Email: OCR@ed.gov

E. Special Instructions

This policy will serve as a communication strategy for all reasonable efforts, program and customer notice of public policy, rights and responsibilities as beneficiaries of federally assisted programs and or activities, and a measurable compliance evaluative for equal opportunity and public notification regarding Internal Program Assessments.

F. Contact

Questions relating to this procedure are to be directed to the Assistant Director of Compliance, AGNR's Office of Human Resources Management and Compliance Programs.



1119 Symons Hall
College Park, MD 20742
TEL 301.405.2935
FAX 301.314.0118

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Office of Human Resources Management & Compliance Programs

Appendix A - Program Assurance Statements

English

1. Long Version: 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. Short Version: This institution is an equal opportunity provider.
3. Accommodation Statement: If you need a reasonable accommodation to participate in any event or activity, please contact your local University of Maryland Extension Office.



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Appendix B - Program Assurance Statements

Spanish

1. Long Version: Los programas, actividades e instalaciones de la universidad están disponibles para todos sin distinción de raza, color, sexo, identidad o expresión de género, orientación sexual, estado civil, edad, origen nacional, afiliación política, discapacidad física o mental, religión, estado de veterano protegido, información genética, apariencia personal o cualquier otra clase legalmente protegida.
2. Short Version: Esta institución ofrece igualdad de oportunidades.
3. Accommodation Statement: Si necesita adaptaciones razonables para participar en cualquier evento o actividad, comuníquese con la Oficina de Extensión de la Universidad de Maryland de su localidad.



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College Park, MD 20742
TEL 301.405.2935
FAX 301.314.0118

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Office of Human Resources Management & Compliance Programs

Appendix C - Program Assurance Statements

French

1. Long Version: Les programmes, activités et installations universitaires sont accessibles à tous sans distinction de race, couleur, sexe, identité ou expression de genre, orientation sexuelle, état civil, âge, origine nationale, appartenance politique, handicap physique ou mental, religion, statut de vétéran protégé, informations génétiques, apparence personnelle ou toute autre classe légalement protégée.
2. Short Version: Cette institution est un fournisseur d'égalité des opportunités.
3. Accommodation Statement: Si vous avez besoin d'une commodité raisonnable pour participer à un événement ou activité, contactez-vous avec le bureau d'extension de l'Université du Maryland.

Appendix D - Program Assurance Statements**Chinese**1. Long Version:

所有人均可使用大學課程、活動和設施，而不必考慮種族、膚色、性別、性別認同或表達方式、性取向、婚姻狀況、年齡、國籍、政治背景、身體或精神殘疾、宗教信仰、受保護退伍軍人身份、遺傳信息、個人外貌或任何其他受法律保護的階層。

2. Short Version: 該機構是平等的機會提供者。3. Accommodation Statement:

如果您需要合理的住宿條件來參加任何活動，請聯絡您當地的馬里蘭大學推廣辦公室。

Appendix E - Program Assurance Statements

Korean

1. Long Version: 대학 프로그램, 행사_및 시설은 인종, 피부색, 성별,성 정체성 또는 표현, 성적 지향, 결혼 여부, 나이, 출신 국가, 정치적 소속, 신체적 또는 정신적 장애, 종교, 보호재향 _군인, 정보, 외모 또는 법적으로 보호를 받고 있는_기타 계층에 관계없이 누구나 이용하실 수 있습니다.
2. Short Version: 기관은 _기회를 _균등하게 _제공하는 _기관입니다.
3. Accommodation Statement: 행사 활동에 참여하기 위해 적절한 숙박 시설이 _필요하시다면 해당 지역의 메릴랜드 대학교 확장 사무소에 문의해 주시기 바랍니다.

Appendix F - Program Assurance Statements**Russian**

1. Long Version: Программы, деятельность, и объекты материально-технической базы Университета доступны всем желающим, независимо от их расовой принадлежности, цвета кожи, пола, гендерной идентичности или гендерного самовыражения, сексуальной ориентации, семейного положения, возраста, национальности, политической принадлежности, физических или умственных ограничений, религиозных взглядов, наличия недостатков, религии, статуса защищенного законом статуса ветерана вооруженных сил, генетической информации, внешних особенностей, а также другим категориям населения, права которых охраняются законом.
2. Short Version: Наше учебное заведение предоставляет всем равные возможности.
3. Accommodation Statement: Если для участия в определенном мероприятии Вам необходимо, чтобы обеспечивалось разумное приспособление, учитывающее Ваши индивидуальные потребности, пожалуйста, свяжитесь с Вашим местным офисом-представительством Университета Мэриленда.

Appendix G - Program Assurance Statements**Tagalog**

1. Long Version: Magagamit ng lahat ang mga programa, aktibidad, at pasilidad sa unibersidad nang walang pagsasaalang-alang sa lahi, kulay, kasarian, pagkakakilanlan o pagpapahayag, sekswal na oryentasyon, katayuan sa pag-aasawa, edad, bansang pinagmulan, pagkakaugnay sa politika, kapansanan sa pisikal o mental, relihiyon, protektadong beterano na katayuan, genetiko. na impormasyon, personal na hitsura, o anumang iba pang ligal na klase na protektado.
2. Short Version: Isang pantay na pagkakataong provider ang institusyong ito.
3. Accommodation Statement: Kung kailangan mo ng makatwirang akomodasyon upang sumali sa anumang kaganapan ng aktibidad, mangyaring makipag-ugnay sa iyong lokal na University of Maryland Extension Office.



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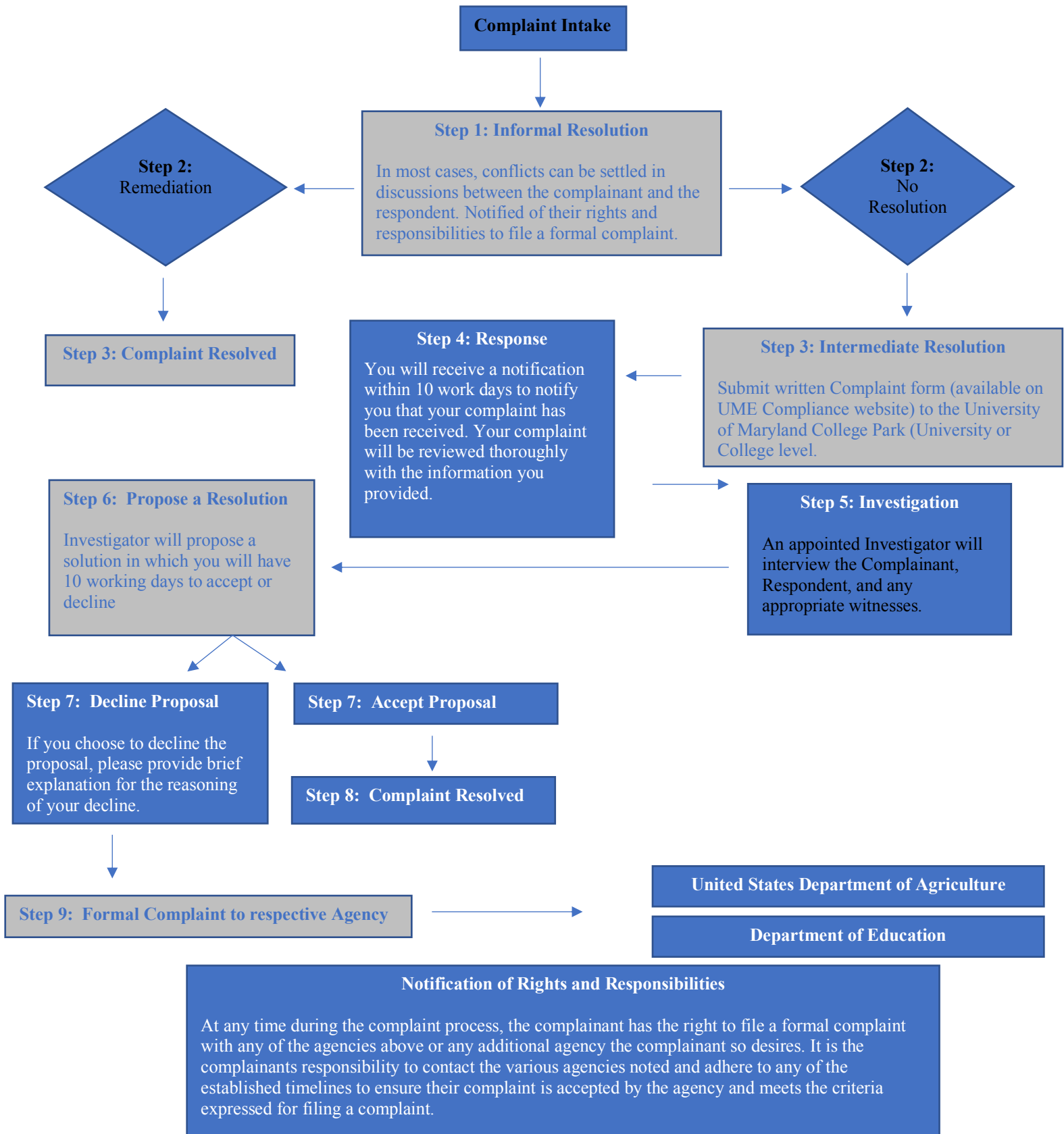
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College Park, MD 20742
TEL 301.405.2935
FAX 301.314.0118

Appendix H - Program Assurance Statements

Vietnamese

1. **Long Version:** Các chương trình, hoạt động và cơ sở vật chất của trường đại học được cung cấp cho tất cả mọi người mà không liên quan đến chủng tộc, màu da, giới tính, bản dạng hoặc biểu hiện giới tính, khuynh hướng tính dục, tình trạng hôn nhân, tuổi tác, nguồn gốc quốc gia, đảng phái chính trị, khuyết tật về thể chất hoặc tinh thần, tôn giáo, tình trạng cựu chiến binh được bảo vệ, thông tin di truyền, ngoại hình cá nhân hoặc bất kỳ giai cấp nào được bảo vệ hợp pháp.
2. **Short Version:** Tổ chức này là nhà cung cấp mang lại cơ hội bình đẳng cho mọi người.
3. **Accommodation Statement:** Nếu quý vị cần bố trí tiện nghi hợp lý để tham gia vào bất kỳ sự kiện hoạt động nào, vui lòng liên hệ với Văn Phòng Mở Rộng Đại Học Maryland tại địa phương.

Appendix I - Program Complaint Flow Chart



Appendix J - Program or Facility Complaint Form

1119 Symons Hall
College Park, MD 20742
TEL 301.405.2935
FAX 301.405.0360



COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Office of Human Resources Management & Compliance Programs

Type of Complaint	
<input type="checkbox"/>	Informal Resolution
<input type="checkbox"/>	Intermediate Resolution

Program or Facility Complaint Form

Name	
Email	
Phone Number	
Location/ County	

COMPLAINT DETAILS

Date of Incident		Time of Incident	
Location of Incident		Who/ What is the subject of your complaint?	

Summary of complaint/ issue:

Proposed Resolution:

WITNESS DETAILS

Name		Phone Number	
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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.