



Compliance Programs 2024 NIFA Compliance Review

Dr. Latoya Hicks



COLLEGE OF
AGRICULTURE &
NATURAL RESOURCES

February 25, 2022

NIFA Civil Rights Review Preparation

Past NIFA Review



Current Compliance Program



Preparation Period
March 2022 – April 2024

NIFA 11 Civil Rights Review Areas

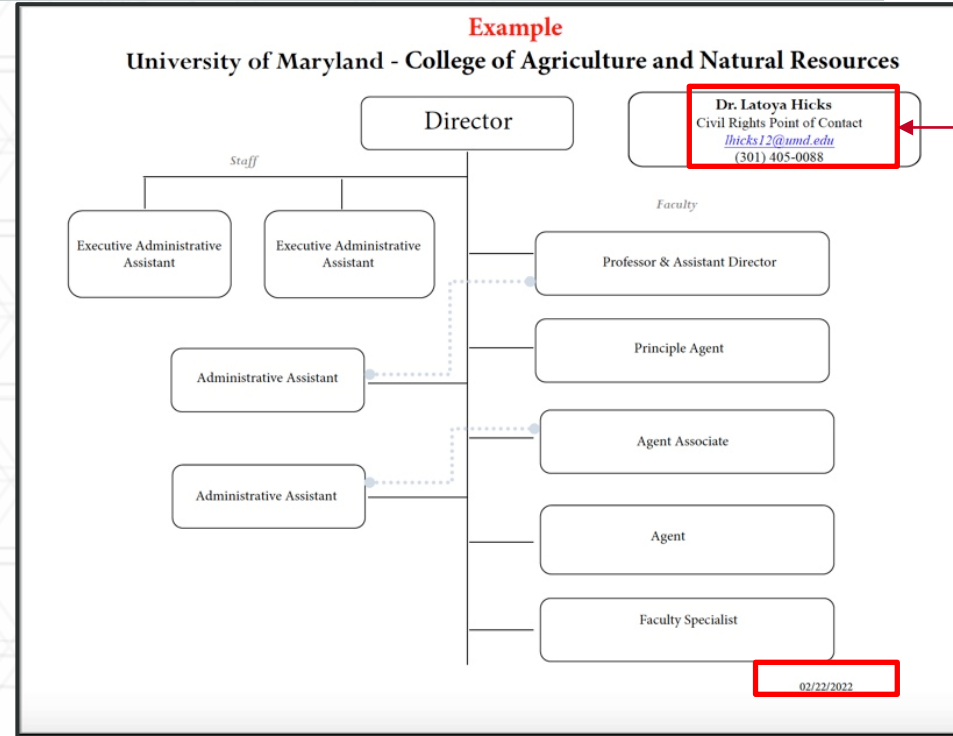
1. Civil Rights Organizational Capacity
2. CR Knowledge and Procedures
3. Advisory Boards and Committees
4. Data Collection & Integrity
5. Non-Discrimination Based on Sex
6. Public Notification
7. Accessibility
8. Language Access
9. Partnerships, 1890 and Others...
10. Research Allocation
11. Compliance Requirements

1. Organizational Capacity

Staff designated to handle civil rights matters.

Direct Reporting to Head Official regarding Civil Rights matters.

- Norman Pruitt, Director
- Dr. Latoya Hicks identified as NIFA CR Contact/UME & MAES.



2. Civil Rights Knowledge and Procedures

Nondiscrimination policies:

- AGNR Policy relative to EOP and LEP
- University Policy VI -1.00 A-D

Training materials for any and all civil rights

- 2020 – Civil Rights Act of 1964: Title VI/VII
- 2021– Breaking Barriers: Physical, Language training (99% MAES, 97% UME)
- 2022-2023 - Anti-Harassment Training (Sex Slide 6)
- *Diversity Trainings Needed per USDA – DE Unconscious Bias* (Amanda Shaffer)



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Human Capital & Compliance Corner

A Note from the Assistant Director of Compliance Programs

Colleagues,

We would like to express our sincerest gratitude for your continued support of our efforts across human resources, compliance, and information-sharing. As we share our second edition of the *Human Capital and Compliance Corner* newsletter, there are a number of highlights to consider, including preparations for limited reintegration to our offices, facilities, and campus with the start of the Fall 2020 semester.

It is also imperative in this time to celebrate today, August 26th, as **Women's Equality Day**. Nearly 100 years ago, women of all colors, creeds, complexions, social classes, and economic statuses were prohibited from their constitutional rights and exercising free speech. There have been some strides over the last century; however, we have a long way to go on the road to eliminating biases, enhancing C-Suite representation, and closing the gender pay gap. Currently, women make 82 cents for every dollar earned by men, representing a gender wage gap of 18%. Wage differences are even more pronounced by race and ethnicity, with the wage gap as high as




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FEARLESS IDEAS

3. Advisory Boards & Committees

- Develop an advisory group of external clientele and potential Data.
- External and internal external advisory committees and boards
- Dean's Global Leadership
- EAC's and Other Related Committees

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UNIVERSITY OF MARYLAND

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

Invitation to Self-Identify (Aggregate)

The College of Agriculture and Natural Resources (AGNR) as a business entity (Extension Service and AGNR Research) and recipient of federal financial assistance delivers educational programming and leading research. Partnerships formed within our local communities, stakeholder involvement, and disseminating vital information plays a fundamental role in carrying out this integrated approach. As an organization who partners with federal, state and local government, we are required to collect demographic information on all individuals who participate any of our programs and or activities. The purpose of collecting data serves various purposes such as, but not limited to, (1) ensuring our programs are delivered in a nondiscriminatory way, (2) solely for planning purposes to deliver programs like the one you are invested in today, (3) to isolate the amount of funding we acquire to deliver programs to individuals within our communities and beyond Maryland State parameters, and (4) to ensure we are serving all individuals equitably and reaching populations which are underserved, underrepresented and socially disadvantaged. As this form is voluntary, we hope you take a moment to identify who you are and help us measure the effectiveness of our inclusive outreach efforts. The information you provide will be kept confidential and for the sole purpose of reporting program attendance and does not require any personal identifiers. If you wish to not provide such information, it does not affect your ability to participate in this or any other University of Maryland Extension or Agricultural Research program.

PARTICIPANT 1		
ETHNICITY	RACE	GENDER
<input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> <u>NOT</u> HISPANIC OR LATINO <input type="checkbox"/> DO NOT WISH TO DISCLOSE	<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER <input type="checkbox"/> SOME OTHER RACE <input type="checkbox"/> DO NOT WISH TO DISCLOSE	<input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> TWO OR MORE RACES
DISABILITY	LIMITED ENGLISH PROFICIENCY	VETERAN STATUS
<input type="checkbox"/> YES, I HAVE A DISABILITY <input type="checkbox"/> NO, I DO <u>NOT</u> HAVE A DISABILITY <input type="checkbox"/> DO NOT WISH TO DISCLOSE	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, WHAT LANGUAGE? _____	<input type="checkbox"/> I AM A PROTECTED VETERAN <input type="checkbox"/> I AM <u>NOT</u> A PROTECTED VETERAN <input type="checkbox"/> DO NOT WISH TO DISCLOSE
PARTICIPANT 2		
ETHNICITY	RACE	GENDER
<input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> <u>NOT</u> HISPANIC OR LATINO <input type="checkbox"/> DO NOT WISH TO DISCLOSE	<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER <input type="checkbox"/> SOME OTHER RACE <input type="checkbox"/> DO NOT WISH TO DISCLOSE	<input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> TWO OR MORE RACES
DISABILITY	LIMITED ENGLISH PROFICIENCY	VETERAN STATUS
<input type="checkbox"/> YES, I HAVE A DISABILITY <input type="checkbox"/> NO, I DO <u>NOT</u> HAVE A DISABILITY <input type="checkbox"/> DO NOT WISH TO DISCLOSE	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, WHAT LANGUAGE? _____	<input type="checkbox"/> I AM A PROTECTED VETERAN <input type="checkbox"/> I AM <u>NOT</u> A PROTECTED VETERAN <input type="checkbox"/> DO NOT WISH TO DISCLOSE

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4. Data Collection & Integrity

- Demographic Data Reporting Shows the data; supports accommodation
- Provide plans and information collected
- Currently implemented
- Data Collection
- Dashboard implemented
- Invitation to Self-Identify

Population: 2010 US Census (MD)

2010 US Census (MD) Gender for Selected Counties

Male: 47.7% Female: 52.3%

Maryland's Top Seven Languages

LEP data not applicable for

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Invitation to Self-Identify (Individual)


The College of Agriculture and Natural Resources (AGNR) as a business entity (Extension Service and AGNR Research) and recipient of federal financial assistance delivers educational programming and leading research. Partnerships formed within our local communities, stakeholder involvement, and disseminating vital information plays a fundamental role in carrying out this integrated approach. As an organization who partners with federal, state and local government, we are required to collect demographic information on all individuals who participate any of our programs and or activities. The purpose of collecting data serves various purposes such as, but not limited to, (1) ensuring our programs are delivered in a nondiscriminatory way, (2) solely for planning purposes to deliver programs like the one you invested in today, (3) isolates the amount of funding we acquire to deliver programs to individuals within our communities and beyond Maryland State parameters, and (4) to ensure we are serving all individuals equitably and reaching populations which are underserved, underrepresented and socially disadvantaged. As this form is voluntary, we hope you take a moment to identify who you are and help us measure the effectiveness of our inclusive outreach efforts. The information you provide will be kept confidential and for the sole purposes of reporting program attendance and does not require any personal identifiers. If you wish to not provide such information, it does not affect your ability to participate in this or any other University of Maryland Extension or Agricultural Research program.

RACE	ETHNICITY	GENDER
<input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER <input type="checkbox"/> SOME OTHER RACE <input type="checkbox"/> TWO OR MORE RACES <input type="checkbox"/> WHITE	<input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NOT HISPANIC OR LATINO	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
VETERAN STATUS	DISABILITY	LIMITED ENGLISH PROFICIENCY
<input type="checkbox"/> I AM A PROTECTED VETERAN <input type="checkbox"/> I AM NOT A PROTECTED VETERAN	<input type="checkbox"/> YES, I HAVE A DISABILITY <input type="checkbox"/> NO, I DO NOT HAVE A DISABILITY	<input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, WHAT LANGUAGE?
<input type="checkbox"/> I ELECT NOT TO SELF-IDENTIFY		

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5. Non-Discrimination Based on Sex (New NIFA Request for 2024)

- Anti-harassment policies applicable
 - ✓ Anti-Harassment Policy (Draft)
 - ✓ Submission of Sexual Assault
- Written procedures for responding to complaints that are applicable to
 - ✓ Campus per note on Slide 3
- Sexual harassment complaints received from faculty, staff or students.
 - ✓ Continue to monitor
 - ✓ Upcoming 2022-2023 Anti-Ha



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2022-2023 Compliance Schedule

<i>Anti-Harassment of a Sexual/Non-Sexual Nature</i>						
Unit	Cluster	Counties/City	REC's	Date	Location	Time
UME	Lower Shore	Somerset, Wicomico, & Worcester	UME LESREC & AES LESREC	Wednesday, March 9, 2022	Wicomico County Library – Main Branch 122 S Division St, Salisbury, MD 21801	11:30 AM
UME	Mid-Shore	Talbot, Dorchester, & Caroline	-	Wednesday, March 30, 2022	Caroline County Ext. Office – 9194 Legion Rd, Denton, MD 21629	1:00 PM
UME	Northern Cluster	Carroll & Harford	-	Wednesday, April 13, 2022	Carroll County Ext. Office – 700 Agricultural Center Drive, Westminster, MD 21157-5700	10:00 AM
UME	Upper Shore Cluster	Cecil, Kent, & Queen Anne's	-	Thursday, June 02, 2022	Kent County Ext. Office – 709 Morgue Road, Suite 202 Chestertown, MD 21620	11:00 AM
UME	Southern MD	Calvert, Charles, & St. Mary's	-	Tuesday, June 14, 2022	Calvert County Ext. Office – 30 Duke Street, Prince Frederick, MD 20678	11:00 AM
UME	Western MD	Allegany, Garrett, & Washington	UME WMREC & AES WMREC	Thursday, August 25, 2022	Washington County Ext. Office – 7303 Sharpsburg Pike, Boonsboro, MD 21713	10:00 AM
MAES	Remaining REC's	Howard	AES CMREC (BARC, UPPM, TRF, Clarksville)	Wednesday, September 28, 2022	Clarksville Facility – 4240 Folly Quarter Road, Ellicott City, MD 21042	9:00 AM
UME	4-H/FCS	-	-	Wednesday, October 05, 2022	4H Youth Development Center – 8020 Greenmead Drive, College Park, MD 20740	9:00 AM

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6. Public Notification

- Public notification system is in place (A IFA)
- Currently Implem
- Written complain

ADMINISTRATIVE INFORMATION

Sub-unit: College of Agriculture & Natural Resources

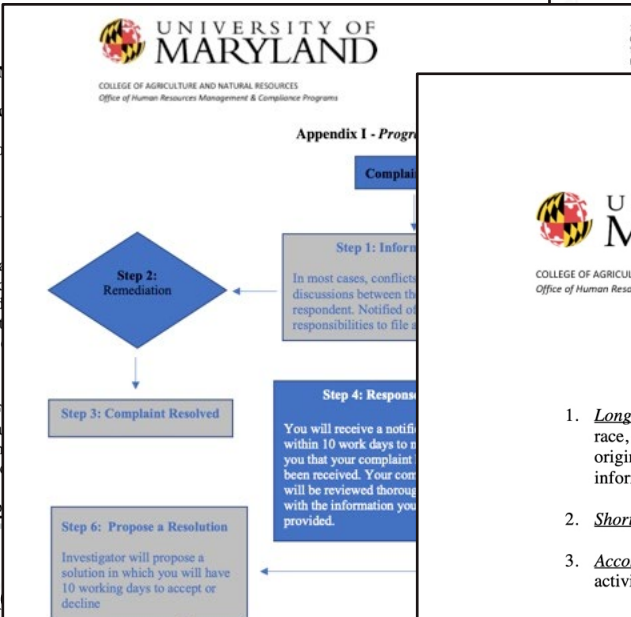
Subject: Social Media Post

Effective Date: August 1, 2019

A. Purpose
The following policy applies to the College of Agriculture and Natural Resources (AGNR). The purpose of the policy is to provide the public and the citizens of Maryland with information about the programs and activities assisted by the College. Additional information is provided to increase participation and enhance a broader dissemination of information.

B. Regulatory Authority
In accordance with 7 Code of Federal Regulations (CFR) 101.11.1, the College provides assistance, regardless of the amount, to assist in the development of guidance as a methodology to perform an Internal Program Assessment) are found in the following sections:

- Title VI of the Civil Rights Act of 1964



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Appendix J - Program or Facility Complaint Form

Program or Facility Complaint Form

Type of Complaint
Informal Resolution
Intermediate Resolution

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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.


8. Language Access

- LEP Plan; LEP public notification process; k provide program accommodation and

New NIFA Request for 2024

Extension technical materials published
Currently Implemented:

- ✓ LEP Policy (Draft), I-Speak Cards
- ✓ Multilingualism Assurances, comp Translators/Interpreters, Service p training 2021– Breaking Barriers: Access training. Funded LEP prog




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Affinity Group Listing of Interpreters and Translators

The following list of Interpreters and/or Translators is consistent with our mission as a Land-grant




Registration and Fees
There are no fees or subscriptions to register for Asta-Translators Services. Additionally, there are no standing monthly charges. Monthly by minute charges reflected in detailed monthly billing will be done once a month and no charges are applied if the service is not used.

Phone Interpretation Rate
\$1.25 per minute

Video Interpretation Rate
\$12.00 per hour

Process
To utilize Asta interpretation services, dial a toll-free number 1-866-446-1800 and enter your PIN. Then, select the language of the interpreter by simply entering or choosing from a menu provided. To schedule a virtual meeting with language interpretation, the client must schedule the video interpretation services in advance by calling 1-866-446-1800.

Languages
Over 70 languages




Registration and Fees
To register for Avaza Language Services, a Client Agreement and signed for the organization. Please note: AVAZA can receive no money access codes for multiple clients and/or programs at no charge or discount. Lastly, there is a one-time registration fee of \$200, which covers all access codes, manuals and database reports. Manuals include language ID chart (small poster and an 8.5x11) database and instructions for accessing interpreters. Additionally, database reports would include information such as language used, time of call, frequency of calls, etc.

Phone Interpretation Rate
Over-The-Phone Interpretation (Spanish): \$0.88/min
Over-The-Phone Interpretation (Language Set 2): \$0.75/min
Over-The-Phone Interpretation (Language Set 1): \$0.50/min
Over-The-Phone Interpretation (Language Set 4): \$0.50/min

Video Interpretation Rates
Video-Remote Interpretation (Spanish): \$9.99/min
Video-Remote Interpretation (Language Set 2): \$1.25/min
Video-Remote Interpretation (Language Set 1): \$0.25/min
Video-Remote Interpretation (Language Set 4): \$1.45/min

Process
For language interpretation services, the client will call Avaza at 1-800-482-4322. When the client calls to the services, the client will be asked for the language desired and access code. The operator will then connect to an interpreter. To utilize Avaza video interpretation, log in to the VRI system with the access code you were provided. Click "selectable a Service" and choose the desired language. Choose the date and time for the service. You press "selectable Service".

Languages
Over 180 languages and dialect



Registration and Fees
To register for Cyracom interpretation services, AGNR will need to complete and sign the Cyracom/Voice Participation form. Additionally, Cyracom will require a \$25 monthly monthly charge in addition to the monthly rates by minute charges.

Phone Interpretation Rate
\$ 0.90 per minute

Video Interpretation Rate
Cyracom offers a package deal for phone and video interpretation – access both services for the same low, per-minute price for spoken languages

Process
To utilize Cyracom/Voice, client may be issued a Dedicated Toll-Free Number (DTFN) and a four-digit PIN in order for the client to access over the phone services. To schedule a virtual meeting with language interpretation, the client must schedule the video interpretation services in advance by contacting Cyracom/Voice.

Languages
Over 100 languages and dialect

	minimum, plus mileage)	\$0.16 cents per word	(expenses)	(expenses)	(expenses)
Interpreter/Translator	Reliable Language	Ben Monah	Fortingress Ahb	Russos Intl	
Phone Number	410-838-6682	301-437-7142	240-644-3977/301-270-0018	202-463-8648	
Email	info@languageary.com	ben@monah.com	ahb@fortingress.com	russos@russos.com	
County	All Counties	All Counties	All counties	Montgomery/Prince George's	
Rate	\$65/hour (Two hour minimum, plus mileage)	\$60/hour (Plus travel expenses)	\$80/hour (Plus travel expenses)	\$70/hour (Plus travel expenses)	

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9. Partnerships, 1890, Sister Land Grant Institutions and other Colleges and Universities

To be implemented prior to 2024:
Written assurances of nondiscrimination utilized with extension/research partners and/or subrecipients within the past two years.

- ✓ Assurance Agreement with Partner
- ✓ MOU
- adjudi

On behalf of **Enter name of county** County Extension, I would like to thank you for collaborating with the University of Maryland relative to educational programming. We appreciate your support and the opportunity to bridge such resources to serve the diverse residents of Maryland. It is also important to note, we collect the demographic information on all individuals who participate in any of our programs and or activities. **The purpose of collecting data serves various purposes such as, but not limited to, (1) ensuring our programs are delivered in a nondiscriminatory way, (2) solely for planning purposes to deliver programs like the one your invested in today, (3) isolates the amount of funding we acquire to deliver programs to individuals within our communities and beyond Maryland State parameters, and (4) to ensure we are serving all individuals equitably and reaching populations which are underserved, underrepresented and socially disadvantaged.**

The screenshot shows a form titled "UNIVERSITY OF MARYLAND" with a logo. Below the header, there are instructions: "Click here to enter date." and "Name and address of partner organization". The main heading is "Assurance Agreement with Partnering Organization". The body text states: "The College of Agriculture and Natural Resources (AGNR) as a business entity (Extension Service and AGNR Research) and recipient of federal financial assistance delivers educational programming and leading research. Partnerships formed within our local communities, stakeholder involvement, and disseminating vital information plays a fundamental role in carrying out this integrated approach. AGNR as a recipient of federal financial assistance is required to deliver educational programs within the State of Maryland on a nondiscriminatory basis." It continues: "Therefore, this letter serves as an official notification the University of Maryland and its programs operated and managed by the University of Maryland Extension (UME) and Maryland Agricultural Experiment Station (MAES) and in partnership with organizations to include sub-organizations and or indirect recipients, will ensure programs are (1) open to all individuals in accordance with Title VI of the Civil Rights Act of 1964 and other federal acts and statutes as applicable and (2) must not exclude persons from participation in or benefit from any program or activity operated by, under, or for the University of Maryland Extension (UME) and Maryland Agricultural Experiment Station (MAES) on a nondiscriminatory basis." There are several lines of text partially cut off on the right side of the form, including "ing with the", "rt and the", "ant to note,", "ams and or", "l) ensuring", "g programs", "grams to", "ure we are", "sented and", "organization", "of depression,", "eeted veterans", and "ditions October 1, 2009 - the a period of five years."

10. Research - Specific Allocation of Resources/Graduate Enrollment

- Graduate Student Enrollment (REG Data);
- Research funding by principal investigator including REG Data;
- Funding amounts; and
- Graduate assistantships, including assistantship types and student REG data.



11. Compliance Requirements

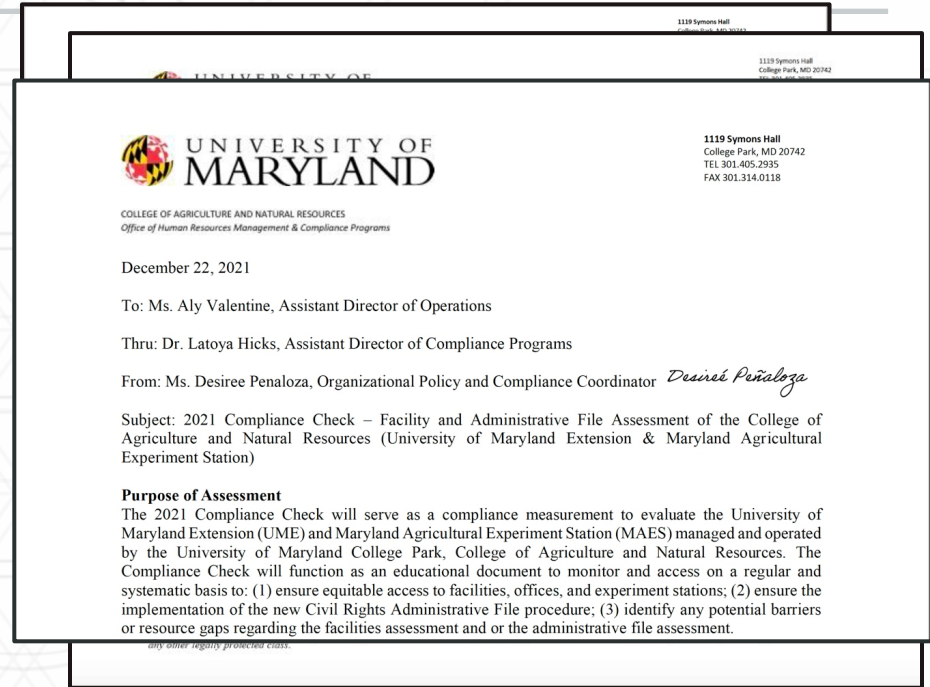
Policies, procedures, and/or checklists used in conducting internal civil rights reviews in the past five years.

- ✓ Civil Rights Administrative Project procedure

Documentation and/or written communications resulting from internal civil rights reviews conducted in the past five years.

- ✓ 2018 – 3 Summary of Findings
- ✓ 2018/2021 IPA Assessment – 38 visits
- ✓ 2021 – 13 Summary of Findings to UME/MAES Administrators

- **Compliance Website must be in-place**
- **Internal CR Compliance Reviews**



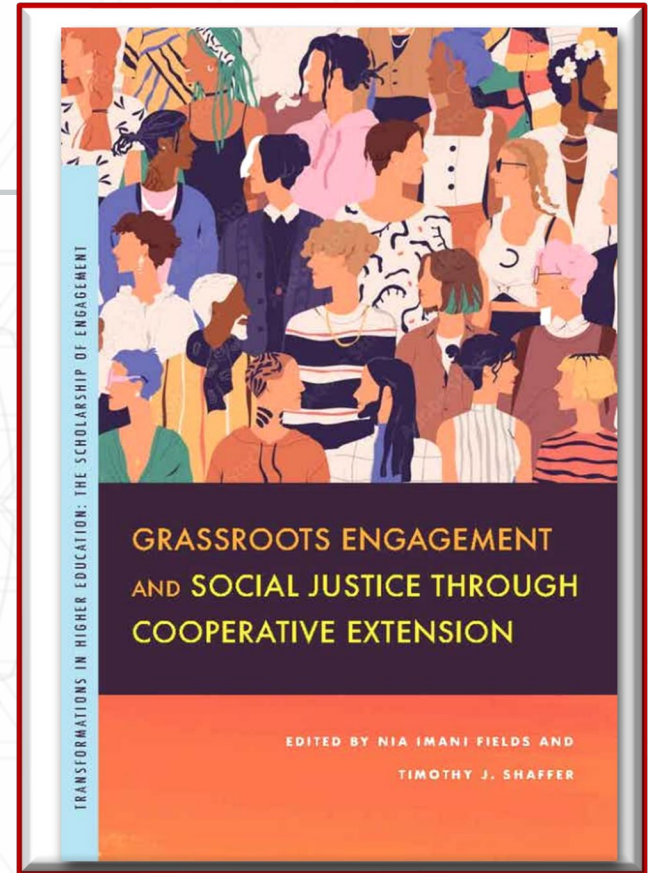
Resources

Chapter 3: Moving Beyond the Minimum Standard: Nondiscrimination Regulations, Policies, and Procedures

*By Norman E. Pruitt and Latoya M. Hicks
University of Maryland College Park*

“Land-grant universities, from their inception in 1862 and 1890, were charged with the mission to provide education to the people of these United States - hence, the College of Agriculture's referral to as the **"people's college"**”.

“The acceptance of federal funding by states and the creation of universities.....created the legal and strategic obligation and mission to service the people of these United States and respective territories.”



[Michigan State Press](#)



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Management and Compliance Programs

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