



United States  
Department  
of Agriculture

Research,  
Education, and  
Economics

National Institute  
of Food and  
Agriculture

1400 Independence  
Avenue SW  
Washington, DC 20250

TO: Administrative Heads, Cooperative Extension Directors, and Experiment Station  
Directors, 1862 Institutions  
Deans, Extension Administrators, and Research Directors, 1890 Institutions  
Presidents, 1994 Institutions  
A-TR's, McIntire-Stennis Programs  
Research Directors, Evans-Allen Programs  
Deans, Schools of Veterinary Medicine  
Presidents, Academic Programs  
Presidents, Hispanic - Serving Institutions

FROM: Sonny Ramaswamy  
Director

SEP 26 2017

SUBJECT: Continuity Resource for Civil Rights and Limited English Proficiency

The National Institute of Food and Agriculture (NIFA) would like to establish continuous educational opportunities with our land-grant partners by creating a process to disseminate resources to increase awareness. In an effort to further our commitments to parity, access and inclusion, our hope is to create a network of practitioners to encourage mutual conversations and information sharing.

Our goal at NIFA is to create a community of liaisons to advance our shared mission in Civil Rights and assuring access to individuals identified as Limited English Proficient (LEP). By creating such linkage and relationships within the land-grant system, we can proactively remain engaged to ensure all reasonable opportunities are afforded to members of the land-grant community. Federal policy requires that we ensure non-discrimination in the delivery of programs receiving Federal financial assistance.

Hence, I am asking you to please identify one or more individuals to represent your respective institution(s) to serve as a liaison and resource for compliance and training. Such individuals should have a working knowledge of research and extension, civil rights responsibility and program familiarity. Please note, we will continue to notify Deans, Directors, and or Administrators of Civil Rights matters related to research and extensions as appropriate.

The National Institute of Food and Agriculture Civil Rights Staff will maintain such roster of identified personnel and disseminate it throughout the land-grant system to encourage exchange of ideas, updates to processes, shared training opportunities, program compliance, and the responsibilities required of our partners. We would appreciate if your office would provide us with the name(s), title, mailing address, telephone and fax numbers, and e-mail address of individual(s) who will serve as the point of contact for both Civil Rights/EEO related matters and LEP.

Please provide this information by October 30, 2017 to Jane Graninger via e-mail at [jdunn@nifa.usda.gov](mailto:jdunn@nifa.usda.gov). If you have any questions or concerns, please contact Dr. Latoya Hicks, Equal Opportunity Specialist, at (202) 720-3028 or [latoya.hicks@nifa.usda.gov](mailto:latoya.hicks@nifa.usda.gov).