

PROGRAM AREA: Community & Economic Development

updated: 03/2019

COUNTY:

DATE:

REVIEWER:

CIVIL RIGHTS

FOLLOW-UP BY:

File Guide & Documentation		STATUS			COMMENTS OR CORRECTIVE ACTIONS TO BE TAKEN	TIMELINE FOR COMPLETION	Completed (Initial & Date)
		Complete	Incomplete	Cross- Referenced			
I. 13.1 Membership lists of CD Advisory Committee and minutes of meetings <ul style="list-style-type: none"> Form 2 Documentation that committee has met <u>at least</u> once yearly by providing current minutes and attendance dated and coded by gender and ethnicity and summarized Can use Form 3 to summarize 	Curr						
I.13.3 Map of county with residence of CD Advisory Committee identified showing community representation in advisory committees <ul style="list-style-type: none"> Updated yearly Dated Code map showing names, gender and ethnicity 	Curr						
I.13.4 Record of how CD Advisory Committee Members are chosen (Short statement of how Advisory Committee members are selected) <ul style="list-style-type: none"> Updated every 3-5 years; Dated Demonstrates plan for expanding diversity of committee 	Curr						
I.13.5 Attendees and minutes of any CD subgroups used in program planning (membership lists and meeting minutes of groups such as county economic development committee where community development needs have been discussed) <ul style="list-style-type: none"> Coded by ethnicity, gender, summarized, and dated 	3Y						

(Recommended Retention Period: KEEP = Historical References, Save, Do Not Throw Away; 3Y = 3 years. Keep information for the past three years. Curr = Current.)

For forms see Civil Rights Web site at: <https://aces.nmsu.edu/ces/civilrights/>

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I.13.6 Current mailing lists for CD programs (e.g. mailing newsletter and program announcements)	3Y						
<ul style="list-style-type: none"> Coded by ethnicity and gender and summarized Updated yearly and dated New additions dated by year (beginning 2006): John Doe (2005) P.O. Box 50 Deming, NM 88888 							
I.13.7 Participation records for CD events	3Y						
<ul style="list-style-type: none"> Sign-in sheet including time, date, place and topic Code by ethnicity and gender and summarized 							
I.13.8 Record of potential recipients of CD programs such as current lists from Chamber of Commerce, farmer's market board, etc.	3Y						
<ul style="list-style-type: none"> Coded by ethnicity and gender and summarized; dated 							
I.13.9 Record of CD organizations, groups, agencies, etc, served by Extension with documentation of non-discrimination	3Y						
<ul style="list-style-type: none"> Use Form 1 Updated yearly and dated 							
I.13.10 News releases, radio releases, social media, bulk emails, and other publicity for CD programs. Must include at least 3 examples per year	3Y						
<ul style="list-style-type: none"> Include affirmative action clause and ADA statement in text of article Include original submissions and printed article List news and radio sources releases are sent to Include list of distribution locations for fliers 							

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I.13.11 Personal letters to underserved families and youth, schools and grassroots organizations informing them about CD programs and inviting them to participate	3Y						
<ul style="list-style-type: none"> Must include at least 3 examples per year 							
I.14.12 Personal letters to minority small businesses, grassroots organizations, or underserved individuals about CD programs	3Y						
<ul style="list-style-type: none"> Must include at least 3 examples per year of visits to underserved audiences Include time, place, and topic Can include calendar, special notes, reimbursement voucher or telephone messages 							

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