

**PUBLIC NOTIFICATION PLAN OF ACTION TO ENSURE
MINORITIES AND THE UNDERPRIVILEGED EQUAL ACCESS TO TEXAS EXTENSION PROGRAMS**

PROGRAM FUNCTION	ACTION REQUIRED	SPECIFIC ACTION
<p>I. Advise minorities of program availability and requirements of nondiscrimination.</p>	<p>a. Prepare program announcements, promotional literature, and other educational materials (bilingual as appropriate) that meet the level of comprehension of target audiences.</p> <p>b. Identify and use the various mass media outlets that disseminate information to minorities and the underprivileged. (Match the audiences to the media.)</p> <p>c. Direct information on programs to sources of business and social contacts of minorities and the underprivileged.</p> <p>d. Design a system for getting minorities and the underprivileged on mailing lists.</p> <p>e. Develop a uniform statement that covers all requirements of nondiscrimination in Extension programs and include such a statement in publications, printed materials, program announcements, and promotional literature.</p>	<ul style="list-style-type: none"> • Review and revise program announcements and other educational material to the appropriate level for comprehension. • Translate appropriate present material and develop new materials in Spanish for distribution in areas with Spanish-speaking population. • Identify and list radio and television stations, newspapers, and other publications that have major contact with minorities and underprivileged. Develop mass media materials for programming through these outlets. • Provide program announcements and information to businesses, churches, community centers, agencies, and other organizations serving minorities and the underprivileged. • Use the latest technology to provide information on educational programs and activities, including computer networks, etc. • Periodically review and update mailing lists to include minorities and underprivileged. • Include the following statement on publications and promotional materials—“The Texas A&M AgriLife Extension Service provides equal access in its programs, activities, education and employment, and does not discriminate on the basis of race, color, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation or gender identity.”

**PUBLIC NOTIFICATION PLAN OF ACTION TO ENSURE
MINORITIES AND THE UNDERPRIVILEGED EQUAL ACCESS TO TEXAS EXTENSION PROGRAMS**

PROGRAM FUNCTION	ACTION REQUIRED	SPECIFIC ACTION
<p>II. Notify groups and organizations that Extension programs are nondiscriminatory and that Extension cannot support groups and organizations that discriminate.</p>	<p>a. Develop an on-going action plan to inform support groups and organizations about the nondiscriminatory nature of Extension programs.</p>	<ul style="list-style-type: none"> • Notify by letter, on a regular basis (every 1-2 years), all groups and organizations that provide significant support to Extension programs that these programs are conducted on a nondiscriminatory basis and that Extension cannot support groups and organizations that do discriminate. (A suggested “form letter” is attached.)
<p>III. Prominently display the nondiscrimination poster, “And Justice for All,” in all offices and other facilities used by Extension in serving the public.</p>	<p>a. Place poster in all Extension office locations where it is readily visible to the visiting public.</p> <p>b. Place poster in Extension conference rooms for public visibility.</p> <p>c. Place poster in prominent position at 4-H camps which are operated by Extension.</p>	<ul style="list-style-type: none"> • Display “And Justice for All” posters in all offices and facilities under the controlled use of Extension.
<p>IV. Inform minorities of new programs and program changes by mailing information to “grass roots” organizations.</p>	<p>a. Develop procedures for maintaining communications, on a continuing basis, about new programs and current programs of interest to these organizations.</p> <p>b. Develop a list of organizations within the state with “grassroots” contacts with minorities and the disadvantaged to supplement and complement the list provided.</p>	<ul style="list-style-type: none"> • Provide information on relevant, current, and new programs to “grassroots” organizations as considered appropriate by program leaders. • Establish and maintain a current list of “grassroots” organization contacts within the state to be informed of new programs of interest to minorities and underprivileged.

**PUBLIC NOTIFICATION PLAN OF ACTION TO ENSURE
MINORITIES AND THE UNDERPRIVILEGED EQUAL ACCESS TO TEXAS EXTENSION PROGRAMS**

PROGRAM FUNCTION	ACTION REQUIRED	SPECIFIC ACTION
V. Notify NIFA-USDA of any new programs or program changes.	a. Texas A&M AgriLife Extension Service and the 1890 Extension Program will provide the Administrator, NIFA-USDA, with information on new programs and program changes.	<ul style="list-style-type: none"> • Include information on new programs in periodic updates to the Four-Year Plan of Work submitted to the Administrator, NIFA-USDA.
VI. Submit Civil Rights “success stories” to the Administrator, NIFA-USDA, through the Director, Texas A&M AgriLife Extension Service and the Administrator, 1890 Extension Program.	a. Provide a continuing supply of “success stories” on programs where Cooperative Extension was primarily responsible for accomplishment.	<ul style="list-style-type: none"> • Report “success stories” of program accomplishments with minorities and underprivileged through regular monthly highlight reports by county faculty and special reports as appropriate.
VII. All informational materials released to the public will, as appropriate, contain a statement that the program or activity will be conducted on a nondiscriminatory basis. Where appropriate, photos and other graphics will be used to convey the message of equal opportunity.	<p>a. Develop an appropriate statement that all programs and activities of Extension will be conducted on a nondiscriminatory basis.</p> <p>b. Establish policies and procedures whereby such a statement will appear on all informational materials released to the public.</p> <p>c. Establish policies and procedures which will ensure appropriate and effective use of photos and other graphics in publications where appropriate.</p>	<ul style="list-style-type: none"> • All Extension educational programs and activities will be conducted on a nondiscriminatory basis. • Key Extension educational materials will include the statement, “Educational programs conducted by the <u>agency name(s)</u> are open to all people without regard to race, color, sex, religion, national origin, age, disability, genetic information, or veteran status.” • Use photos and other graphics in publications to appropriately reflect clientele groups participating in programs.

**PUBLIC NOTIFICATION PLAN OF ACTION TO ENSURE
MINORITIES AND THE UNDERPRIVILEGED EQUAL ACCESS TO TEXAS EXTENSION PROGRAMS**

PROGRAM FUNCTION	ACTION REQUIRED	SPECIFIC ACTION
VIII. Administration of Public Notification Plan.	<ul style="list-style-type: none"> a. Develop “public notification plan” and communicate its content and action components to all Extension faculty and staff. b. Encourage all faculty and staff members to actively participate in the plan and assist in achieving its objectives. c. Evaluate the effectiveness of the plan on an annual basis. d. Develop and maintain at the state office a repository of materials in support of activities and accomplishments of the plan. 	<ul style="list-style-type: none"> • Disseminate the “public notification plan” to all Extension faculty and staff. • Include a “public notification plan” in all plans of work and implement as appropriate. • Specifically review “public notification” during annual county compliance reviews and program evaluations. • File supporting materials and reports of major accomplishments in the central office files—ADM-Civil Rights.