# University of Kentucky
# Cooperative Extension Service
# County Program Review

The County Program Review is a way to showcase the great programs that you are incorporating in your county. The county review team reviews actions that are taken to ensure that we are in compliance with USDA Civil Rights and UK Extension policies and procedures as an organization. This document has been created to ensure that all Cooperative Extension Service offices are aware of what is needed in order to have a successful county program review. Each county is reviewed every five years.  The team leaders are responsible for communicating with each county being reviewed. There is one team leader per team. Each review team will be made up of 4 members.  Typically, teams will be comprised of: an administrator, an agent, a specialist, and a fourth team member, who will likely be a specialist or an agent. County Administrative Staff should be assisting agents in the process, so that the process does not seem cumbersome.

**Material to provide <u>prior</u> to review** (sent electronically to your team leader. See Pre-Visit Form.):

- County Affirmative Action Plan
- Advisory Council Data Sheet
- Newsletter Chart
- Listing of County Staff
- County Budget
- County Financial Operations Self-Assessment

**Please have the following items/materials available for the team to review during the team's visit. (Place the supporting documents below in a binder and be ready to share the binder with your review team.)**

- Examples of newsletters sent by each agent with the intended audience, number of recipients by race and gender and frequency noted
- Membership lists of advisory councils with race and gender specified
- Individual file containing examples of "all reasonable efforts" to involve minorities or underserved audiences in programming
- Examples of public notification efforts (how are you getting the word out about Extension programs according to the definition of public notification)
- Copies of newspaper articles
- Copies of by-laws for Extension sponsored organizations
- Signed non-discriminatory statements from organizations for which Extension sponsors
- Client protection/risk management volunteer files
- Report to the People
- ADA Assessment and Plan
- Up-to-date map of the county showing location of Extension-sponsored groups with an accompanying ledger containing the name of each group and its membership by race and gender

**Materials to help you prepare.**  On the Program and Staff Development website, the Affirmative Action tab http://psd.ca.uky.edu/affirmativeaction contains copies of civil rights laws and procedures that are useful to go through as you prepare for the review.

**Familiarize yourself with the following information in order to prepare for your county review:**

1. **County Extension Council & Advisory Council Groups**
   - Be familiar with the makeup of your county extension council and advisory councils
   - How you recruit underrepresented audiences for the councils
   - CEC committee rotation system
   - Functioning CEC committees
   - Up-to-date bylaws

2. **Plan of Work**
   - How programs are implemented in your county from your plan of work
   - How you recruit underrepresented audiences
   - Staff aware of community and economic development needs in the county
   - Identified unmet needs in county for possible programming
   - Program assistants involvement in program development process

3. **Client Participation (have files available the day of review)**
   - Program meeting parity
   - "All reasonable efforts" file
   - County affirmative action plan have specific measurable goals
   - Limited English Proficiency (LEP) population targeted or reached
     http://psd.ca.uky.edu/content/civil-rights#english
   - Sign in sheet records with attendance, race, gender and program/activities
   - Non-discriminatory statement on file for each Extension-sponsored club or group
   - Map showing Extension-led programming with name of group, race, gender, and ethnicity
   - Client Protection and Risk Management Standards
   - Up-to-date volunteer files
   - Client Protection Committee meeting minutes

4. **Public Notification/ Accountability**
   - Report to the People
   - Newsletters
   - Local newspaper, television, or radio
   - Non-discriminatory statement
   - Symbol for disability used
   - Agent websites up-to-date
   - Social media marketing
   - "And Justice for All" signs up-to-date and displayed in public areas of the office

5. **Office Management**
   **Mail:**
   - Up-to-date mailing list
   - Mailing list on non-discriminatory basis
   - Mailing list maintained to indicate information needed for civil rights reporting

**Files:**
- Familiar with electronic Civil Rights Legislation Resource File
  http://psd.ca.uky.edu/content/civil-rights
- Location of job descriptions for each county position http://districts.ca.uky.edu/Bi-Weekly

6. **Knowledge of Policies and Procedures**
   - Agents and Staff knowledgeable about the following: basic Civil Rights laws and regulations and their use in programming, provisions of Public Notification Plan, procedures for handling Civil Rights Complaints, and procedures for handling ADA accommodation request.

7. **Fiscal Matters**
   - Elected officials education on Extension
   - Annual operating budget of CES
   - Money handling procedures http://manual.ca.uky.edu/content/money-handling-procedures
   - District Board
   - Reserves and Capital improvement funds
   - Written long range plan for future needs
   - Financial accounts of Extension sponsored clubs and organizations following the Financial Guidelines https://ces-manuals.ca.uky.edu/content/financial-guidelines
   - Who does bookkeeping? CPA, paid treasurer, volunteer
   - Voucher system
   - County tax exempt
   - District Board financial audit (last audit, DB meeting minutes addressing audit findings)
   - Complete County Financial Operations Self-Assessment

8. **Physical Facilities**
   - Location of facility
   - Signage
   - Signage follow UK marketing standards
     https://marketing.ca.uky.edu/system/files/outdoor_signs_info-2019.pdf
   - Clientele/public access
   - ADA assessment and Compliance Plan
   - Staff member office space equitably distributed and located
   - Up-to-date publications and in public areas accessible to walk-in clients