

Part 405 – Equal Opportunity in Program Delivery

Subpart A-General

WV405.4 Responsibilities

(d) (3) Civil rights documentation and files will be maintained in the following format in accordance with the NRCS Records Guide.

1. Each office will need to set up a six part folder with the file code of 230-15-12 Delivery of Services.
2. The parts are to be labeled as identified below: (such as Special Mailings) *Information to be filed is identified under each part, but is not limited to just these items.*

Part 1 - Special Mailings

- Mailing list of producers identified
- Samples of special mailings to producers
- Any other items that depict special outreach efforts to underserved clientele.

Part 2 – New Releases

- Samples of news articles showing included nondiscrimination clause in the text of the article(s).
- Samples of news release when there is an announcement of a new program or changes in program rules.

Part 3 – Bulletins, Information

- Bulletins, Information and other items like the CRAT Report that can be used as a reference can be located here. Another example is the GM Section 230, Part 405 can be located under this cover.

Part 4 – Program Delivery Report

- Copies of PRS reports and etc.

Part 5 – Area Program Appraisal

- Civil Rights appraisals, along with supporting documentation concerning items needing attention.

Part 6 – Narratives

- This is the narrative section where all pertinent actions are recorded. This should include training completed, bulletins reviewed, special actions taken and any other items that will document efforts to ensure equal delivery of USDA programs.