

**GENERAL GOVERNMENT CABINET**

**DEPARTMENT OF AGRICULTURE**



**Auditor of Public Accounts**  
**Title VI of the Federal Civil Rights Act**  
**Implementation**  
**“Initial Plan and “Plan Update” Form”**

Initial Plan

Plan Update

**AGENCY: Department of Agriculture**

**DATE: June 29, 2011**

Pursuant to KRS 344.015 and Section 2 of 45 KAR 1:080, state agencies receiving federal funds shall prepare and submit an annual Title VI plan update to the Auditor of Public Accounts and the Kentucky Commission on Human Rights by July 1, 1995 and by July 1 each year thereafter. Please complete the following information when submitting annual plan updates.

**Check the corresponding sections of the plan that the agency is:**

- (1) Required to update; and/or
- (2) Amending.

Please include the updated wording under the applicable sections listed below in your Plan Update.

The following sections are required to be updated annually: (6), (7), (9), (10), (12) and (13). Please attach a Plan Update detailing updates or changes from the prior year Plan – do not submit your entire plan once it is on file with the Auditor’s Office.

(1) Glossary/Definitions

(2) Overview

(3) Scope Of Title VI Applicability To Programs And Activities

(4) Responsible Official

(5) Statement Of Assurance

(6) Identify Programs Or Activities Subject To Title VI

(7) Complaint Procedures

(8) Compliance/Noncompliance Reporting

(9) Agency Training Plan

(10) Evaluation Procedures Of Title VI Plan

(11) Public Notice And Outreach

(12) Recordkeeping And Reporting

(13) Minority Representation On Planning Board Or Advisory Body

**NOTE:** This form **DOES NOT** substitute for the actual **update** that may need to be completed.



**Title VI Compliance Status Report**  
Department of Agriculture  
(July 1, 2010 - June 30, 2011)

---

	<u>Yes</u>	<u>No</u>
1. Services from this facility are provided to clients without regard to race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. An employee has been appointed to serve as Title VI Coordinator for this agency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Minorities are represented on the advisory board if at least 5% of the population in the geographic service area are minority persons.	<input type="checkbox"/>	<input type="checkbox"/>
4. A written procedure exists for hearing and reviewing Title VI complaints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Records are maintained regarding all alleged cases of discrimination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Title VI posters (where possible) are prominently displayed and used to emphasize the Title VI program and complaint opportunities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. New employees are clearly informed about their responsibilities to clients under Title VI.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Contracts between this agency and another party include the formal Title VI "Statement of Compliance" clause.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Other parties which contract with this agency are clearly informed by this agency about their own responsibilities to clients under Title VI standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. All physical facilities and physical areas are made available to every client without regard to race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**NOTE:** This form **DOES NOT** substitute for the **actual update** that may need to be completed.



# Title VI Implementation Plan Update

Commonwealth of Kentucky  
Department of Agriculture

Richie Farmer  
Commissioner

*Prepared by:  
Jamie Mayes  
Title VI Coordinator  
Kentucky Department of Agriculture  
500 Mero Street, Room 701  
Frankfort, Kentucky 40601*

## Title VI Implementation Plan Update Kentucky Department of Agriculture (July 1, 2010 - June 30, 2011)

**(6) Programs and Activities Subject to Title VI**

(a) The following table provides a listing of the programs and activities administered by the Department of Agriculture that are subject to Title VI. It identifies the type of assistance in the federal grant agreement and the manner in which the agency delivers the service or performs the activity.

(b) The table also provides information on the coverage and potential beneficiaries for each of the federal programs.

PROGRAM	TYPE OF ASSISTANCE	DELIVERY	COVERAGES	POTENTIAL BENEFICIARIES
<b>Program: USDA, Agricultural Marketing Service, Country of Origin Labeling (COOL) Grant, CFDA #10.307</b>	Project grants.	Grant payments are made on a reimbursable basis.	The 2002 and 2008 Farm Bills amended the Agricultural Marketing Act of 1946 to require retailers to notify their customers of the country of origin of muscle cut and ground meats including beef, veal, lamb, pork, chicken, and goat meat; wild and farm-raised fish and shellfish; perishable agricultural commodities (fresh and frozen fruits and vegetables); peanuts, pecans, and macadamia nuts; and ginseng.	Consumers and agricultural producers.

<p><b>EPA Performance Partnership Grant, CFDA #66.605</b></p>	<p>Formula grants and project grants. PPGs are a type of modified block grant, where recipients may combine funds from categorical grants to accomplish their joint and several purposes, so long as recipients meet program requirements for each categorical grant combined into the PPG. The 20 categorical grants eligible for PPGs are a mixture of continuing program grants and competitive project grants.</p>	<p>Grantees are reimbursed for actual expenses based on submissions in financial status reports.</p>	<p>Eligible recipients can combine two or more of the 20 categorical grants programs identified in EPA's FY 2006 State and Tribal Assistance Grants (STAG) appropriation into a PPG.</p>	<p>All states, interstate agencies, U.S. territories, and federally recognized Indian tribes eligible to receive more than one of the 20 categorical grants program.</p>
<p><b>USDA, Agricultural Marketing Service: Market News Program, CFDA #10.153</b></p>	<p>Project grants.</p>	<p>Funds made available for delivery of timely and accurate information on prices, demand, movement, volume, and quality on agricultural commodities.</p>	<p>Funds used to disseminate commodity information by the news media, as well as by mimeographed reports, bulletin boards, telephone, facsimile machines, data networks, and telegraph.</p>	<p>Any public or private organization, or individual, including those located in the U.S. Territories, may subscribe to existing market news reports or bulletins pertaining to specific agricultural commodities.</p>
<p><b>USDA, Agricultural Marketing Service: National Organic Certification Cost-Share Program, CFDA #10.163</b></p>	<p>Project or formula grants.</p>	<p>Providing specialized services, counseling, and training.</p>	<p>Assistance for providing specialized services, counseling, and training.</p>	<p>Any state government, public and private organization and institution, business and industry, or individual may apply for technical assistance or service.</p>

<p><b>USDA, Animal And Plant Health Inspection Service: Plant And Animal Disease, Pest Control, And Animal Care, CFDA #10.025</b></p>	<p>Project grants.</p>	<p>Funding made to state and local government agencies, nonprofit institutions of higher education, and nonprofit associations or organizations requiring federal support to eradicate, control, or assess the status of injurious plant and animal diseases and pests that are a threat to regional or national agriculture and conduct related demonstration projects.</p>	<p>Program provides assistance to conduct surveys, inspections to detect and appraise infestations, eradication and control activities, and carry out regulatory actions to prevent interstate spread of infestations and diseases.</p>	<p>Farmers, ranchers, agriculture producers, state and local government agencies, public and private institutions and organizations benefit from federal assistance to eradicate or control injurious plant and animal diseases and pests that are a threat to regional or national agriculture.</p>
<p><b>USDA, Environmental Services, CFDA #10.163</b></p>	<p>Project or formula grant.</p>	<p>Providing specialized services, counseling, and training.</p>	<p>The Pesticide Data Program works with participating states to collect and analyze data on pesticide use and residue levels for selected commodities in the nation's food supply. This program provides statistically based data to Federal agencies for use in making policy decisions for regulatory and educational purposes.</p>	<p>Any state government, public and private organization and institution, business and industry, or individual may apply for technical assistance or service. State, trade associations, and universities may be eligible for cooperative agreements.</p>

<p><b>USDA, Food and Nutrition Service, Commodity Supplemental Food Program, CFDA #10.565</b></p>	<p>Formula grants.</p>	<p>Funds are awarded to in accordance with the priorities and funding formulas set forth in program regulations and legislation; state agencies, in turn, distribute administrative funds to the local level.</p>	<p>Funding distributed to participating local public or private nonprofit agencies.</p>	<p>To be certified as eligible to receive supplemental foods, each applicant must be: (a) categorically eligible as an infant, child up to age 6, pregnant, postpartum or breastfeeding woman, or elderly person 60 years of age or older, residing in an area where the program operates; (b) for women, infants, and children, with income at or below 185 percent of Federal poverty income guidelines, or income eligible under existing Federal, State, or local food, health, or welfare programs for low-income persons; for elderly with income at or below 130 percent of Federal poverty income guidelines; and (c) at State agency discretion, at nutritional risk as determined by a competent health professional at the local agency.</p>
<p><b>USDA, Food and Nutrition Service, Emergency Food Assistance Program, CFDA #10.568</b></p>	<p>Formula grant.</p>	<p>As the state's designated distributing agency, the Kentucky Department of Agriculture receives these administrative funds to support the distribution of commodities to the needy by public or private non-profit organizations which provide food assistance to the needy.</p>	<p>Funds made available to help supplement the diets of low-income persons by making funds available to States for processing, storage and distribution costs incurred by State agencies and local organizations in providing food assistance to needy persons.</p>	<p>Public or private non-profit organizations which provide food assistance to the needy.</p>

<p><b>USDA, Food and Nutrition Service: Senior Farmers' Market Nutrition Program, CFDA #10.576</b></p>	<p>Project grant.</p>	<p>Program provides locally grown fruits, vegetables and herbs from farmers markets, roadside stands and community supported agriculture programs to low-income seniors which increases the consumption of agricultural commodities by expanding, developing, or aiding in the development and expansion of domestic farmers markets, roadside stands, and community supported agriculture programs.</p>	<p>Grant funds may be used only to support the costs of the foods that are provided under the Senior Farmers' Market Nutrition Program.</p>	<p>Persons eligible for the program are low-income seniors, generally defined as individuals who are at least 60 years old and who have household incomes of not more than 185% of the federal poverty income guidelines (published each year by the Department of Health and Human). Some State agencies accept proof of participation or enrollment in another means-tested program, such as the Commodity Supplemental Food Program or Food Stamps, for SFMNP eligibility.</p>
--	-----------------------	--	---	---

<p><b>USDA, Food and Nutrition Service: State Administrative Expenses for Child Nutrition, CFDA #10.560</b></p>	<p>Formula grants.</p>	<p>Provide funds for administrative expenses in supervising and giving technical assistance to local schools, school districts and institutions in their conduct of Child Nutrition Programs. State agencies that administer the distribution of USDA donated commodities to schools or child or adult care institutions are also provided with State Administrative Expense (SAE) funds.</p>	<p>Funds enable state agencies to be more effective in meeting their administrative responsibilities under the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food Program, and Food Distribution Program.</p>	<p>State agencies responsible for the conduct of Child Nutrition Programs, and agencies responsible for the distribution of USDA donated commodities to schools, and/or child or adult care institutions.</p>
<p><b>USDA, Rural Business Cooperative Service: Rural Business Enterprise Grant, CFDA #10.769</b></p>	<p>Project grants.</p>	<p>Rural business enterprise grant (RBEG) funds used to create, expand or operate rural distance learning networks or programs that provide educational or job training instruction related to potential employment or job advancement.</p>	<p>Funding adhered to the following priorities: (1) Projects which will be located in communities having a large portion of their population with low incomes; (2) projects which will save existing jobs; (3) projects which will create jobs; and (4) projects located in areas with high unemployment rate.</p>	<p>Small and emerging private business enterprises which employ 50 or less new employees and have less than \$1.0 million in projected gross revenue. Public bodies, private non- profit corporations, and federally recognized Indian tribes receive the grant to assist a business.</p>

<p><b>USDA, Specialty Crop Block Grant Program, CFDA #10.169</b></p>	<p>Project grants.</p>	<p>Each state agricultural agency may be awarded at least \$100,000. In addition, each state grantee will receive an amount that represents the proportion of the value of specialty crop production in the state in relation to the national value of specialty crop production.</p>	<p>Grants to be used for enhancing the competitiveness of United States specialty crop producers. “Specialty crops” means fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).</p>	<p>Producers, processors, marketing agencies, universities, and general public.</p>
--	------------------------	---	---	---

**(7) Complaint Procedures/System**

- (a) A Title VI complaint alleging discrimination on the basis of race, color, or national origin may be filed according to the following procedure.
- (b) Included in this complaint procedure is information relating to investigating and reporting findings of Title VI complaints.

1. How to File a Complaint

Complaints must be filed in writing by the complainant or by his/her representative. An official complaint form is available from the Title VI Coordinator and executive staff, and should be utilized. The complaint must be filed within 30 calendar days after the alleged discrimination occurred. A copy of the *Complaint Under Title VI* form is attached.

The Title VI Coordinator has the responsibility of acknowledging receipt of complaints, investigating, reporting the findings, enforcement, and follow-up.

2. Where to File a Complaint

A complaint may be submitted to the respective executive staff member, the Title VI Coordinator appointed by the Commissioner, the Kentucky Human Rights Commission, or the United States Department of Health and Human Services. Persons with a complaint against the Department of Agriculture are encouraged to first seek resolution through an internally filed complaint.

### 3. Time for Processing a Complaint

If submitted internally within the department, the employee receiving the complaint has the responsibility of immediately reporting the complaint to the Title VI Coordinator, who should begin an immediate investigation and report the complaint to the Commissioner. The investigation should include, at a minimum, discussing the complaint with the complainant, the alleged offender, and any witnesses. The report should include any recommendations for remedial action. This investigation should be completed within 60 days. A copy of the *Report of Investigation* form is attached.

The Title VI Coordinator should report her findings to the Commissioner. The Commissioner should review this report and make a final determination. This decision is a final decision of the agency.

If a complainant is dissatisfied with the findings of the department, he/she may appeal to the United States Department of Health and Human Services. This agency requires a complaint to be filed within 180 calendar days after the alleged discrimination occurred. It is necessary that the complaint be filed with the department within 30 days so that the department can investigate within 60 days and allow the complainant adequate time to appeal externally to the United States Department of Health and Human Services.

If a complaint is filed with both the United States Department of Health and Human Services and internally within the department, the department-level investigation will be suspended pending outcome of the federal complaint.

### 4. Withdrawal of a Complaint

The complainant may withdraw his/her complaint at any time during the process by notifying in writing the office where the complaint was first filed or the Title VI Coordinator.

#### Activity for Reporting Period

- The Department of Agriculture has received no complaints regarding Title VI compliance for reporting period of July 1, 2010 - June 30, 2011.

### **(9) Agency Training Plan**

- (a) Information will be distributed to all employees periodically to apprise staff of their responsibilities according to Title VI. The Title VI Coordinator will conduct training on an as-needed basis, or when required by an employee or division.

Activity for Reporting Period

- On July 15, 2010, Ms. Cathy Cox, Cabinet for Health and Family Services, spoke with executive staff and staff who work with federal grants regarding responsibilities under Title VI and communicating with LEP individuals.
- In 2010, the Department contracted with Language Service Associates. Meetings were held with staff who would have need for using this language interpreting service on how to access and use the service.

**(10) Goals and Evaluation Procedures**

The goal of the Department of Agriculture with regard to Title VI compliance is to afford all individuals an equal opportunity to participate in federally-assisted programs and to benefit equally from those programs; to ensure meaningful access for individuals with Limited English Proficiency to its federally-assisted programs and activities.

- (a) Executive staff members will complete an annual survey of their respective division's monitoring activities. The survey will identify compliance with agency training, minority representation, and planning. A copy of the *Title VI Annual Survey* form is attached.

The executive staff member over each advisory board will complete an annual survey developed to capture minority representation on that particular board. A copy of the *Annual Survey of Minority Representation* form is attached. The executive staff member or the grant administrator over each federal grant will complete an annual survey developed to capture LEP participation in that particular grant. A copy of the *Annual Survey of Program Participation* form is attached.

The Title VI Coordinator will review the annual surveys and make a report to the Commissioner of the department's compliance with Title VI and any corrective action that should be taken. Corrective actions shall be undertaken as soon as reasonably possible. All records will be maintained on file in the Title VI Coordinator's office.

- (b) Following are the Department of Agriculture's Title VI Plan evaluation procedures:
1. The Department of Agriculture will annually review its Title VI plan and provide updates, corrections, and changes to the Auditor of Public Accounts and the Kentucky Commission on Human Rights by July 1 of each year;
  2. The Title VI Coordinator will meet annually with executive staff to complete annual surveys with the goal of identifying any existing needs or plan deficiencies and to discuss any potential needs with regard to LEP;

3. A log of any potential or existing needs or plan deficiencies will be maintained with written progress reports; and
4. Corrective action should be initiated within thirty (30) calendar days of identifying noncompliance.

Activity for Reporting Period

- Annual surveys reporting Title VI compliance needs were completed by executive staff members.
- The Title VI Coordinator has reviewed the 2010-2011 annual surveys and will make a report to the Commissioner of the department's compliance with Title VI.
- Information obtained from the annual surveys was used to update the department's 2010-2011 Title VI plan.

**(12) Recordkeeping/Reporting**

- (a) Records of all complaints and their resolution will be kept for a period of ten (10) years by the Title VI Coordinator. The Title VI Coordinator will submit an annual Title VI compliance report, including any updates or changes to this plan, to the Commissioner of Agriculture. The report will discuss specific complaints, the activities of the Title VI Coordinator during the past year, the status of sub recipient compliance plans, and summarize Title VI compliance and enforcement data. Yearly reports are to be retained indefinitely. All records will be maintained on file in the Title VI Coordinator's office for auditing purposes.
- (b) Changes to subsections (8) and (9) of this section of the plan will be identified in this subsection.
- (c) A number of the Department of Agriculture's programs and activities subject to Title VI compliance track participation by protected parties. The information is captured on an *Annual Survey of Program Participation* form and is on file in the Title VI Coordinator's office.

Activity for Reporting Period

- Annual surveys for the time period of July 1, 2010 - June 30, 2011 were completed and are on file in the Title VI Coordinator's office for auditing purposes. An annual compliance report will be submitted to the Commissioner of Agriculture.
- No updates were made to subsections (8) or (9).

**(13) Minority Representation**

Council on Agriculture

The Council on Agriculture consists of seventeen (17) members. There is no minority representation on this council. The Commissioner will search for qualified minority applicants to serve on this council as vacancies occur.

Egg Marketing Board

The Egg Marketing Board consists of six (6) members appointed by the Governor pursuant to KRS 260.570. There is no minority representation on this board. The Commissioner will recommend qualified minority individuals for appointment by the Governor as terms expire.

Food Distribution Advisory Council

The Food Distribution Advisory Council consists of twelve (12) members. Food service directors from the nine (9) distributor regions in the state nominate and vote on individuals to serve on the council. There are two (2) minority members on this council. The Division of Food Distribution will encourage all eligible food service directors to seek election to the council and will address the requirements and terms of council members at all state and regional meetings. Minority participation on this council will be encouraged.

Grain Insurance Corporation Board

The Grain Insurance Corporation Board consists of ten (10) members pursuant to KRS 251.600. There is no minority representation on this board. The Commissioner of Agriculture will consider qualified minority individuals for the six (6) positions he appoints as terms expire. As terms near expiration, appropriate contacts will be made to promote minority participation on this board.

Grape and Wine Council

The Grape and Wine Council consists of ten (10) members appointed by the Governor pursuant to Executive Order 2003-26. There is no minority representation on this board. Names of qualified minority individuals will be submitted as vacancies occur.

Kentucky Agriculture and Environment in the Classroom

The Kentucky Agriculture and Environment in the Classroom Board consists of eighteen (18) members nominated by board members and interested organizations. There is no minority representation on this board. The board will consider qualified minority individuals as vacancies occur.

*Kentucky Agritourism Advisory Council*

The Kentucky Agritourism Advisory Council consists of nineteen (19) members pursuant to KRS 247. There is no minority representation on this council. The Commissioner of Agriculture appoints nine (9) regional representatives based on recommendations of the regions and will consider qualified minority individuals submitted for recommendation to serve on this council as vacancies occur.

*Kentucky Fair Council*

The Kentucky Fair Council consists of nine (9) members pursuant to KRS 247.220. There is no minority representation on this council. The Department of Agriculture has no influence in the selection of board members.

*Organic Review Committee*

The Organic Review Committee consists of seven (7) members pursuant to 302 KAR 40:010, including consumers, advocates, handlers, or processors of organic products and at least three (3) farmers who produce organic products. There is no minority representation on this committee. The Commissioner of Agriculture will consider qualified individuals to serve on this committee as vacancies occur.

*Pest Control Advisory Board*

The Pest Control Advisory Board consists of seven (7) members pursuant to KRS 217B.505. There is no minority representation on this board. The Commissioner of Agriculture will consider qualified minority individuals for the three (3) positions he appoints as terms expire.

*Purchase of Agricultural Conservation Easements (PACE) Corporation Board*

The Purchase of Agricultural Conservation Easements (PACE) Corporation Board consists of eight (8) members. There is no minority representation on this board. The Governor pursuant to KRS 262.906 appoints the Purchase of Agricultural Conservation Easements Corporation Board. Names of qualified minority individuals will be submitted to the Governor for consideration as vacancies occur.

*State Board of Agriculture*

The State Board of Agriculture consists of fourteen (14) members: Ten (10) citizens of the Commonwealth appointed by the Governor, Commissioner of Agriculture, State FFA President, State 4-H President, and the State Young Farmers President. There is no minority representation on this board. Names of qualified minority individuals will be submitted to the Governor for consideration as vacancies occur.

Agency

Information obtained from the State Employment Application indicates the race of the Department of Agriculture's employees as that in the chart below. The department will consider qualified minority individuals when filling vacancies.

<b>RACE/SEX</b>	<b>NUMBER</b>
White Females	86
White Males	201
Black/African American Females	6
Black/African American Males	2
Hispanic/Latino Males	1
Asian Females	2
Asian Males	2
American Indian/Alaskan Native Females	1
Total	301

**Kentucky Department of Agriculture**  
**500 Mero Street, 7th Floor**  
**Frankfort, Kentucky 40601**  
Voice: 502-564-4696  
Fax: 502-564-2133

---

Complaint Under Title VI  
The Civil Rights Act of 1964

Title VI Coordinator:

I, \_\_\_\_\_, hereby file an official complaint against  
\_\_\_\_\_ (name of person or agency)  
located at \_\_\_\_\_  
\_\_\_\_\_.

Date of Alleged Discrimination: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Complainant's Work Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant's Work Phone: \_\_\_\_\_

Basis of Complaint (race, color, national origin):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Kentucky Department of Agriculture**  
**500 Mero Street, 7th Floor**  
**Frankfort, Kentucky 40601**  
Voice: 502-564-4696  
Fax: 502-564-2133

---

**Report of Investigation**  
Complaint Under Title VI  
The Civil Rights Act of 1964

I, \_\_\_\_\_, representing the Kentucky Department of Agriculture, have investigated the complaint filed on \_\_\_\_\_ (date) by \_\_\_\_\_ (name of complainant) alleging that discrimination occurred which was in violation of the provisions of Title VI of the Federal Civil Rights Act.

The result of the investigation is as follows:

- \_\_\_\_\_ The agency or person was found to be in violation of Title VI.
  - \_\_\_\_\_ The agency or person was not found to be in violation of Title VI.
  - \_\_\_\_\_ The complainant withdrew the complaint.
- (Attach a copy of the investigative report.)***

If the agency or person was found to be in violation of Title VI, a brief description of the remedial action taken to assure future compliance follows:

---

---

---

---

---

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**Kentucky Department of Agriculture**  
**500 Mero Street, 7th Floor**  
**Frankfort, Kentucky 40601**  
Voice: 502-564-4696  
Fax: 502-564-2133

---

Title VI Annual Survey

Survey Date: \_\_\_\_\_

Division: \_\_\_\_\_

Agency Training

Is Title VI information prominently displayed in the organization and on any program materials distributed?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are staff members periodically re-oriented or refreshed on information detailing their Title VI responsibilities?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do all contracts to provide direct services to participants contain a Title VI statement of compliance?

Yes \_\_\_\_\_ No \_\_\_\_\_

Planning

Identify improvements you plan to implement before the next self-survey to better support Title VI communication to employees and program applicants.

\_\_\_\_\_  
\_\_\_\_\_

Identify any problems encountered with Title VI compliance.

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





# Language Assistance Plan

---

Commonwealth of Kentucky  
Department of Agriculture

Richie Farmer  
Commissioner

*Prepared by:  
Jamie Mayes  
Title VI Coordinator  
Kentucky Department of Agriculture  
500 Mero Street, Room 701  
Frankfort, Kentucky 40601*

# Language Assistance Plan (LAP) Kentucky Department of Agriculture

## Table of Contents

(1) Goals

(2) Planning

*Identification of LEP Persons*

*Language Assistance Measures*

*Training of Staff*

*Providing Notice to LEP Persons*

*Monitoring and Updating the LAP*

(3) LAP Evaluation

## Language Assistance Plan (LAP) Kentucky Department of Agriculture

### (1) Goals

The goal of the Department of Agriculture is to ensure meaningful access for individuals with Limited English Proficiency (LEP) to its federally-assisted programs and activities; to afford all individuals an equal opportunity to participate in and to benefit equally from those programs.

- (a) The agency head over each federal grant will complete an annual survey developed to capture LEP participation in that particular grant. A copy of the *Annual Survey of Program Participation* form is attached.
- (b) The Title VI Coordinator will review the annual surveys. Corrective actions shall be undertaken as soon as reasonably possible. All records will be maintained on file in the Title VI Coordinator's office.

#### Activity for Reporting Period

- *Annual Survey of Program Participation* forms were completed for the first time by the agency head over each federal grant.
- The Title VI Coordinator has reviewed the annual surveys and maintains them in her office.

### (2) Planning

- (a) Identification of LEP Persons
  1. LEP participation in federally-assisted programs is tracked and monitored for changing needs.
  2. During annual Title VI meetings, executive staff discuss potential areas that LEP may become of issue.
- (b) Language Assistance Measures
  1. The Department of Agriculture uses community-based organizations to meet its LEP needs.
- (c) Training of Staff
  1. New employees receive Title VI information during orientation and sign an *Employee Acknowledgement* form stating that they will comply with the terms set forth under Title VI. LEP is discussed at this time.

2. Information will be distributed to all employees periodically to apprise staff of their responsibilities according to Title VI. The Title VI Coordinator will conduct training on an as-needed basis, or when required by an employee or division.
- (d) Providing Notice to LEP Persons
1. The Department has begun producing documents in additional languages.
- (e) Monitoring and Updating the LAP
1. LEP participation in federally-assisted programs is tracked.
  2. Title VI information is prominently displayed in the organization.
  3. Title VI information is prominently displayed on program materials.
  4. All contracts providing services to participants contain a Title VI statement of compliance.
  5. Executive staff meet annually to discuss and target any potential needs with regard to LEP.

*Activity for Reporting Period*

- Department of Agriculture may look at contracting with Language Lines for a broader coverage of LEP needs.
- The Department of Agriculture is not encountering LEP callers or written communications. We will, however, train receptionists and others on handling LEP calls, as this could be reasonably expected in the future.
- The Department has targeted the possible need for signage and vital documents in three areas to be translated.
- The Department has discussed the possibility of some press releases being translated.

**(3) LAP Evaluation**

- (a) Following are the Department of Agriculture's LAP evaluation procedures:
1. The Department of Agriculture will annually review its LAP for updates, corrections, and changes;

2. The Title VI Coordinator will meet annually with executive staff to complete annual surveys with the goal of identifying any existing needs or plan deficiencies;
3. A log of any potential or existing needs or plan deficiencies will be maintained with written progress reports; and
4. Corrective action should be initiated within thirty (30) calendar days of identifying noncompliance.



THIS PAGE LEFT BLANK INTENTIONALLY