

The Local Partner Compliance Letters Frequently Asked Questions (FAQs):

Q. How do I access the Master List?

A. Please work with your District Support staff to review and obtain a copy of the local partner list. This Master list also includes a listing of Statewide Partners.

Q. How do we handle Statewide Civil Rights Partners? Is there a Master List?

A. In 2019 MSUE began building an electronic, comprehensive Master List of Partners. Please work with your District Support person to review the list and determine if a letter has already been collected for that partner for the current calendar year.

Q. What if we don't work with a partner during the first quarter of the year?

A. Staff are responsible for obtaining signed letters within the first quarter of the year, regardless of when programming with the partner begins. You can reach out to partners in several different ways to make this happen- email, fax, US Postal Mail, etc.

Q. What is the process we should follow if we enter into a new partnership after the first quarter?

A. When new partnerships are established (at any time during the year), obtain a signed letter as soon as your partnership commences. The new partner will be added to the Master List and will become part of the annual process in the following year.

Q. Should letters be signed in the calendar year, rolling 12 months, grant year, or a similar schedule?

A. Letters need to be signed within each calendar year (Jan – Dec). If a partner signed in December of 2019, we are required to obtain another signed letter for 2020.

The following is a list of examples of who is considered a Partner and would need to complete a letter:

Best practice when determining if a person/group/organization is a Partner is to review the Compliance Letter, specifically this line: [organizations receiving MSU Extension services and/or organizations that collaborate with MSU Extension to deliver educational programs are asked to complete and return this form](#). But we do recommend that when in doubt, fill it out!

- Meeting/programming locations.
 - Programming at sites that are not ADA compliant.*
- ISD and local schools- ISD can sign for any school within its district.
- A group/organization that provides an audience, ex: a school.
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- Staff on a Board/Council.
 - List organizations that make up the Board/Council.
- When an organization provides funding and/or:
 - The organization's logo is or could be used on printed materials.
 - The organization could provide their own materials to be handed out to attendees.
 - The organization could be given time on an agenda to talk about what they do.
 - The organization is acknowledged in thank you print ads or program materials.
 - The organization provides guidance on how the funds should be used.
- Organizations/people that donate time: banks that clerk 4-H auctions, Auctioneer who volunteers, etc.
- Programming with State/government entities.
 - Your contacts at the state that you are programming with should complete the letter.

*on the MSUE Civil Rights [webpage](#) you will find the [Summary of Civil Rights Policies and Procedures](#). On page 3 of the document it specifies, "The Americans with Disabilities Act as Amended (ADAAA) requires that MSUE programs be accessible to persons with disabilities and that reasonable accommodations be provided. All staff should be familiar with the MSUE ADAAA Policy available in the Administrative Handbook." The MSUE [Administrative Handbook](#) provides further clarification surrounding programming facilities. Program Accessibility (Title II) is outlined on page 8 of the handbook under the Americans with Disabilities Act section and indicates that all programs must be accessible, including the facilities in which the programs are delivered.

Civil Rights Partner Letter Flow Chart

Additional detail can be viewed by clicking [here](#) or on the chart below.

