



Sample Letter of Compliance

EXAMPLE

Date:

To: Area/City Extension Director and/or Program Director

Thru: Assistant Director of Compliance Programs

From:

Subject: Internal Program Assessment (University of Maryland Extension & Maryland Agricultural Experiment Station) – **In Compliance**

Greetings,

Thank you for your participation in the Internal Program Assessment on (enter date). The purpose of our assessment was to evaluate the University of Maryland Extension (UME) and Maryland Agricultural Experiment Station (MAES) managed and operated by the University of Maryland College Park, College of Agriculture and Natural Resources. The Compliance Check functioned as an educational document to monitor and access on a regular and systematic basis to: (1) ensure equitable access to facilities, offices, and experiment stations; (2) ensure the implementation of the new Civil Rights Administrative File procedure; (3) identify any potential barriers or resource gaps regarding the facilities assessment and or the administrative file assessment.

As of today, the (county/cluster/program) is in full compliance as it is consistent with the Civil Right requirements to ensure equitable access to all offices. Please place a copy of this letter in File Index 10 (Compliance Requirements) for your records. If you have any questions or concerns, please feel free to reach out to agnrhmcpc@umd.edu.

As always, thank you for your continued efforts and support!

Best,

cc w/o report: Associate Dean & Director, UME
Director of Human Resources Management and Compliance Programs