

## **Rural Development Guidance for the Utilization of the USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civilrights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 711. Additionally, program information may be made available in languages other than English.

### **Full Nondiscrimination Statement**

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider and employer.

### **When/Where to use the Full Statement?**

Recipients of RD program assistance shall post the full USDA Nondiscrimination Statement in all recipient offices (shown on "And Justice for All" poster) and include, in full, on all print and non-print materials, unless the size of the material is too small to include the full statement (see *Short Nondiscrimination Statement*).

**Short Nondiscrimination Statement**

Where appropriate, a recipient may state:

"This institution is an equal opportunity provider and employer."

**When/Where to use the Short Statement?**

The short statement should be used if the material is too small to permit the inclusion of the full USDA Nondiscrimination Statement. The statement should be in the same print size as the text of the material.

Similarly, if an audio or video presentation does not lend itself to include the full statement, the presentation shall, in a conspicuous and meaningful manner, include the short statement.

**TDD/TTY:**

Communication device used by people who are deaf, hard-of-hearing, or have severe speech impairment. TDD/TTY phone number 711 required to be part of your nondiscrimination statement.

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