



United States Department of Agriculture

Rural Development

Operations and
Management

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November 30, 2015

TO: Agency Administrators
State Directors

ATTN: National Office Officials
Administrative Program Directors
Management Control Officers
State Civil Rights Managers/Coordinators

FROM: Angilla Denton
Director, Civil Rights

SUBJECT: U.S. Department of Agriculture Nondiscrimination Statement

The purpose of this notice is to provide revised guidance regarding the use of the updated U.S. Department of Agriculture (USDA) Nondiscrimination Statement outlined in USDA Departmental Regulation (DR) 4300-003, "Equal Opportunity Public Notification Policy," dated June 2, 2015. The regulation replaces DR 4300-003, dated November 16, 1999. All previous versions and instructions regarding the use of the USDA Nondiscrimination Statement are obsolete.

The Nondiscrimination Statement shall be posted in all Rural Development (RD) offices and included on all RD publications, press releases, posters, memoranda, letterhead, and email signatures. Additionally, each Agency Administrator and State Director must provide the updated Nondiscrimination Statement, in writing, to all recipients of RD program assistance. Recipients must be informed of the requirement to post the statement in all recipient offices and to include the statement on all print and non-print materials produced for public information, public education, or public distribution. Such materials include pamphlets, brochures, newsletters, websites, news releases, advertisements, and outreach letters. Each Agency Administrator and State Director shall maintain proof of notification to all recipients.

The Nondiscrimination Statement shall be made available in English and all other languages appropriate to the local population likely to be served or directly impacted by any RD program or activity, as well as in alternative means of communication (e.g., Braille, large print, audiotape, etc.). All content posted on a RD or recipient's website must comply with Section 508 of the Rehabilitation Act and with all applicable civil rights laws, regulations, Executive Orders, and policies.

The attachment provides detailed guidance for the use of the Nondiscrimination Statement in print and non-print materials created by RD, as well as, by recipients of RD program assistance.

If you have any questions pertaining to the use of the Nondiscrimination Statement or require further assistance, please contact the Office of Civil Rights at rd.civilrights@wdc.usda.gov.

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Rural Development

Guidance for the Utilization of the USDA Nondiscrimination Statement

Full Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights 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 (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html 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.

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Spanish Translation

De acuerdo con la ley federal de derechos civiles y las reglamentaciones y políticas de derechos civiles del Departamento de Agricultura de Estados Unidos (U.S. Department of Agriculture, USDA), se prohíbe al USDA, sus agencias, oficinas y empleados, e instituciones que participan o administran los programas del USDA, discriminar por motivos de raza, color, origen nacional, religión, género, identidad de género (incluidas las expresiones de

género), orientación sexual, discapacidad, edad, estado civil, estado familiar/parental, ingresos derivados de un programa de asistencia pública, creencias políticas, o represalias por actividades previas sobre derechos civiles, en cualquier programa o actividad llevados a cabo o financiados por el USDA (no todas las bases se aplican a todos los programas). Las fechas límite para la presentación de remedios y denuncias varían según el programa o el incidente.

Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información sobre el programa (por ej., Braille, letra grande, cinta de audio, lenguaje americano de señas, etc.) deberán comunicarse con la Agencia responsable o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisiones al (800) 877-8339. Asimismo, se puede disponer de información del programa en otros idiomas además de inglés.

Para presentar una denuncia por discriminación en el programa, complete el Formulario de denuncias por discriminación en el programa del USDA, AD-3027, que se encuentra en línea en http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina del USDA, o escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncias, llame al (866) 632-9992. Envíe su formulario completado o su carta al USDA por los siguientes medios:

- (1) correo: 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; o
- (3) correo electrónico: program.intake@usda.gov.

El Departamento de Agricultura de Estados Unidos (USDA) es un proveedor, empleador y prestador que ofrece igualdad de oportunidades.

When/Where to use the Full Statement? The full USDA Nondiscrimination Statement must be posted in all RD offices in public view. Additionally, the full statement must be included on all materials produced by RD for public information, public education or public dissemination, unless the size of the material is too small to include the full statement (see *Short Nondiscrimination Statement*). All RD webpages must include a link to the full statement posted on the USDA homepage.

Recipients of RD program assistance shall post the full USDA Nondiscrimination Statement in all recipient offices 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

“USDA is an equal opportunity provider, employer, and lender.”

Where appropriate, a recipient may state:

“This institution is an equal opportunity provider.”

Spanish Translation

“El Departamento de Agricultura de Estados Unidos (USDA) es un proveedor, empleador y prestador que ofrece igualdad de oportunidades.”

Where appropriate, a recipient may state:

“Esta institución es un proveedor de servicios con igualdad de oportunidades.”

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.