



Rural Development

Date: January 13, 2016

State Office

TO: USDA Rural Development Program Recipients

1606 Santa Rosa Rd.
Richmond, VA 23229

FROM: Dr. Basil I. Gooden
State Director

Voice: 804-287-1550
Fax: 804-287-1784

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.

As a recipient of Rural Development program assistance, you are required to post the updated statement in your office and to include it 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.

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 assisted program or activity, as well as in alternative means of communication (e.g., Braille, large print, audiotape, etc.). All content posted on your website must comply with Section 508 of the Rehabilitation Act and with all applicable civil rights laws, regulations, Executive Orders, and policies.

The attachment to this notice provides detailed guidance for the use of the Nondiscrimination Statement in print and non-print materials created 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 Jim Warner, State Civil Rights Coordinator, at (276)889-4650 X. 115 or james.warner@va.usda.gov.

Attachment

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

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

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 reprimendas 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: correo: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; o 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? 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.