



May 25, 2016

The short version and full version of the U.S. Department of Agriculture (USDA) Nondiscrimination Statements have been updated. All previous versions and instructions regarding the use of the USDA Nondiscrimination Statements are obsolete.

The enclosed poster contains the updated version of the full Nondiscrimination Statement. Recipients of federally assisted programs and activities are required to post the enclosed "And Justice for All Poster".

The full Nondiscrimination Statement must be included on all print and non-print materials (including but not limited to, audio, video, website, brochures, newsletters, by-laws, etc.). If the size of the material is too small to include the full statement, the material will at a minimum, include the short version of the Nondiscrimination Statement in print in the same size as the text. Letterhead is an example of where space is limited and the use of the short Nondiscrimination Statement is allowed.

The two versions of the Nondiscrimination statements are listed below:

Short Nondiscrimination Statement

This institution is an equal opportunity provider.

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, audiotope, 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

Rural Development • Grand Rapids Area Office
3260 Eagle Park Dr., Suite 107 • Grand Rapids, MI 49525
Voice (616) 942-4111 ext. 6 • Fax (855) 729-8874 • TTY (517) 324-5200

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

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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Also, recipients are required to notify applicants with disabilities and limited English proficiency of their right to accommodations and free language assistance upon request.

The U.S. Department of Agriculture's (USDA) Departmental Regulation (DR) 4300-003 Equal Opportunity Public Notification Policy establishes policy for ensuring positive, continuing notification of USDA's equal opportunity policy to USDA employees and the public. The Department Regulation DR 4300-003 can be viewed at (<http://www.ocio.usda.gov/document/departmental-regulation-4300-003>).