(Name of Organization)

"What You (Recipients) Should Know"

United States Department of Agriculture
Foreign Agricultural Service
Non-Discrimination Requirements

This document is for everyone providing support or assistance to the USDA/FAS projects/agreements.

_____ _____

Full name **Date**

Agreement#(s)_____

_____

The Foreign Agricultural Service (FAS) Office of Civil Rights (OCR) provides leadership in planning, developing, and coordinating the implementation of Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies that have implications for FAS programs, services, and activities.

USDA Non-discrimination 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, 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, 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.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

USDA Non-discrimination Statement-Recipients:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact Colette Ross (Human Resources, 202-720-8805) or Jeffrey Galloway (Office of Civil Rights, 202-690-1399) or contact USDA through the Federal Relay Service at (800) 877-8339.

How to file a USDA Program Discrimination Complaint:

To file a program discrimination complaint, a complainant should complete a Form AD 3027, USDA Program Discrimination Complaint Form, which can be obtained online, at: https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pd from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

fax: (833) 256-1665 or (202) 690-7442;
email: program.intake@usda.gov

USDA is an equal opportunity provider.

"And Justice For All' poster:

All institutions participating in or administering USDA programs and services are required to prominently display the "And Justice for All" poster where there is a USDA presence and where customers can view it.

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All "And Justice for All" posters must be displayed in a specific size: 11" width x 17" height.

Purpose: The primary method used to inform customers of their rights.

Content: USDA's nondiscrimination statement and the procedure on how to file a USDA program discrimination complaint.

Location of "And Justice for All" Poster: _____

Location of "And Justice for All" Poster: _____

Location of "And Justice for All" Poster: _____

NOTE: The attached poster is for the purpose of reference rather than for printing and display..

“And Justice For All” Poster”

USDA
United States Department of Agriculture



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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al **(202) 720-2600** (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al **(800) 877-8339**.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en https://www.ascr.usda.gov/sites/default/files/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, en cualquier oficina del USDA, llamando al **(866) 632-9992**, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o´

fax:
(833) 256-1665 o´ (202) 690-7442;

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Form AD-475-A—Assisted Poster/ Revised September 2019

Afiche complementario al Formulario AD-475-A / Revisado Septiembre 2019

(Name of Organization)

ACKNOWLEDGEMENT OF RECEIPT
"What You (Recipients) Should Know"
USDA Non-Discrimination Requirements

I, _____, as an employee, student, subcontractor/external expert participating in or administering USDA/FAS program(s) or service(s) on behalf of (**Institution Name and Agreement number(s),** hereby certify that I have received a copy of the "What You (Recipients) Should Know" USDA/FAS Nondiscrimination Requirements packet.

The packet includes:

- USDA Non-discrimination Statement
- USDA Non-discrimination Statement-Recipients
- Procedure on how to file USDA program discrimination complaint
- Copy of the "And Justice For All" poster

As a condition of my work on the FAS agreements, I must abide by the terms of these policies and procedures.

_____ _____

Print Name Signature Name

_____

Date