



United States Department of Agriculture
Rural Development
Office of the State Director

August 26, 2013

SUBJECT: Nondiscrimination Statement Requirements

TO: Federal Loan and/or Grant Recipient

This letter serves to remind you, as a recipient of federal financial assistance from Rural Development, about the Nondiscrimination Statement requirements.

In accordance with Departmental Regulation 4300-3 (USDA's Equal Opportunity Policy) and RD Instruction 1901-E (Civil Rights Compliance Requirements), this policy mandates all recipients to include the Nondiscrimination Statement on all materials (print and non-print) for public information, public education, and public distribution. This includes brochures, pamphlets, newspaper advertisements, news releases, outreach letters, newsletters, letterhead, audio, video, written notices, internet or websites, etc.

The following is the most current Nondiscrimination Statement:

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs).”

To file a complaint of discrimination, write to:

***USDA, Assistant Secretary for Civil Rights
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W., Stop 9410
Washington, DC 20250-9410***

Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.”

If the material is too small to permit the full Nondiscrimination Statement, the material will at a minimum include the following statement in print size no smaller than the text:

“This institution is an equal opportunity provider, and employer.”

Prior versions of the Nondiscrimination Statement are not to be used. The Nondiscrimination Statement shall be posted in all recipient offices and included on all materials regarding the

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Telephone: (517) 324-5190 • Fax: (517) 324-5224 • (800) 877-8339 (TDD)
Web Site: <http://www.rurdev.usda.gov/mi>

Committed to the future of rural communities.

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recipient's programs produced for public information, public education, and public distribution.

If you have any questions regarding this requirement, please contact your local Rural Development office and we would be happy to assist you. Our telephone number is 989-673-7588, ext 4.

Adrin W Wagner, III
Area Director

