What does Rural Development do to ensure compliance with nondiscrimination responsibilities?

Rural Development will conduct reviews of your programs and activities on a periodic basis to ensure they comply with civil rights laws. Rural Development is your partner in providing equal opportunity to the public.

What Federal civil rights laws must we follow to ensure compliance?

The applicable Federal civil rights laws that recipients must follow include:

Federal Civil Rights Laws

Statute	Prohibits Discrimination on the Basis of	U.S. Code
Equal Credit Opportunity Act	Race, color, religion, national origin, sex, marital status, age	15 USC 1691
Fair Housing Act (Title VIII of the 1968 Civil Rights Act)	Race, color, national origin, religion, sex, familial status, disability	42 USC 3601
Title VI of the 1964 Civil Rights Act	Race, color, national origin	42 USC 2000d-2000d-7
Section 504 of the 1973 Rehabilitation Act	Disability	29 USC 794
Section 109 of Title I of the 1974 Housing and Community Development Act	Race, color, national origin, sex, religion	42 USC 3535d
Title II and III of the 1990 Americans With Disabilities Act, as amended	Disability	42 USC 12101 and 12181
1975 Age Discrimination Act, as amended	Age	42 USC 6101 et seq.
Title IX of the 1972 Education Amendment Act	Sex	20 USC 1681-1688

For More Information

For more information, contact your local Rural Development office.

www.rd.usda.gov

1 (800) 670-6553 (toll free)

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Rural Development

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Rural Development

Complying With Civil Rights Requirements

Your Responsibilities as a Partner With USDA Rural Development

Who is required to comply with Federal civil rights laws?

If you receive Federal funds or assistance, such as a loan or grant, from USDA Rural Development, you must comply with Federal civil rights laws and provide equal opportunity for all people to participate in the programs and activities you offer. For example, you should not deny or exclude anyone from programs, services, aids, or benefits. Additionally, you must not retaliate in any manner against a person who files a complaint or opposes any unlawful or discriminatory practice.

This guide provides a basic overview of your responsibilities for ensuring nondiscrimination in the delivery of your programs and activities to the public on bases covered by Federal law. These bases include race, color, national origin, sex (in education programs or activities), age, and disability. It also includes a list of the applicable civil rights laws you must follow.

What is considered "Federal funds or assistance?"

Federal funds or assistance includes:

- Federal monies given by grants, sub-grants, cooperative agreements, challenge cost-share agreements, cost-reimbursable agreements, or loans.
- Training presented by a Federal agency.
- The loan or temporary assignment of Federal personnel (for example, having a Rural Development employee instruct a course at a local university).
- The loan or use of Federal property at below-market value.

Are we a recipient of Federal funding and assistance?

You are a "recipient" if, through a partnership with Rural Development, you receive Federal funding or assistance—either directly or through another recipient—to conduct a program you offer to the public. Recipients include:

- Any individual receiving Federal funding or assistance.
- A State or local government.
- An American Indian or Alaska Native individual, tribe, corporation, or organization.
- Any public or private agency, institution, or organization, such as a university, college, or non-profit.

What are our responsibilities for complying with Federal civil rights laws?

As a partner with Rural Development, your responsibilities for complying with Federal civil rights laws include, but are not limited to:

- Signing an assurance certifying that you will comply with civil rights laws. If you have sub-recipients, obtain a signed assurance from them.
- Displaying the "And Justice for All" U.S. Department of Agriculture poster (AD-475C) in your public reception areas or other areas visible to the public. Contact your Rural Development office to obtain copies.
- Including the following statement about nondiscrimination and how to file a complaint in your publications and outreach materials:

  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.

- If the publications or materials are too small to permit use of the full statement, at a minimum, include the following statement, in print size no smaller than the text:

  This institution is an equal opportunity provider.

- If your publications and outreach materials are related to a loan or grant project, include a statement of affiliation with Rural Development, such as:

  This publication made possible through a grant from USDA Rural Development.

  –OR–

  This project was conducted in cooperation with USDA Rural Development.

- Providing program information in alternative formats for people with disabilities and in alternative languages for people with limited English proficiency, as appropriate to your customer base.
- Identifying a person to be responsible for ensuring that your program is in compliance with civil rights requirements.
- Reviewing all your policies, procedures, and practices to ensure that they do not limit participation on the bases of race, color, national origin, age, disability, or sex (in educational programs and activities).
- Evaluating the accessibility of your programs and facilities. If they are not now accessible, develop a transition plan for making them accessible, and then carry out the plan as appropriate.
- Ensuring that your staff understands their civil rights responsibilities, including their role in the USDA complaint process.
- Providing outreach to a wide variety of communities to ensure diversity if you advertise or market your program.
- Providing information to Rural Development on your outreach to participants in your programs and activities.