

## EQUAL OPPORTUNITY NOTIFICATION

USDA Non-Discrimination Statement: To be posted in all USDA offices (AD 475-A AJFA poster) and included in all materials produced by Rural Development for public information, public education, or public distribution. All materials produced by Rural Development (i.e. advertisements, brochures, pamphlets, fact sheets, newsletters, annual progress reports, etc.) and agency letterhead footer must include the following statement:

**“USDA is an equal opportunity provider and employer.**

**If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).”**

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Abbreviated USDA Non-Discrimination Statement: Used for the same purposes as the USDA Non-Discrimination Statement (above), in cases where the printed material doesn't have sufficient space for the full Statement or in nonprint situations (i.e. radio spot).

**“USDA is an equal opportunity provider and employer.”**

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USDA Program Recipient Non-Discrimination Statement: To be posted in all recipient offices (AD 475-C AJFA poster) and included on all materials regarding such recipients' programs that are produced by recipients for public information, public education, or public distribution. All materials produced by recipients (i.e. advertisements, internet/websites, brochures, pamphlets, news releases, outreach letters, newsletters, letterhead, audio, video, etc.) must include the following statement:

**“This institution is an equal opportunity provider and employer.**

**If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).”**

Abbreviated USDA Program Recipient Non-Discrimination Statement: Used for the same purposes as the USDA Program Recipient Non-Discrimination Statement (above), in cases where the printed material doesn't have sufficient space for the full Statement or in nonprint situations (i.e. radio spot).

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

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Fair Housing Act Statement/Slogan/Logo: To be included on all USDA and program recipient advertising, signs, forms and notices related to housing programs/projects/complexes. The logo may be used in place of the statement or slogan except where language is prescribed (i.e. guide letters).

Statement: **“We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.”**

Slogan: **“Equal Housing Opportunity”**

Logo:



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Equal Credit Opportunity Act (ECOA) Statement: To be included as part of any notice of an adverse credit decision, including voluntary withdrawals. (Note: Some guide letters include additional Fair Housing Act language (also below), which should be included where prescribed.)

**“The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington, D.C. 20580.”**

Attachment 1

**“The Fair Housing Act prohibits discrimination in real estate related transactions, or in the terms of conditions of such a transaction, because of race, color, religion, sex, disability, familial status, or national origin. The federal agency that is responsible for enforcing this law is the U.S. Department of Housing and Urban Development. If a person believes that they have been discriminated against in violation of this law, they should contact the U. S. Department of Housing and Urban Development, Washington, D.C. 20410 or call (800) 669-9777.”**

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Section 504 of the Rehabilitation Act Language/Logo: To be included in USDA and program recipient materials, publications, and other visual and aural media (i.e. advertisements, radio announcements, signs, internet/websites, brochures, pamphlets, news releases, outreach letters, newsletters, etc.). The logo may be used in place of the language where applicable.

Language (7 CFR 15b.7): ***Recipient name does not discriminate in admission, access to, treatment or employment in programs or activities on the basis of a handicap in violation of section 504 of the Rehabilitation Act.***

Logo:



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Accessibility Language for Public Meeting Announcements: To be included on any announcements for USDA sponsored meetings open to the public.

**“USDA services are provided on an Equal Opportunity basis. Reasonable accommodations for alternative means of communications or access for individuals with disabilities will be made upon request. If you are in need of special accommodations, please contact > at (xxx) xxx-xxxx, or TTY users call the Rural Development State Office at (217) 403-6240.”**

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