

SUMMARY INFORMATION

Federal Awarding Agency Name: U.S. Department of Agriculture - Natural Resources Conservation Service (NRCS), Commodity Credit Corporation (CCC)

Funding Opportunity Title: Agriculture Conservation Experienced Services (ACES) Program

Announcement Type: This is the initial announcement of this funding opportunity

Funding Opportunity Number: USDA-NRCS-HR-ACES-18-001

Catalog of Federal Domestic Assistance (CFDA) Number: 10.912 Environmental Quality Incentives Program, 10.921 Conservation Security Program, 10.924 Conservation Stewardship Program, 10.931 Agricultural Conservation Easement Program, 10.932 Regional Conservation Partnership Program

Funding Opportunity Announcement Summary

The Natural Resources Conservation Service (NRCS) is directing resources towards the delivery of providing technical services in support of the conservation-related programs and authorities carried out by the Secretary. Such technical services may include conservation planning assistance, technical consultation, and assistance with design and implementation of conservation practices. These technical services are provided through the Agriculture Conservation Experienced Services (ACES) Program, established for the purpose of utilizing the talents of individuals who are age 55 or older, but who are not employees of the Department of Agriculture or a State agriculture department, to provide technical services in support of the conservation-related programs and authorities carried out by the Secretary. NRCS is announcing the opportunity for nonprofit private agencies and organizations eligible to receive grants under the Community Service Senior Opportunities Act (42 U.S.C. 3056 et seq.) to secure participants for the ACES Program who will provide technical services under the program. There is no funding available under this announcement, but approved applicants will be awarded national agreements making them eligible to enter into individual agreements that provide funding for services. The area covered by the services include all 50 states, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands). NRCS has existing agreements in place that expire September 30, 2018. New awards will be made approximately August 1, 2018, for a five-year period. There is no minimum or maximum award amount guaranteed. It is estimated NRCS will make up to five awards to provide these services. Under the terms of the agreement NRCS provides funds, office space, position description, work assignments and oversight for the ACES positions; the awardee handles advertising, recruiting, hiring and payroll for each position. Available positions span a variety of skill sets and educational levels. In addition to wages, NRCS funds covers administrative fees such as federal payroll tax, unemployment compensation, and pay increases. ACES enrollees are neither federal employees nor state agriculture department employees, and their wages do not impact retirement annuities.

Key Dates

Application submission due date to this announcement is June 15, 2018, by 5:00 p.m. Eastern time.

Submit questions by May 29, 2018; response to questions will be posted by June 4, 2018.

Anticipated awardee(s) selection date: July 13, 2018; Anticipated umbrella agreement(s) execution date August 1, 2018.

Federal Funding Floor and Ceiling Amounts

The funding floor for this announcement \$0.00, and the funding ceiling is \$0.00. The funding floor means the minimum agreement funding amount for the Federal share per agreement awarded. The ceiling is the maximum agreement funding amount for the Federal share per agreement awarded. Individual agreements from these established Umbrella Agreements will be awarded on a fiscal year basis from NRCS office locations listed under the Summary section of this announcement.

A. PROGRAM DESCRIPTION

The authorizing statutes and regulations for this opportunity are:

- Section 1252, Subtitle F of Title XII of the Food Security Act of 1985, as amended by Title II of the Food, Conservation, and Energy Act of 2008, Subtitle H, Section 2710, and revised by Title II of the Agricultural Act of 2014, Subtitle F, Section 2504, carried out in accordance with the Community Service Senior Opportunities Act (42 U.S.C. 3056 et seq.)
- Environmental Quality Incentives Program - 16 U.S.C. 3839aa - 3839aa-9
- Conservation Security Program - 16 U.S.C. 3838-3838c
- Conservation Stewardship Program - 16 U.S.C. 3838d-3838g
- Agricultural Conservation Easement Program - 16 U.S.C. 3865 et seq.
- Regional Conservation Partnership Program - 16 U.S.C. 3871 et. seq.

Awardees will carry out the advertisement of ACES positions as needed. This will included creating positions upon request, listing vacancies announcements, conducting solicitation as necessary, recruiting potential applicants, conducting interviews, making referrals, hiring agency-recommended applicants, onboarding, orienting new enrollees, facilitating time sheet processing and payroll, providing benefits including health benefits, annual and sick leave, paid holidays, travel reimbursements, and providing all other human resources and administrative services as required by the ACES Program. Awardees will also be responsible for tracking and reporting hours and expenditures on a quarterly basis.

B. FEDERAL AWARD INFORMATION

1. Estimated Funding

The total amount of Federal funding the agency expects to award through this announcement is \$0.00.

2. Start Dates and Performance Periods

Projects may be up to 12 months in duration, and may be renewed each year up to the 5 years of the agreement. Applicants should plan their projects based on a project start date of August 1, 2018.

3. Type of Federal Award

The agency plans to award cooperative agreements pursuant to this opportunity. The agency will be substantially involved in the work performed under the agreement and will undertake activities such as the following:

- Authority to suspend work if specifications or work statements are not met
- Review and approval of one stage of work before another may begin
- Review and approval of substantive provisions of proposed sub-grants or contracts beyond existing Federal policy
- NRCS and recipient collaboration or joint participation
- Project monitoring to permit specified kinds of direction or redirection of the work because of interrelationships with and impacts on other projects
- Highly prescriptive NRCS requirements that limit recipient discretion
- Review and approval of key personnel
- Direct NRCS operational involvement or participation during the activity, including assignment of tasks/duties and oversight
- Provide work location, equipment, supplied, government-owned vehicles, and required/applicable training

4. Number of Awards

The agency expects to make 3 to 5 award(s).

5. Procurement Contracts

NRCS does not expect to award procurement contracts associated with this announcement.

6. Eligibility of Renewal or Supplemental Project Applications

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards. An application for renewal means a proposal submitted to continue an existing agreement that meets the objectives and requirements of this announcement. An application for supplementation of an existing project means a proposal to add components to an existing agreement so that it would meet the objectives and requirements in this announcement.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants and applications must meet eligibility criteria by the application deadline to be considered for award. Eligible applicant type is determined by the implementing program statute.

This opportunity is limited to nonprofit private agencies and organizations who are eligible to receive grants under the Community Service Senior Opportunities Act.

2. Cost Sharing or Matching

There is no cost sharing or matching requirement for this opportunity.

3. Other (if applicable)

Applicants may submit one proposal, only, for consideration. Indicate location coverage to provide service. The area covered by the services include all 50 states, the District of Columbia, the Caribbean Area (Puerto Rico and the U.S. Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands).

Applicant entities identified in the SAM.gov Exclusions database are ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program (2 CFR 200.205(d)).

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

All standard forms necessary for this announcement are included in the [Grants.gov](https://www.grants.gov) application package. Applicants may request paper copies of materials by contacting *Bryan Thomas, Grants Management Specialist* at 573-876-9417, by E-mail at bryan.thomas@wdc.usda.gov, or by written request mailed to *601 Business Loop 70 West, Suite 250; Columbia, MO 65203*.

2. Content and Form of Application Submission

To be considered for funding under this opportunity, an application must contain:

- a. **Application Form:** (Standard Form 424 Application for Federal Assistance)
Applicants must use this document as the cover sheet for each proposal. See Instructions for Completing SF 424 located in the Related Documents tab of this announcement on Grants.gov.
- b. **Standard Form (SF) 424B, Assurances - Non-Construction Programs.**
Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following Federal regulations:

- 2 CFR Part 417, Government wide Debarment and Suspension (Non-procurement)
- 4 CFR Part 418, New Restrictions on Lobbying
- 2 CFR Part 421, Government wide Requirements for Drug Free Workplace (Financial Assistance)

- c. **Certification and Disclosure of Lobbying Activities** - Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 2 CFR Part 418, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this proposal AND the Federal share exceeds \$100,000.00, you must also complete and submit the SF LLL, Disclosure of Lobbying Activities located at 2 CFR 418, Appendix B. See 2 CFR, Subpart 418.110 for more information on when additional submission of this form is required.
- d. **AD-3031, Assurance Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.** Although the text of this document states it is applicable only to corporate entities, USDA policy requires that all entity types complete it.
- e. **Proposal**

Project Abstract (Executive Summary)

The summary should provide a frame of reference for the reviewer about the applicant. The summary should include the applicant's name; geographic location of work area. It should also include a brief history of the applicant, including mission statement and goals, important accomplishments, and a description of clientele.

Entity Scope and Ability

Describe the applicant's history of successfully managing federal and non-federal agreements, including meeting and complying with reporting requirements, reporting on progress made in achieving results under those projects, and submitting acceptable payment requests.

Identify the geographic location or States where the applicant can accomplish

work.

A description of the resources of the applicant necessary to successfully perform project activities.

A description of the experience of the applicant that supports the successful implementation of project activities.

The organization's level of capacity in terms of the staff, equipment resources, and/or support necessary to complete activities.

A description of the capabilities to perform the terms of the cooperative agreement, including a brief description of the organizational entity and of the qualifications, employment status, current responsibilities, and proposed level of effort for the project coordinator and staff responsible for implementation. Resumes for key personnel should be included in an appendix to the proposal. Similar information requested in this paragraph may also be included for sub-awardees, contractors, subcontractors, and suppliers that would be beneficial for proposal evaluation.

Each page must be on numbered 8½" x 11" paper with one-inch margins. The text of the proposal must be single spaced and typed in New Times Roman, no smaller than 12 point font and must not exceed 75 pages.

Proposals that fail to comply with the required content and format will not be considered for award. **Material exceeding stated page limits and/or formatting structure will not be considered.** Incomplete and/or noncompliant proposals will not be considered.

- f. **Copy of Negotiation Indirect Cost Rate Agreement (NICRA)**
 - g. **Documentation to support eligibility to receive award under the Community Service Senior Opportunities Act (42 U.S.C. 3056 et seq.) to secure participants for the ACES program who will provide technical services.**
 - h. **Post Award Documentation – N/A**
3. **Unique entity identifier and System for Award Management (SAM)**
Each applicant (unless the applicant is an individual excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier (Data Universal Numbering System (DUNS) number) in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The agency may not make a Federal award to an applicant until the applicant has

complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the agency is ready to make an award, it may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Entities must obtain a DUNS and register in SAM prior to registering with Grants.gov. A description of each is below. Entities are strongly encouraged to apply early for their DUNS number and SAM registration.

Data Universal Numbering System (DUNS) Number: A Dun and Bradstreet DUNS number is a unique, nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. Applicants must obtain a DUNS number. Information on how to obtain a DUNS number can be found at <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711.

System for Award Management (SAM) Registration: SAM is the official Federal system that consolidated the capabilities of Central Contractor Registry, Federal Agency Registration, Online Representations and Certifications Application, and Excluded Parties List System. To register, go to: <https://www.sam.gov/portal/public/SAM>. The Federal Service Desk is available for registration assistance, and can be contacted via the Help tab at the website listed above.

4. Submission Dates and Times

Applicants may submit proposals via Grants.gov or via e-mail to the administrative and program contacts listed in this announcement. Proposals must be received by 5:00 p.m. Eastern time on June 15, 2018. Late submissions will not be reviewed or considered. The agency will rely on system generated date and time receipt documentation for submission made both via Grants.gov and e-mail to determine whether applications meet the submission deadline. Grants.gov provides and automatic acknowledgement when applications are received. Applicants who make submission via e-mail must contact Travis Watkins at (717) 237-2147 or travis.watkins@wdc.usda.gov to confirm receipt.

5. Intergovernmental Review (if applicable)

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

6. Funding Restrictions

Funds may not be used to pay any of the following costs unless otherwise permitted by law, or approved in writing by the Authorized Departmental Officer in advance of incurring such costs:

- a. Costs above the amount of funds authorized for the project:

- b. Costs incurred prior to the effective date of the grant;
- c. Costs which lie outside the scope of the approved project and amendments thereto;
- d. Entertainment costs, regardless of their apparent relationship to project objectives;
- e. Compensation for injuries to persons, or damage to property arising out of project activities;
- f. Consulting services performed by a Federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee; and
- g. Renovation or refurbishment of research or related spaces, the purchase or installation of fixed equipment in such spaces, and the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

This list is not exhaustive. Questions regarding the allowances of particular items of cost should be directed to the administrative contact person listed in this announcement.

Indirect costs limitations:

- h. To be eligible to recover any indirect cost under a Federal award, recipients must either 1) have a current negotiated indirect cost rate agreement (NICRA) with a Federal agency that has not expired; or 2) qualify for use of the de minimis rate authorized by 2 CFR 200.414(f). In order to qualify for the de minimis rate, the recipient must have never had a NICRA. A State, local, or tribal governmental department or agency unit that receives more than \$35 million in direct Federal funding is not eligible for the de minimis rate.
- i. Recipients with a NICRA must calculate indirect costs using the rate and base specified in their NICRA. A recipient may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency. If voluntarily reduced or waived, the recipient may choose to apply any unrecovered indirect costs as part of their cost share or match. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the recipient's approved negotiated indirect cost rate (2 CFR 200.306(c)). A copy of the applicant's current NICRA must be provided with the application. Indirect costs may not be recovered under an expired NICRA.
- j. Entities that are eligible for the de minimis rate who already have a de minimis rate agreement must use the rate and base specified in the agreement, which is modified total direct costs (MTDC) as defined by 2 CFR 200.68. Note that MTDC excludes certain costs from the base to which the rate is applied. A copy of the applicant's de minimis rate agreement must be provided with the application. If a recipient is eligible to use the de minimis

rate, but does not have a de minimis rate agreement, use an indirect cost rate of no more than 10% of MTDC when preparing the budget. If selected for award, a de minimis rate agreement will be executed along with the award. Applicants wishing to use the de minimis rate must submit a signed statement certifying that the entity 1) has never had a NICRA previously and 2) specifically request a de minimis rate agreement.

- k. Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.
- l. Only Title XII Programs (of the Food Security Act of 1985 may be used to fund projects under the ACES Program, with the exception of the Conservation Reserve Program (CRP).

E. APPLICATION REVIEW INFORMATION

1. Merit/Technical Criteria

The technical peer review panel uses the following criteria, using a 100-point scale to evaluate applications:

- a. **Specialized experience and technical competence in the type of work (50 points)**
 - Evaluation will be based on the extent of related experience in this type of work, including hiring practices.
 - Organizational capabilities - The adequacy of organizational resources and experience in order to successfully manage a federal agreement.
 - Project personnel - The reasonableness and feasibility of the applicant's approach and expertise for successfully achieving the objectives of the project within the required time frame.
 - Understanding the intent of the project delivery. Ability to demonstrate successful past history and credibility of providing the service.
- b. **Professional qualifications and capacity necessary for satisfactory performance (30 points)**
 - Evaluation will be based upon qualified personnel, their knowledge and experience associated with the requirements above, and their availability to perform work on this agreement.
 - Evaluation will be based upon the number of qualified personnel, the quantity of existing work, schedules for completion of existing work, and the capacity to perform multiple projects simultaneously.
- c. **Past performance regarding work of this nature (20 points)**
 - Past experience with other government agencies and other entities in regard to work of this nature. Quality and timeliness of performance of

work performed. The contacts provided will be called to assist in the determination of past performance.

2. Risk Criteria

The agency will check SAM to ensure the applicant is not suspended or debarred, which would preclude receiving an award. In addition, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000.00), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 U.S.C. 2313 and 2 CFR 200.205(a)).

To further comply with the requirements at 2 CFR 200.205, the agency has established the following risk review process and related standards that an applicant must meet to be considered for award:

- a. **Financial Stability.** The applicant certifies that it maintains adequate financial resources or cash flow to meet its financial obligations on a routine basis and successfully complete any agreement it may be awarded.
- b. **Quality of Management Systems and Ability to meet Management Standards** prescribed in 2 CFR Part 200. The applicant certifies it has a financial management system adequate to segregate and track federal funds. It further certifies it has adequate systems in place for proper agreement administration; compliance with the standards outlined in 2 CFR Part 200 Section D for procurement, property, and records management; and required financial and performance reporting.
- c. **History of Performance.** If the applicant has previously obtained Federal financial assistance award, it certifies that it has never failed to materially comply with the Federal award terms and conditions and further that it has never had an award terminated on that basis.

Submission of a proposal constitutes certification that an applicant meets these standards.

3. Review and Selection Process

Proposals will be screened for completeness and compliance with the provisions of this notice. Incomplete, noncompliant, and/or proposals not meeting the formatting criteria will be eliminated from competition, and notification of elimination will be sent to the applicant. The agency intends to make a selection and award without conducting any discussions or allowing applicants to correct deficiencies or omissions in their applications. Consequently, they must ensure their applications are complete and accurate. However, while the agency intends to make a selection and award without discussions, it reserves the right to conduct discussions for the purpose of allowing applicants to revise their applications to correct deficiencies or omissions identified by the NRCS. If this is done, the agency will conduct discussions with all applicants and identify deficiencies and

omissions and give applicants and opportunity to submit a revised application by a common cut-off date.

Merit/technical reviews will be conducted by a technical review board nominated by the approving official. Risk reviews will be conducted by the Grants and Agreements Service Branch. The approving official will make the final award decisions. The approving official for this opportunity is the National ACES Program Manager,

4. Awards Over the Simplified Acquisition Threshold (if applicable)

Notice to applicants:

- a. Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000.00), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 U.S.C. 2313 and 2 CFR 200.205(a));
- b. An applicant may review information in FAPIIS accessible through SAM and comment on any information about it that a Federal awarding agency previously entered;
- c. The agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.205, Federal awarding agency review of risk posed by applicants.

5. Anticipated Announcement and Federal Award Dates

The agency anticipates announcing or notifying successful and unsuccessful applicants by July 13, 2018 and expects to have Federal awards in place by August 1, 2018.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice that an application has been selected before it actually makes the Federal award. As such, the selection notification is not an authorization to begin performance. Any pre-award costs incurred by the awardee will not be reimbursed. The Notice of Grant and Agreement Award (form NRCS-ADS-093) signed by the authorized agency representative is the only authorizing document, and will be provided electronically to the entity's authorized representative for signature.

Both successful and unsuccessful applicants will be notified of the award decision via letter.

2. Administrative and National Policy Requirements

All project funds will be used in accordance with 2 CFR 200 and NRCS' General Terms and Conditions; a copy of the General Terms and Conditions may be obtained by contacting the Federal Awarding Agency Contacts listed in this announcement.

3. Reporting

Reporting will follow NRCS' General Terms and Conditions, but will generally include electronic submission of semiannual progress reports, quarterly financial status reports, and final reports.

If the Federal share of any agreement awarded under this opportunity notice may include more than \$500,000.00 over the period of performance, recipients must also comply with the post award reporting requirements reflected in Appendix XII of 2 CFR Part 200 —Award Term and Condition for Recipient Integrity and Performance Matters.

Periodic reports containing information on number of task agreements, funding amount, and number of ACES enrollees will be requested, no less than semi-annually.

G. FEDERAL AWARDING AGENCY CONTACT(S)

For questions regarding this opportunity, please contact one of the following individuals:

Administrative Contact (Primary Contact)

Name: Bryan Thomas

Grants Management Specialist

USDA-NRCS

Mailing Address: 601 Business Loop 70 West, Suite 250; Columbia, MO 65203

Phone Number: 573-876-9417

Email: bryan.thomas@wdc.usda.gov

Program Contact

Name: Travis Watkins

National ACES Program Manager

USDA-NRCS

Mailing Address: 359 East Park Drive, Suite 2; Harrisburg, PA 17111

Phone Number: 717-237-2147

Email: travis.watkins@wdc.usda.gov

H. OTHER INFORMATION

1. Questions regarding this announcement must be submitted to the Administrative Contact identified above. Submission via email is preferable with the Opportunity Number in the subject line. Questions must be submitted by May 29, 2018. A questions and answers document addressing all questions will be posted to the Related Documents tab of this announcement in Grants.gov as a modification by June 4, 2018.
2. **Freedom of Information Act (FOIA)**
Proposals to NRCS are considered to be confidential information. Proposals are not shared with individuals or entities seeking public disclosure through the Freedom of Information Act (FOIA) without the consent of the applicant. More specifically, Executive Order 12600 and USDA FOIA regulation 7 CFR Part 1, Subpart A requires the NRCS to provide notice to applicants that a third party has requested copies of their business information, and requires NRCS to consult with applicants regarding the releasing their records.
3. **Government Obligation**
The Federal Government is not obligated to make any Federal award as a result of the announcement. Only authorized federal officials can bind the Federal Government to the expenditure of funds.

U.S. Department of Agriculture 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, 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, audiotape, 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 <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> 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.

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