DEPARTMENT OF AGRICULTURE

Rural Business-Cooperative Service

Notice of Solicitation of Applications for Inviting Applications for the Rural Business Development Grant Program To Provide Technical Assistance for Rural Transportation Systems

AGENCY: Rural Business-Cooperative Service, USDA.

ACTION: Notice.

SUMMARY: This notice is to invite applications for grants to provide Technical Assistance for Rural Transportation (RT) systems under the Rural Business Development Grant (RBDG) to provide Technical Assistance for RT systems and for RT systems to Federally Recognized Native American Tribes (FRNAT) (collectively “Programs”) and the terms provided in such funding. Successful applications will be selected by the Agency for funding and subsequently awarded from funds appropriated for the RBDG program.

The Agency will publish the amount of funding on its website at https://www.rd.usda.gov/newsroom/notices-solicitation-applications-nosas. Expenses incurred in developing applications will be at the applicant’s risk.

DATES: See under SUPPLEMENTARY INFORMATION section.

ADDRESSES: Submit applications in paper format to the USDA Rural Development State Office for the State where the Project is located. A list of the USDA Rural Development State Office contacts can be found at: http://www.rd.usda.gov/contact-us/state-offices. If you want to submit an electronic application, follow the instructions for the RBDG funding announcement located at http://www.grants.gov. Please review the

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of life, the Agency encourages
Secretary of the U.S. Treasury via his
designation by the state and that
if they have been nominated for that
Localities qualify as Opportunity Zones
eligible for preferential tax treatment.

An Opportunity Zone is an economically-distressed
sustainable economies. An Opportunity
measurable results in helping rural communities build
robust and sustainable economies through strategic investments in
infrastructure, partnerships and innovation.

Key strategies include:
• Achieving e-Connectivity for Rural America
• Developing the Rural Economy
• Harnessing Technological Innovation
• Supporting a Rural Workforce
• Improving Quality of Life

To leverage investments in rural property, the Agency also encourages projects located in rural Opportunity Zones where projects should provide measurable results in helping communities build robust and sustainable economies. An Opportunity Zone is an economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment. Localities qualify as Opportunity Zones if they have been nominated for that designation by the state and that nomination has been certified by the Secretary of the U.S. Treasury via his delegation of authority to the Internal Revenue Service.

To combat the key threats to economic prosperity, rural workforce and quality of life, the Agency encourages applications that will support the Administration’s goal to reduce the morbidity and mortality associated with Substance Use Disorder (including opioid misuse) in high-risk rural communities by strengthening the capacity to address prevention, treatment and/or recovery at the community, county, state, and/or regional levels:

Key strategies include:
• Prevention: Reducing the occurrence of Substance Use Disorder (including opioid misuse) and fatal substance-related overdoses through community and provider education and harm reduction measures such as the strategic placement of overdose reversing devices, such as naloxone;
• Treatment: Implementing or expanding access to evidence-based treatment practices for Substance Use Disorder (including opioid misuse) such as medication-assisted treatment (MAT); and
• Recovery: Expanding peer recovery and treatment options that help people start and stay in recovery.

To focus investments to areas for the largest opportunity for growth in prosperity, the Agency encourages applications that serve the smallest communities with the lowest incomes, with an emphasis on areas where at least 20 percent of the population is living in poverty, according to the American Community Survey data by census tracts.

Overview

Solicitation Opportunity Title: Rural Business Development Grants.
Announcement Type: Initial Announcement.
Catalog of Federal Domestic Assistance Number: 10.351.
Dates: Completed applications must be received in the USDA Rural Development State Office no later than 4:30 p.m. (local time) on June 25, 2019, to be eligible for FY 2019 grant funding. Electronic applications must be submitted via grants.gov no later by Midnight Eastern time on June 25, 2019. Applications received after this date will not be eligible for FY 2019 grant funding.

A. Program Description
1. Purpose of the Program. The purpose of this program is to improve the economic conditions of Rural Areas. The program is administered on behalf of Rural Business-Cooperative Service (RBS) at the State level by the USDA Rural Development State Offices. Assistance provided to Rural Areas under the program has historically included the provision of on-site Technical Assistance to local and regional governments, public transit agencies, and related nonprofit and for-profit organizations in Rural Areas; the development of training materials; and the provision of necessary training assistance to local officials and agencies in Rural Areas.

Awards under the RBDG passenger transportation program will be made on a competitive basis using specific selection criteria contained in 7 CFR part 4280, subpart E, and in accordance with section 310B(c) of the Consolidated Farm and Rural Development Act (7 U.S.C. 1932(c)). Information required to be in the application package includes Standard Form (SF) 424, “Application for Federal Assistance;” environmental documentation in accordance with 7 CFR part 1970, “Environmental Policies and Procedures;” Scope of Work Narrative; Income Statement; Balance Sheet or Audit for previous 3 years; AD–1047, “Debarment/Suspension Certification;” AD–1048, “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion;” AD–1049, “Certification Regarding Drug-Free Workplace Requirements;” SF LLL, “Disclosure of Lobbying Activities;” RD 400–1, “Equal Opportunity Agreement;” RD 400–4, “Assurance Agreement;” and a letter providing Federal government administrative support for the FRNAT, which must benefit FRNATs, at least 75 percent of the benefits of the Project must be received by members of FRNATs. The Project that scores the greatest number of points based on the RBDG selection criteria and the discretionary points will be selected for each grant.

For the funding for Technical Assistance for RT systems, applicants must be qualified national organizations with experience in providing Technical Assistance and training to rural communities nationwide for the purpose of improving passenger transportation service or facilities. To be considered “national,” RBS requires a qualified organization to provide evidence that it can operate RT assistance programming nation-wide. An entity can qualify if they can work in partnership with other entities to fulfill the national requirement as long as the applicant will have ultimate control of the grant administration. For the funding for RT systems to FRNATs, an entity can qualify if they can work in partnership with other entities to support all federally recognized tribes in...
determination that an applicant is a national organization. These applications must include, but are not limited to, the following:

(a) An original and one copy of SF 424, “Application for Federal Assistance (for non-construction);”

(b) Copies of applicant’s organizational documents showing the applicant’s legal existence and authority to perform the activities under the grant;

(c) A proposed scope of work, including a description of the proposed Project, details of the proposed activities to be accomplished and timeframes for completion of each task, the number of months for the duration of the Project, and the estimated time it will take from grant approval to beginning of Project implementation;

(d) A written narrative that includes, at a minimum, the following items:

(1) An explanation of why the Project is needed, the benefits of the proposed Project, and how the Project meets the grant eligible purposes;

(2) Area to be served, identifying each governmental unit, i.e., tribe, town, county, etc., to be affected by the Project;

(3) Description of how the Project will coordinate Economic Development activities with other Economic Development activities within the Project area;

(4) Businesses to be assisted, if appropriate, and economic development to be accomplished;

(5) An explanation of how the proposed Project will result in newly created, increased, or supported jobs in the area and the number of projected new and supported jobs within the next 3 years;

(6) A description of the applicant’s demonstrated capability and experience in providing the proposed Project assistance, including experience of key staff members and persons who will be providing the proposed Project activities and managing the Project;

(7) The method and rationale used to select the areas and businesses that will receive the service;

(8) A brief description of how the work will be performed, including whether organizational staff or consultants or contractors will be used; and

(9) Other information the Agency may request to assist it in making a grant award determination.

(e) The latest 3 years of financial information to show the applicant’s financial capacity to carry out the proposed work. If the applicant is less than 3 years old, at a minimum, the information should include all balance sheet(s), income statement(s), and cash flow statement(s). A current audited report is required if available;

(f) Documentation regarding the availability and amount of other funds to be used in conjunction with the funds from RBDG;

(g) A budget which includes salaries, fringe benefits, consultant costs, indirect costs, and other appropriate direct costs for the Project.

2. Cost Sharing or Matching. Matching funds are not required.

3. Other.

Applications will only be accepted from qualified national organizations to provide Technical Assistance for RT. There are no “responsiveness” or “threshold” eligibility criteria for these grants. There is no limit on the number of applications an applicant may submit under this announcement. In addition to the forms listed under program description, Form AD–3030 “Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants,” must be completed in the affirmative.

None of the funds made available may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

None of the funds made available may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

4. Completeness Eligibility.

Applications will not be considered for funding if they do not provide sufficient information to determine
eligibility or are missing required elements.

D. Application and Submission Information

1. Address to Request Application Package.

For further information, entities wishing to apply for assistance should contact the USDA Rural Development State Office provided in the ADDRESSES section of this notice to obtain copies of the application package.

Prior to official submission of grant applications, applicants may request technical assistance or other application guidance from the Agency, as long as such requests are made prior to May 16, 2019. Technical assistance is not meant to be an analysis or assessment of the quality of the materials submitted, a substitute for agency review of completed applications, nor a determination of eligibility, if such determination requires in-depth analysis. The Agency will not solicit or consider scoring or eligibility information that is submitted after the application deadline. The Agency reserves the right to contact applicants to seek clarification information on materials contained in the submitted application.

Applications must be submitted in paper format or electronic submission. If you want to submit an electronic application, follow the instructions for the RBGD funding announcement located at http://www.grants.gov. Please review the Grants.gov website for instructions on the process of registering your organization as soon as possible to ensure you can meet the electronic application deadline. Applications submitted to a USDA Rural Development State Office must be received by the closing date and local time.

2. Content and Form of Application Submission.

You may submit your application in paper form or electronically through Grants.gov. Your application must contain all required information. If you submit in paper form, any forms requiring signatures must include an original signature.

To apply electronically, you must follow the instructions for this funding announcement at http://www.grants.gov. Please note that we cannot accept emailed or faxed applications.

You can locate the Grants.gov downloadable application package for this program by using a keyword, the program name, or the CFDA number for this program.

When you enter the Grants.gov website, you will find information about applying electronically through the site, as well as the hours of operation.

To use Grants.gov, you must already have a DUNS number and you must also be registered and maintain registration in SAM. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov. You must submit all of your application documents electronically through Grants.gov. Applications must include electronic signatures. Original signatures may be required if funds are awarded.

After applying electronically through Grants.gov, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number.

If you want to submit a paper application, send it to the State Office located in the State where the Project will primarily take place. You can find State Office contact information at http://www.rd.usda.gov/contact-us/state-offices.

The organization submitting the application will be considered the lead entity. The Contact/Program Manager must be associated with the lead entity submitting the application.

An application must contain all of the required elements. Each application received in a USDA Rural Development State Office will be reviewed to determine if it is consistent with the eligible purposes contained in section 310B(c) of the Consolidated Farm and Rural Development Act (7 U.S.C. 1932(c)). Each selection priority criterion outlined in 7 CFR 4280.435 must be addressed in the application. Failure to address any of the criterion will result in a zero-point score for that criterion and will impact the overall evaluation of the application. Copies of 7 CFR part 4280, subpart E, will be provided to any interested applicant making a request to a USDA Rural Development State Office.

All Projects to receive Technical Assistance through these passenger transportation grant funds are to be identified when the applications are submitted to the USDA Rural Development State Office. Multiple Project applications must identify each individual Project, indicate the amount of funding requested for each individual Project, and address the criteria as stated above for each individual Project.

For multiple-Project applications, the average of the individual Project scores will be the score for that application. The application documentation and forms needed for a complete application are located in the Program Description section of this notice, and 7 CFR part 4280, subpart E.

(a) There are no specific formats, specific limitations on number of pages, font size and type face, margins, paper size, number of copies, and the sequence or assembly requirements.

(b) The component pieces of this application should contain original signatures on the original application.

(c) Since these grants are for Technical Assistance for transportation purposes, no additional information requirements other than those described in this notice and 7 CFR part 4280, subpart E are required.

3. Unique entity identifier and System for Award Management.

All applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number which can be obtained at no cost via a toll-free request line at (866) 705–5711 or at http://fedgov.dnb.com/webform. Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from the 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 the System for Award Management (SAM) before submitting its application; (ii) provide a valid unique entity identifier 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 Federal awarding 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 Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.


(a) Application Deadline Date: No later than 4:30 p.m. (local time) on June 25, 2019. Electronic applications must be submitted via grants.gov no later by Midnight Eastern time on June 25, 2019.

Explanation of Deadlines:

Applications must be in the USDA Rural Development State Office by the local deadline date and time as indicated above. If the due date falls on a Saturday, Sunday, or Federal holiday,
the application is due the next business
day.
(b) The deadline date means that the
completed application package must be
received in the USDA Rural
Development State Office by the
deadline date established above. All
application documents identified in this
notice are required.
(c) If complete applications are not
received by the deadline established
above, the application will neither be
reviewed nor considered under any
circumstances.
(d) The Agency will determine the
application receipt date based on the
actual date postmarked.
(e) This notice is for RT Technical
Assistance grants only and therefore,
tergovernmental reviews are not
required.
(f) These grants are for RT Technical
Assistance grants only, no construction
or equipment purchases are permitted.
If the grantee has a previously approved
indirect cost rate, it is permissible,
otherwise, the applicant may elect to
charge the 10 percent indirect cost
permitted under 2 CFR 200.414(f) or
request a determination of its Indirect
Cost Rate. Due to the time required to
evaluate Indirect Cost Rates, it is likely
that all funds will be awarded by the
time the Indirect Cost Rate is
determined. No foreign travel is
permitted. Pre-Federal award costs will
only be permitted with prior written
approval by the Agency.
(g) Applicants must submit
applications in paper copy format or an
electronic submission as previously
indicated in the Application and
Submission Information section of this
notice. If the applicant wishes to hand
deliver its application, the addresses for
these deliveries can be located in the
ADDRESS section of this notice.
(h) If you require alternative means of
communication for program information
(e.g., Braille, large print, audiotape, etc.)
please contact USDA’s TARGET Center
at (202) 720–2600 (voice and TDD).
E. Application Review Information
1. Criteria.
All eligible and complete applications
will be evaluated and scored based on
the selection criteria and weights
contained in 7 CFR 4280.435 and will
select grantees subject to the grantees’
satisfactory submission of the additional
items required by 7 CFR, part 4280,
subpart E and the USDA Rural
Development Letter of Conditions.
Failure to address any one of the criteria
in 7 CFR 4280.435 by the application
deadline will result in the application
being determined ineligible, and the
application will not be considered for
funding. The amount of an RT grant
may be adjusted, at the Agency’s
discretion, to enable the Agency to
award RT grants to the applications
with the highest priority scores in each
category.
2. Review and Selection Process.
The State Offices will review
applications to determine if they are
eligible for assistance based on
requirements contained in 7 CFR
4280.416 and 4280.417. If determined
eligible, your application will be
submitted to the National Office.
Funding of Projects is subject to the
applicant’s satisfactory submission of the
additional items required by that
subpart and the USDA Rural
Development Letter of Conditions. The
Agency reserves the right to award
additional discretionary points under 7
CFR 4280.435(k).
In awarding discretionary points, the
Agency scoring criteria regularly assigns
points to applications that direct loans
or grants to Projects based in or serving
census tracts with poverty rates greater
than or equal to 20 percent. This
emphasis will support Rural
Development’s mission of improving the
quality of life for Rural Americans and
commitment to directing resources to
those who most need them.
F. Federal Award Administration
1. Federal Award Notices.
Successful applicants will receive
notification for funding from their
USDA Rural Development State Office.
Applicants must comply with all
applicable statutes and regulations
before the grant award will be approved.
Unsuccessful applications will receive
notification by mail.
2. Administrative and National Policy
Requirements.
Additional requirements that apply to
grantees selected for this program can be
found in 7 CFR 4280.408, 4280.410, and
4280.439. Awards are subject to USDA
Departmental Grant Regulations at 2
CFR Chapter IV which incorporates the
new Office of Management and Budget
(OMB) regulations at 2 CFR part 200.
All successful applicants will be
notified by letter, which will include a
Letter of Conditions, and a Letter of
Intent to Meet Conditions. This letter is
treated as an authorization to begin
performance. If the applicant wishes to
consider beginning performance prior to
the grant being officially closed, all pre-
award costs must be approved in
writing and in advance by the Agency.
The grants will be considered officially
awarded when all conditions in the
Letter of Conditions have been met and
the Agency obligates the funding for the
Project.
Additional requirements that apply to
grantees selected for this program can be
found in 7 CFR part 4280, subpart E; the
Grants and Agreements regulations of the
U.S. Department of Agriculture
codified in 2 CFR Chapter IV, and
successor regulations. In addition, all
recipients of Federal financial assistance
are required to report information about
first-tier sub-awards and executive
compensation (see 2 CFR part 170). You
will be required to have the necessary
processes and systems in place to
comply with the Federal Funding
Accountability and Transparency Act of
2006 (Pub. L. 109–282) reporting
requirements (see 2 CFR 170.200(b),
unless you are exempt under 2 CFR
170.110(b)).
The following additional
requirements apply to grantees selected
for this program:
(a) Form RD 4280–2 “Rural Business-
Cooperative Service Financial
Assistance Agreement.”
(b) Letter of Conditions.
(c) Form RD 1940–1, “Request for
Obligation of Funds.”
(d) Form RD 1942–46, “Letter of
Intent to Meet Conditions.”
(e) Form AD–1047, “Certification
Regarding Debarment, Suspension, and
Other Responsibility Matters-Primary
Covered Transactions.”
(f) Form AD–1048, “Certification
Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion-
Lower Tier Covered Transactions.”
(g) Form AD–1049, “Certification
Regarding a Drug-Free Workplace
Requirement (Grants).”
(h) Form AD–3030, “Assurance
Regarding Felony Conviction or Tax
Delinquent Status for Corporate
Applicants.” Must be signed by
corporate applicants who receive an
award under this notice.
(i) Form RD 400–4, “Assurance
Agreement.” Each prospective recipient
must sign Form RD 400–4 which assures
USDA that the recipient is in
compliance with Title VI of the Civil
Rights Act of 1964, 7 CFR part 15, and
other Agency regulations. That no
person will be discriminated against
based on race, color or national origin,
in regard to any program or activity for
which the recipient receives Federal
financial assistance. That
discrimination statements are in
advertisements and brochures.
Collect and maintain data provided by
recipients on race, sex, and national
origin and ensure recipients collect and
maintain this data. Race and ethnicity
data will be collected in accordance with
OMB Federal Register notice,
"Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity." (62 FR 58782), October 30, 1997. Sex data will be collected in accordance with Title IX of the Education Amendments of 1972. These items should not be submitted with the application but should be available upon request by the Agency.

The applicant and the ultimate recipient must comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Executive Order 12250, Executive Order 13166 Limited English Proficiency (LEP), and 7 CFR part 1901, subpart E.

(j) SF LLL, “Disclosure of Lobbying Activities,” if applicable.

(k) Form SF 270, “Request for Advance or Reimbursement.”

3. Reporting.

(a) A Financial Status Report and a Project performance activity report will be required of all grantees on a quarterly basis until initial funds are expended and yearly thereafter, if applicable, based on the Federal fiscal year. The grantee will complete the Project within the total time available to it in accordance with the Scope of Work and any necessary modifications thereof prepared by the grantee and approved by the Agency. A final Project performance report will be required with the final Financial Status Report. The final report may serve as the last quarterly report. The final report must provide complete information regarding the jobs created and supported as a result of the grant if applicable. Grantees must continuously monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved. Grantees must submit an original of each report to the Agency no later than 30 days after the end of the quarter. The Project performance reports must include, but not be limited to, the following:

(1) A comparison of actual accomplishments to the objectives established for that period;

(2) Problems, delays, or adverse conditions, if any, which have affected or will affect attainment of overall Project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular Project work elements during established time periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation;

(3) Objectives and timetable established for the next reporting period;

(4) Any special reporting requirements, such as jobs supported and created, businesses assisted, or Economic Development which results in improvements in median household incomes, and any other specific requirements, should be placed in the reporting section in the Letter of Conditions; and

(5) Within 90 days after the conclusion of the Project, the grantee will provide a final Project evaluation report. The last quarterly payment will be withheld until the final report is received and approved by the Agency. Even though the grantee may request reimbursement on a monthly basis, the last 3 months of reimbursements will be withheld until a final Project, Project performance, and financial status report are received and approved by the Agency.

G. Federal Awarding Agency Contact(s)

For general questions about this announcement, please contact your USDA Rural Development State Office provided in the ADDRESSES section of this notice.

H. Civil Rights Requirements

All grants made under this notice are subject to Title VI of the Civil Rights Act of 1964 as required by the USDA (7 CFR part 15, subpart A) and Section 504 of the Rehabilitation Act of 1973, Title VIII of the Civil Rights Act of 1968, Title IX, Executive Order 13166 (Limited English Proficiency), Executive Order 11246, and the Equal Credit Opportunity Act of 1974.

I. Other Information

Paperwork Reduction Act

In accordance with the Paperwork Reduction Act of 1995, the information collection requirement contained in this notice is approved by OMB under OMB Control Number 0570–0070.

Federal Funding Accountability and Transparency Act

All applicants, in accordance with 2 CFR part 25, must have a DUNS number, which can be obtained at no cost via a toll-free request line at (866) 705–5711 or online at http://fedgov.dnb.com/webform. Similarly, all applicants must be registered in SAM prior to submitting an application. Applicants may register for the SAM at http://www.sam.gov. All recipients of Federal financial assistance are required to report information about first-tier sub-awards and executive total compensation in accordance with 2 CFR part 170.

Nondiscrimination 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 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, DC 20250–9410;

(2) Fax: (202) 690–7442; or

(3) Email: program.intake@usda.gov.

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

Bette B. Brand,
Administrator, Rural Business-Cooperative Service.

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