Farmers Market and Local Food Promotion Program

2017 PROJECT NARRATIVE FORM AND INSTRUCTIONS

This form is mandatory. Thoroughly review the applicable Request for Applications (RFA) ([FMPP RFA](http://www.ams.usda.gov/services/grants/fmpp/apply) or [LFPP RFA](http://www.ams.usda.gov/services/grants/lfpp/apply)) before completing this form. This form must be attached to the application package within Grants.gov using the “Add Attachments” button under SF-424 item #15.

1. **Applicant** **Organization**

Must match box 8 of the SF-424.

|  |  |  |
| --- | --- | --- |
| **Name** |  | **Mailing Address** |
| **Email** |  |  |
| **Phone** |  |
| **Fax** |  |

1. **Authorized Organization Representative (AOR)**

This person will be the main contact for any FMLFPP correspondence and is responsible for signing any documentation should the grant be selected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Mailing Address** | Check if same as above |
| **Email** |  |  | |
| **Phone** |  |
| **Fax** |  |

1. **Applicant Entity Type**

Select each applicable entity type as defined in Section 3.1 of the RFA. If your organization is a State Agency Regional Farmers Market Authority, you must provide the regulatory statute(s) that identify your agency as that entity type.

|  |  |
| --- | --- |
| Agricultural cooperative  Nonprofit corporation  Local government  Community Supported Agriculture (CSA) association  Tribal government  Producer network  Producer association | Public benefit corporation  CSA network  Economic development corporation  Regional farmers market authority  Agricultural business entity  State Agency Regional Farmers Market Authority (indicate regulation below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other (specify below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Project Activity Category**

Identify any/all of the activity categories that fit your project.

|  |  |
| --- | --- |
| Aggregation  Agritourism  Farm to Institution  Farmer Recruitment and Retention  Food Safety  Infrastructure  Marketing and Promotion  Production Diversification /Expansion | Organic  Processing  Season Extension  Training and Education  Transportation and Distribution  Other (specify below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| 1. **Project Title** Must match box 15 of the SF-424. |  |

|  |  |
| --- | --- |
| 1. **Grant Application Type** (D*escribed in Section 1.3 of the RFA)* | |
| **FMPP**:  Capacity Building  Community Development Training and Technical Assistance | **LFPP**:  Planning  Implementation |

|  |  |
| --- | --- |
| 1. **Requested FMLFPP Funds** Insert the total amount ($) of Federal funds requested. This must match the total amount requested on Line 18a Estimated Federal Funding of the SF-424. | $ |
| 1. **Matching Funds (if applicable)** This box applies ONLY for LFPP applications, which are required to provide a 25% match on the total cost of the project. This must match the total amount requested on Line 18b Applicant Funding of the SF-424.See Section 3.4 of LFPP’s RFA for more information. | $ |
| 1. **Does the proposal address a Priority Area as described in Section 1.4 of the RFA?** See instructions on how to determine priority eligibility at Qualifying for Priority Consideration at the end of this form. | Yes  No |
| 1. **If you are working directly with a** [**Promise Zone partner**](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/economicdevelopment/programs/pz)**, identify the Promise Zone.** See Section 4.3.9 of the RFA. If the proposal involves a [Promise Zone Implementation Partner](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/economicdevelopment/programs/pz), the [HUD Promise Zone Certification Form](http://www.ams.usda.gov/resources/tm-hud-50153) must accompany the proposal at the time of application. |  |

1. **Project Implementation Physical Address**

Enter up to three addresses where this project will be implemented. If you are requesting consideration as a priority area, enter the Food Access Research Atlas Low Income/Low Access (LI/LA) Census Tract number. See Qualifying for Priority Consideration at the end of this form for instructions on looking up your Census Tract number.

|  |  |  |
| --- | --- | --- |
| # | Address | Food Access Research Atlas  LI/LA Census Tract # (if applicable) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# 12. Executive Summary

In 200 words or less, describe the project’s need, purpose, goals, and expected outcomes.

# 13. Alignment and Intent

## Describe the Specific Issue, Problem, or Need that the Project will address, in Relation to the Statutory Language (found in the RFA in Section 1).

Answering this question should justify the project’s objectives and approach and not just provide the associated statistics.

## List project objectives for this project.

The objectives must be related to addressing the issue(s), problem(s), or need(s) mentioned in the above section and related to the project’s approach and work plan. Add objectives as necessary.

* Objective 1:
* Objective 2:
* Objective 3:
* Objective 4:
* Objective 5:

## Who are the intended beneficiaries of this project and how many are there? How does the project specifically benefit farm and ranch operations serving local markets?

## What are the expected short- and long-term impacts to the beneficiaries of this project?

Specifically, the project should focus on the benefits to farm and ranch operations serving local markets.

# 14. Technical Merit

## Work Plan

Describe the activities and timeline associated with each project objective. Include the following information for each objective mentioned in the Alignment and Intent section above.:

A timeline for each activity and major output including the anticipated date of completion; How and where the activities will take place; Required resources; Milestone(s) for assessing progress and success; Who is responsible for completing the activity, including collaborative arrangements or subcontractors; If conducting training and technical assistance, how will participants be recruited? How will you help guide program development and delivery?

| List and describe each planned activity:  *Include the scope of work and how it relates to the project objectives* | Anticipated Completion Date: | Required Resources:  *For completion of each activity* | Milestones:  *For assessing progress and success of each activity* | Who will do the work?  *Include collaborative arrangements or subcontractors* |
| --- | --- | --- | --- | --- |
| *Sample Activity 1* | *October 2017* | *Hire contractor*  *Refrigerator equipment* | *Milestone 1: Complete XX assessment*  *Milestone 2: Initiate XX equipment purchases* | *ABC Best Contracting Service*  *XYZ Company’s Executive Director* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Have you received a past FMPP or LFPP grant award or submitted this project to another Federal grant program?

Yes  No

If yes, provide the information below. Under the Description, provide a description of the project, how this project is/was different from or supplements the proposed activities, and the results of this project (if applicable) that includes what was learned from the past project(s), what can be improved upon, and how those lessons and improvements are being incorporated into this application to make the ongoing project effective and successful at meeting program goals.

| Year | Grant Program Name and Type of Grant (if applicable) | Description |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# 15. Achievability

This section includes the outcome indicator evaluation plan.

## Outcome Indicators

Complete all Outcomes and Indicators that are relevant to the project with baseline and/or estimated realistic target numbers. If an outcome indicator does not apply, check t N/A (Not Applicable).

### Outcome 1: To Increase Consumption of and Access to Locally and Regionally Produced Agricultural Products.

| Indicator | Description | Estimated Number | N/A |
| --- | --- | --- | --- |
| 1.a. | Total number of project beneficiaries/stakeholders reached |  |  |
| 1.b. | Of the total number that was reached, the number that reported buying, selling, aggregating, storing, producing, and/or distributing locally or regionally produced agriculture products |  |  |
| 1.c. | Of the total number that was reached, the number that gained knowledge on how to access, produce, prepare, and/or preserve locally and regionally produced agricultural products |  |  |

### Outcome 2: To Increase Customers and Sales of Local and Regional Agricultural Products.

For projects that do not already have a baseline of sales in dollars or an initial customer count, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases or percent change in customer count by the end of the project.

| Indicator | Description | Estimated Number | N/A |
| --- | --- | --- | --- |
| 2.a. | **Sales increased as a result of marketing and/or promotion activities during the project performance period.** | | |
|  | Initial (Original) Sales Amount (in dollars) | $ |  |
|  | Estimated Final (Resulted) Sales Amount (in dollars) | $ |  |
|  | Percent Change (((n final – n initial)/n initial) \* 100 = % change) | % |  |
| 2.b. | **Customer counts increased during the project performance period.** | | | |
|  | Initial (Original) Customer Count |  |  |
|  | Estimated Final (Resulted) Customer Count |  |  |
|  | Percent Change (((n final – n initial)/n initial) \* 100 = % change) | % |  |

### Outcome 3: Develop new market opportunities for farm and ranch operations serving local markets. Please provide estimated target numbers.

| Indicator | Description | Estimated Number | N/A |
| --- | --- | --- | --- |
| Number of new and/or existing delivery systems/access points reached that expanded and/or improved locally or regionally produced product or service offerings | | | |
| 3.a | Number of Farmers markets |  |  |
| 3.b. | Number of Roadside stands |  |  |
| 3.c. | Number of Community supported agriculture programs |  |  |
| 3.d. | Number of Agritourism activities |  |  |
| 3.e. | Number of Other direct producer-to-consumer market opportunities |  |  |
| 3.f. | Number of Local and regional Food Business Enterprises that process, aggregate, distribute, or store locally and regionally produced agricultural products |  |  |
| | Indicator | Description | Estimated Number | N/A | | --- | --- | --- | --- | | | | |
| Of the local and regional farmers and ranchers, processors, aggregators, and/or distributors reached, the: | | | |
| 3.g. | Number that reported an increase in revenue expressed in dollars |  |  |
| 3.h. | Number that gained knowledge about new market opportunities through technical assistance and education programs |  |  |
| Number of careers, jobs, farmers that went into production | | | |
| 3.i | Number of new careers created (Difference between "jobs" and "careers": jobs are net gain of paid employment; new businesses created or adopted can indicate new careers) |  |  |
| 3.j. | Number of Jobs maintained/created |  |  |
| 3.k. | Number of New beginning farmers who went into local/regional food production |  |  |
| 3.l. | Number of Socially disadvantaged famers who went into local/regional food production |  |  |

### Outcome 4: Improve the food safety of locally and regionally produced agricultural products.

| Indicator | Description | Estimated Number | N/A |
| --- | --- | --- | --- |
| 4.a. | Number of individuals who learned about prevention, detection, control, and intervention food safety practices |  |  |
| 4.b. | Number of those individuals who reported increasing their food safety skills and knowledge |  |  |
| 4.c. | Number of growers or producers who obtained on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) |  |  |

### Outcome 5: To establish or expand a local and regional food business enterprise.

| Indicator | Description | Estimated Number | N/A |
| --- | --- | --- | --- |
| 5.a. | Number of unmet consumer needs, barriers to local foods, unserved populations, etc. identified through the use of a comprehensive needs assessment when developing a plan to establish or expand a local and regional food business enterprise. |  |  |
| 5.b. | Number of plans for establishing or expanding a local and regional food business enterprise developed based on a comprehensive needs assessment. |  |  |
| 5.c. | Amount of non-Federal financial, professional, and technical assistance measured in dollars secured as a result of the developed plan(s) to establish or expand a local and regional food business enterprise. | $ |  |

### Outcome 6: (REQUIRED)

All applicants are REQUIRED to identify at least one additional outcome and indicator based on relevant project activities not covered above.

#### Project Specific Outcome

#### Indicator(s)

| Indicator | Description | Estimated Number |
| --- | --- | --- |
|  |  |  |

## Outcome Indicator Measurement

For each completed outcome indicator, describe how you derived the numbers, how you intend to measure and achieve each relevant outcome and indicator, and any potential challenges to achieving the estimated targets and action steps for addressing them.

| Outcome and  Indicator # *I.e., 3.i., 6.a., 6.b.* | How did you derive the estimated numbers?  *I.e., documented background or baseline information, recent research and data, etc.* | How and when do you intend to evaluate?  *I.e., surveys, 3rd party assessment* | Anticipated key factors predicted to contribute to and restrict completion  *Including action steps for addressing identified restricting factors* |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Dissemination of Project Results

Describe how you will disseminate project’s results (positive and negative) to similar organizations, stakeholders, and others that may be interested in the project’s results or implementing a similar project.

## Potential Adaptation of Project by Others

Discuss if and how this project can be adapted to other regions, communities, and/or agricultural systems**.**

# ****16. Expertise and Partners****

## Key Staff (Applicant Personnel and External Partner/Collaborators)

List key staff, including applicant personnel and external project partners and collaborators (see section 4.3.5 in the RFA for definitions) that comprise the Project Team, their role, and describe their relevant experience and past successes in developing and operating projects similar to those to be conducted under this project. Ensure that you have included Letters of Commitment from Partner and Collaborator Organizations to support the information.

|  |  |  |
| --- | --- | --- |
| Key Staff  *Name and Title* | Role | Relevant Experience and Past Successes |
|  |  |  |
|  |  |  |
|  |  |  |

## Project Management Plan

Describe your management plan for coordination, communication, data sharing and reporting among members of the Project Team and stakeholder groups, both internal applicant personnel **and** external partners and collaborators.

## Project Sustainability

Describe how the project, and its partnerships and collaborations, will be sustained beyond the project’s period of performance (without grant funds).

# 17. Fiscal Plan and Resources

Please complete the *Budget and Justification* below and ensure that you have included Critical Resources and Infrastructure letters to support the information.

# Budget and Justification

The budget must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail for reviewers to easily understand how costs were determined, and how they relate to the Project Objectives and Expected Outcomes. There must be a relationship between work planned and performed to the costs incurred.

Refer to Section **4.7.3 Allowable and Unallowable Costs and Activities** ofthe RFA for more information on allowable and unallowable expenses. Applications submitted for consideration under LFPP must include the matching contribution in this section and the type of match.

| **Budget Summary** | | |
| --- | --- | --- |
| **Expense Category** | **Federal Funds Requested** | **LFPP ONLY** |
| **Applicant and 3rd Parties Match Value** |
| **Personnel** |  |  |
| **Fringe Benefits** |  |  |
| **Travel** |  |  |
| **Equipment** |  |  |
| **Supplies** |  |  |
| **Contractual** |  |  |
| **Other** |  |  |
|  |  |  |
| **Direct Costs Subtotal** |  |  |
| **Indirect Costs** |  |  |
| **Total Budget**  *(direct + indirect)* |  |  |

## Personnel

List each person who has a substantive role in the project and the amount of the request and/ or the value of their match. Personnel costs should be reasonable for the services rendered and conform to the established written policy of your organization and consistently applied to both Federal and non-Federal activities.

| # | Name/Title and Justification for Requesting Funds | Level of Effort  *(# of hours OR*  *% FTE)* | Annual Salary Requested | Total Funds Requested | | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  | Year 1: $  Year 2: $  Year 3: $ | $ | | $ | Cash:  In-Kind: |
| 2 |  |  | Year 1: $  Year 2: $  Year 3: $ | $ | | $ | Cash:  In-Kind: |
| 3 |  |  | Year 1: $  Year 2: $  Year 3: $ | $ | | $ | Cash:  In-Kind: |
| Personnel Subtotals | | | | | $ | $ |  |

## Fringe Benefits

Provide the fringe benefit rates for each of the project’s salaried employees above. The costs of fringe benefits should be reasonable and in line with established policies of your organization.

| # | Name/Title | Fringe Benefit Rate | Funds Requested | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | $ | $ | Cash:  In-Kind: |
| 2 |  |  | $ | $ | Cash:  In-Kind: |
| 3 |  |  | $ | $ | Cash:  In-Kind: |
| Fringe Benefits Subtotals | | | $ | $ |  |

## Travel

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

| Trip # | Trip Destination, Timing, and Justification for Requesting Funds | Type of Expense  *(airfare, car rental, hotel, meals, mileage, etc.)* | Unit of Measure  *(days, nights, miles)* | # of Units | Cost per Unit | Travelers Claiming Expense  *(#)* | Funds Requested | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  | $ | $ | Cash:  In-Kind: |
| 2 |  |  |  |  |  |  | $ | $ | Cash:  In-Kind: |
| 3 |  |  |  |  |  |  | $ | $ | Cash:  In-Kind: |
| Travel Subtotals | | | | | | | $ | $ |  |

|  |  |
| --- | --- |
| By checking the box to the right, I affirm that my organization’s established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1474) or [48 CFR subpart 31.2](http://www.ecfr.gov/cgi-bin/text-idx?SID=3f25ca1f21583e03b13f595d0d9c518d&node=pt48.1.31&rgn=div5#sp48.1.31.31_12) as applicable. |  |

## Equipment

Describe any special purpose equipment to be purchased or rented under the grant. ‘‘Special purpose equipment’’ is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit and is used only for research, medical, scientific, or other technical activities. Rental of "general purpose equipment’’ must also be described in this section. Purchase of general purpose equipment is not allowable under this grant.

| Item # | Item Description and Justification for Requesting Funds | Rental or Purchase | Acquire When? | Funds Requested | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | $ | $ | Cash:  In-Kind: |
| 2 |  |  |  | $ | $ | Cash:  In-Kind: |
| 3 |  |  |  | $ | $ | Cash:  In-Kind: |
| Equipment Subtotals | | | | $ | $ |  |

## Supplies

List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal.

| Item Description and Justification for Requesting Funds | Per-Unit Cost | # of Units/Pieces Purchased | Acquire When? | Funds Requested | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | $ | $ | Cash:  In-Kind: |
|  |  |  |  | $ | $ | Cash:  In-Kind: |
|  |  |  |  | $ | $ | Cash:  In-Kind: |
| Supplies Subtotal | | | | $ | $ |  |

## Contractual

Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (List each contract/consultant separately.)

| Contract # | Name/Organization and Justification for Requesting Funds | Hourly Rate / Flat Rate | Funds Requested | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | $ | $ | Cash:  In-Kind: |
| 2 |  |  | $ | $ | Cash:  In-Kind: |
| 3 |  |  | $ | $ | Cash:  In-Kind: |
| Contractual Subtotal | | | $ | $ |  |

|  |  |
| --- | --- |
| By checking the box to the right, I affirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR 200.317 through 200.326](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#sg2.1.200_1316.sg3), as applicable. If the contractor(s)/consultant(s) are not already selected, I affirm that my organization will follow the same requirements. |  |

## Other

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

| Item Description and Justification for Requesting Funds | Per-Unit Cost | # of Units/Pieces Purchased | Acquire When? | Funds Requested | | Match Value  *LFPP ONLY* | | Match Type  *LFPP ONLY* | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | $ | | $ | | Cash:  In-Kind: | |
|  |  |  |  | $ | | $ | | Cash:  In-Kind: | |
|  |  |  |  | $ | | $ | | Cash:  In-Kind: | |
| Other Subtotal | | | | | $ | | $ | |  | |

## Indirect

Indirect costs (also known as “facilities and administrative costs”—defined at [2 CFR §200.56](http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5#se2.1.200_156)) represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. For the indirect cost formula and additional information, refer to Section 4.7.1 of the RFA.

| Indirect Cost Rate Requested (%) | Funds Requested | Match Value  *LFPP ONLY* | Match Type  *LFPP ONLY* |
| --- | --- | --- | --- |
|  | $ | $ | Cash:  In-Kind: |

## Program Income

Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity, or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

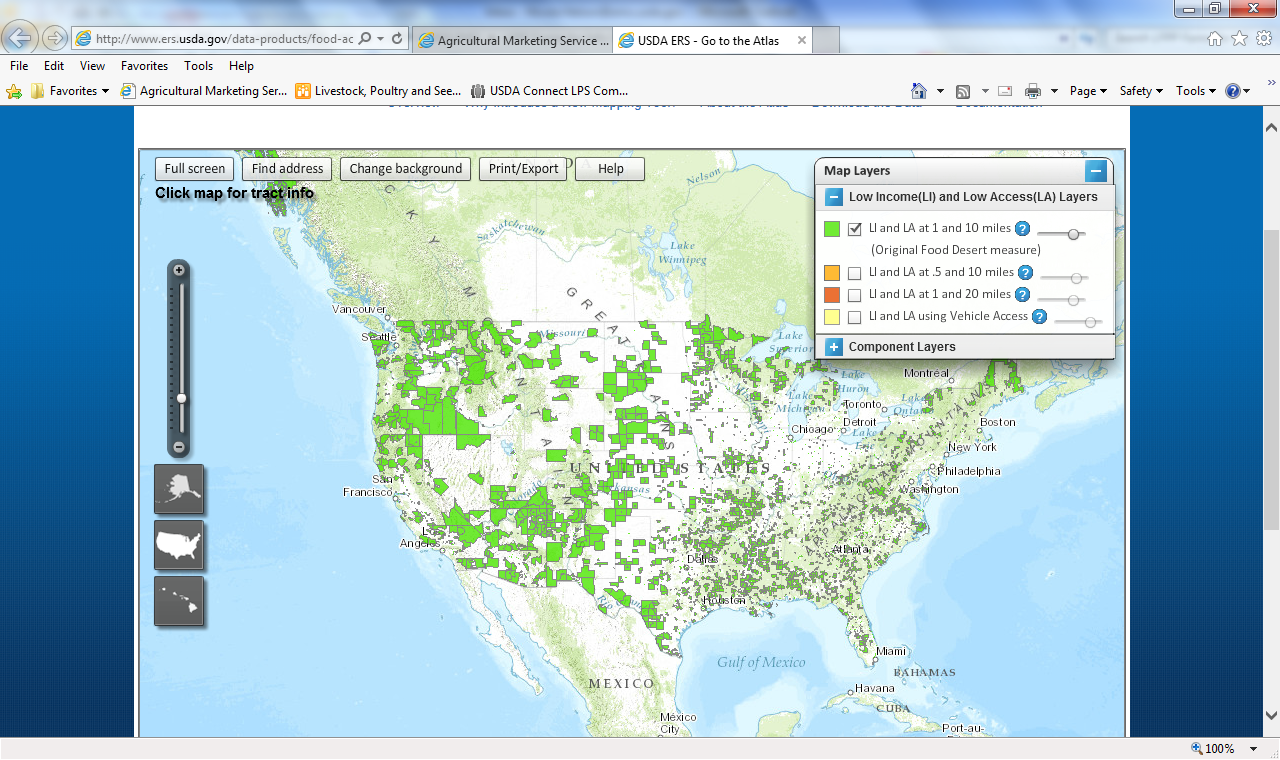
| Source/Nature of Program Income | Description of how you will reinvest the program income | Funds Expected |
| --- | --- | --- |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Program Income Total | | $ |

# Qualifying for Priority Consideration

**ERS Food Access Research Atlas (Atlas)**

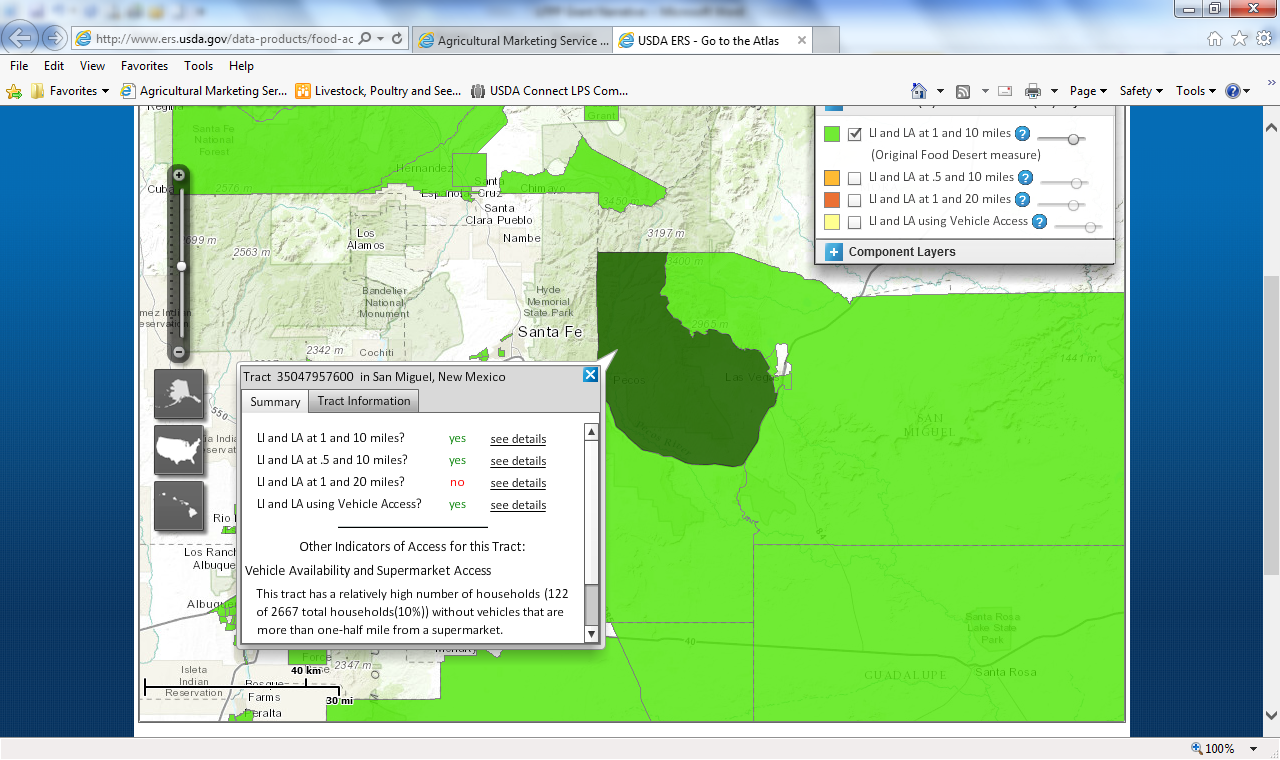
[**http://www.ers.usda.gov/data-products/food-access-research-atlas.aspx**](http://www.ers.usda.gov/data-products/food-access-research-atlas.aspx)

Once you enter the Atlas, check one of the four the map layer(s) that applies to the proposal’s targeted community.



Zoom in on the map to identify your community. Clicking on your targeted area will produce the census tract and additional information about the locale.

In the example below, the dark green area qualifies as low income and low access, and the census tract would be 35047957600.



*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0240. The time required to complete this information collection is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

# USDA’s Nondiscrimination Statement (effective 2015)

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: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.