

Notice of Public Meeting
HUMBOLDT COUNTY BOARD OF COMMISSIONERS
Humboldt County Board of Commissioners Regular Meeting
Monday, June 20, 2022
8:30 AM:

Winnemucca City Hall
90 WEST 4TH ST.
WINNEMUCCA, NV 89445

VIRTUAL AND IN PERSON

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

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Or by phone: +1 775-446-0241, Conference ID: 263 358 721#

All times on this agenda are approximate. Consideration of items may require more or less time than is scheduled. Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on the agenda; however, no action may be taken on Matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken. Additionally, public comment may be heard on any item listed on the Agenda. Persons are invited to submit comments in writing and/or attend and make comments on any agenda item at the Commission meeting. All public comment may be limited to three (3) minutes per person, at the discretion of the Commission.

Agenda - Monday, June 20, 2022

STAFF REPORT

Staff Report

[County Commissioners STAFF REPORT 6-20-22.pdf](#)

1.CALL TO ORDER

2.PLEDGE OF ALLEGIANCE

3.PUBLIC COMMENT - General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no

action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

4. APPROVAL OF MINUTES (FOR POSSIBLE ACTION) - Discussion and action on correction/approval of minutes for discussion and action on correction/approval of minutes for March 27, 2017 (Budget Hearing); April 3, 2017; May 1, 2017 (Joint); May 15, 2017; June 19, 2017; July 10, 2017; August 7, 2017 (Joint); August 21, 2017; December 11, 2017 (Joint); January 16, 2018; January 29, 2018 (Retreat); February 5, 2018; February 20, 2018; March 5, 2018; April 2, 2018 (Budget Hearing); April 9, 2018; August 6, 2018; August 20, 2018; September 17, 2018; October 1, 2018; October 15, 2018; March 18, 2019; March 25, 2019 (Budget Hearings); April 1, 2019; May 6, 2019; May 15, 2019 (Special); May 20, 2019; June 3, 2019; June 17, 2019; June 25, 2019 (Special); August 5, 2019; August 19, 2019; September 3, 2019; September 16, 2019; October 21, 2019; November 4, 2019; November 25, 2019 (Special); December 16, 2019; January 6, 2020; January 21, 2020 (Combined Regular and Retreat); February 3, 2020; March 2, 2020; March 19, 2020; April 6, 2020; April 14, 2020 (Special); April 20, 2020; May 4, 2020; June 15, 2020 (Joint); July 17, 2020 (Special Joint); July 20, 2020; August 17, 2020; August 20, 2020 (Special Meeting); September 8, 2020; September 9, 2020 (Special); September 21, 2020; September 30, 2020 (Special); October 5, 2020 (Special Joint Meeting); October 19, 2020; November 9, 2020; November 13, 2020 (Special Canvass); November 23, 2020; December 14, 2020; January 4, 2021; January 25, 2021 (Special Meeting); February 8, 2021; February 22, 2021 (Special Joint Meeting); February 22, 2021; March 22, 2021; March 29, 2021 (Budgets); April 8, 2021 (Special Meeting); June 21, 2021; July 19, 2021; August 9, 2021; August 12, 2021 (Special Meeting); August 23, 2021; September 7, 2021; September 20, 2021; November 8, 2021; and November 22, 2021; December 13, 2021; January 3, 2022; January 24, 2022 (Commission Retreat), March 7, 2022, March 21, 2022, May 2, 2022, May 16, 2022, May 19, 2022 (Special), June 6, 2022 (Joint); and June 6, 2022. Discussion and possible action.

5. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR JUNE 6, 2022 THROUGH JUNE 20, 2022 (FOR POSSIBLE ACTION)

6. APPOINTMENT OF DORLA LATHAM AND BRONWYN SCHOFIELD TO THE BOARD OF TRUSTEES OF THE GOLCONDA WATER DISTRICT BOARD (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to appoint Dorla Latham to the Golconda Water District Board Seat B to serve the remaining four (4) year term ending January 6, 2025, and Bronwyn Schofield to the Golconda Water District Board Seat C to serve the remaining four (4) year term ending January 1, 2023. Discussion and possible action.

6.A. Staff Memo - Latham Letter of Interest

[Staff Memo Board - Latham Schofield Appt.pdf](#)

[Latham ltr.pdf](#)

[Bronwyn Schofield Letter of Intent_Golconda GID.pdf](#)

7. LIBRARY: REQUEST TO REAPPOINT RICK MCCOMB AND INTENT TO SEEK LETTERS OF INTEREST TO FILL VACANT TRUSTEE SEAT (FOR DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

A) To reappoint Rick McComb to the Humboldt County Library Board to serve a second term ending June 30, 2026. Discussion and possible action.

B) The resignation of Trustee Haas and intent to seek letters of interest to fill vacant Trustee seat.
Information only.

7.A. Staff memo - McComb and Haas letters

[Library Staff Memo.pdf](#)

[Library Board_Rick McComb request_6-20-22.pdf](#)

[Library Lesley Haas ltr-resignation 6-20-2022.pdf](#)

8.COMPTROLLER: BUDGET AUGMENTATIONS FOR THE 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of resolutions to augment the fiscal year 2021-2022 budgets of the General Fund in the amount of \$303,000; Indigent Services Fund in the amount of \$7,530; and Assessor Technology Fund in the amount of \$70,000. Discussion and possible action.

8.A. Staff Memo - Budget Augmentations for FY 21-22

[Staff Report Budget Augmentations.pdf](#)

[Resolution General Fund FY22.pdf](#)

[Resolution Indigent Services Fund FY22.pdf](#)

[Resolution Assessor Tech Fund FY22.pdf](#)

9.COMPTROLLER: BUDGET APPROPRIATIONS TRANSFER FOR THE 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of transferring appropriations for the fiscal year 2021-2022 between functions in the Indoor Events Center Fund in the amount of \$30,000 from Miscellaneous Capital to Temporary Employees and \$5,000 from Miscellaneous Capital to Salaries; and transferring appropriations in the Star City Water Fund in the amount of \$19,000 from Salaries and \$5,000 from Group Insurance to Service and Supplies. Discussion and possible action.

9.A. Staff Memo - Budget Appropriations Transfer for FY 21-22

[Staff Report Budget Transfer.pdf](#)

[Star City Water Staff Report Budget Transfer.pdf](#)

[212 073 Budget Report.pdf](#)

[503 Budget Report.pdf](#)

10.COMPTROLLER: ADOPTION OF NEVADA 95-80 RURAL DEVELOPMENT AUTHORITY BUDGET (FOR POSSIBLE ACTION) - Consideration, discussion and possible adoption of a fiscal year 2022 budget for Nevada 95-80 Rural Development Authority Fund. Discussion and possible action.

10.A. Staff Memo - Adoption of Nevada 95-80 RDA Budget

[Staff Report Nevada 95-80 Fund.pdf](#)

[FY22 Nevada 95 80 RDA Fund.xls.pdf](#)

11.COMPTROLLER: RESOLUTION FOR COMMITTED FUND BALANCES (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a Resolution to adopt Humboldt County's committed Fund Balances for Indigent Services Fund, Road Fund, Cooperative Extension Fund,

Regional Transportation Fund, 6th Judicial District Fund, Library Fund, 6th Judicial District Specialty Court Fund, Administrative Assessment Fund, Bad Check Restitution Fund, Indigent Medical Fund, Winnemucca Events Center Complex Fund, Genetic Marker Testing Fund, Assessor's Technology Fund, 911 Enhancement Fund, Justice Court Administrative Assessment Court Facilities Fund, Library Memorial Fund, Humboldt Fire District Fund, Capital Projects Fund, Building Reserve Fund, Stabilization Fund, Compensated Absences Fund and Unemployment Fund. The Governmental Accounting Standards Board (GASB) has issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the purpose of committing ending fund balances. With approval, the Humboldt County Board of Commissioners wishes to comply with GASB 54 as required beginning with the June 30, 2011 fiscal year. Discussion and possible action.

11.A. Staff Memo - Resolution for Committed Fund Balances

[Staff Report GASB 54.pdf](#)

[FY 22 Commitment Resolution for GASB 54.pdf](#)

12. COMPTROLLER: FINANCIAL REPORT (INFORMATIONAL ONLY) - Humboldt County Comptroller Gina Rackley will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2022 (July 1, 2021 through June 30, 2022), including an update on the American Rescue Plan Act (ARPA). Information Only.

13. COUNTY MANAGER'S QUARTERLY PRIORITIES, GOALS AND EXPECTATIONS UPDATE - 2021-2022 FISCAL YEAR (FOR POSSIBLE ACTION) - Consideration, discussion and possible action as established in the employment agreement between Humboldt County and County Manager Dave Mendiola to review the priorities, goals and expectations that were updated on March 21, 2022 to assess the progress under each category. As part of the consideration, the Commissioners will need to approve or deny the Cost of Living and Merit Increase for Mr. Mendiola as part of the Resolution approving performance based increases for all appointed officials for fiscal year 2022-2023. Discussion and possible action.

13.A. Staff Memo - County Manager's Performance Appraisal & Goals/Expectation

[Staff Report - CM Priorities-Goals-Expectations 06-20-2022.pdf](#)

[PRIORITIES-Goals-Expectations-June 2022.pdf](#)

14. RESOLUTION AND APPROVAL OF ANNUAL COST OF LIVING ADJUSTMENT AND MERIT INCREASE FOR APPOINTED OFFICIALS (POSSIBLE ACTION) - Consideration, discussion, and possible approval of a Cost of Living Adjustment and Merit increase for Fiscal Year 2022-2023, should they be approved by the Board of Commissioners to appointed officials later this year. Discussion and possible action.

14.A. Staff Memo - Resolution for Cost of Living Adjustment

[2022 Dept-Officials Merit and COLA - employees COLA.pdf](#)

15. SET TO PUBLIC HEARING: NUISANCE COMPLAINT (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval to Set to Public Hearing for a future date to be determined by the County Clerk per Humboldt County Code (HCC) 8.04 a nuisance complaint filed against property located at 30 East 5th Street, Golconda, NV, Assessor's Parcel Number 08-0291-08 and owned by Roberta Lynn Sparks. Discussion and possible action.

15.A. Staff Memo - Sparks Nuisance Documents

[Staff Agenda Report Sparks Nuisance.pdf](#)

[Sparks Nuisance - Commission Packet.pdf](#)

16.9:30 A.M. ACCEPTANCE OF RENEWAL PROPOSAL FROM NEVADA PUBLIC AGENCY INSURANCE POOL (FOR POSSIBLE ACTION) - Consideration, discussion, and possible approval of the renewal proposal from the Nevada Public Agency Insurance Pool and approval for payment from FY22-23 funds in an amount not to exceed \$623,458.12. Discussion and possible action.

16.A. Staff Memo - NPAIP Renewal Documents

[Memos 22-23_25.pdf](#)

[2022 NPAIP Renewal Proposal - Humboldt County.pdf](#)

[Humboldt Invoice.pdf](#)

17.10:00 A.M. PUBLIC HEARING: ZONE CHANGE REQUESTS SUBMITTED BY THE REGIONAL PLANNING COMMISSION (DISCUSSION AND POSSIBLE ACTION) - Consideration, discussion and possible approval of the following:

- A) RH-22-07 - A zone change request submitted by Regional Planning Commission pm behalf of the McDermitt Fire Protection District to rezone property from C (Commercial) district to P-F (Public Facilities) district, located at 175 US Hwy 95 McDermitt, NV. Assessor's parcel # 03-0599-04. Discussion and possible action.
- B) RH-22-08 - A zone change request submitted by Regional Planning Commission on behalf of the Stor-All, LLC to rezone property from C (Commercial) zoning district to GC (General Commercial), located at 3395 T Quarter Circle Road; assessor's parcel #10-0091-13. Discussion and possible action.
- C) RH-22-09 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to NC-R (Neighborhood Commercial/Rural District) zoning district., located at at 3905 W Winnemucca Boulevard; assessor's parcel #10-0091-15. Discussion and possible action.
- D) RH-22-10 - A zone change request submitted by Regional Planning Commission on behalf of the Pat Sciobor to rezone property from C (Commercial) zoning district to GC (General Commercial) zoning district, located off W Winnemucca Boulevard; assessor's parcel #10-0091-14. Discussion and possible action.

17.A. Regional Planning Commission - Staff Memos

[RH-22-07 Status Report.pdf](#)

[RH-22-08 Status Report.pdf](#)

[RH-22-09 Status Report.pdf](#)

[RH-22-10 Status Report.pdf](#)

18. EMERGENCY MANAGER: REQUEST TO APPROVE AN APPLE DEVELOPER ACCOUNT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to authorize Emergency Manager Carol Lynn to open and sign for an Apple Developer Account in an amount not to exceed \$99.00, pending review and approval of the District Attorney's Office. Discussion and possible action.

18.A.Staff Memo - Apple Developer Application
[Staff Agenda Request - Apple Dev Acct.pdf](#)

[Apple Dev Acct Application.pdf](#)

19.PUBLIC WORKS DEPARTMENT: GENERAL ROAD PROJECTS (FOR INFORMATION ONLY) - A presentation by Humboldt County Public Works Director Don Kalkoske to update the Board on Road projects within Humboldt County, however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

20.SHERIFF'S OFFICE: REQUEST TO WAIVE THE ATTRITION POLICY (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to waive the attrition policy to hire for the vacant position of a Central Control Operator. Discussion and possible action.

20.A.Staff Memo - Request to waive attrition policy
[Staff Report - Waiver of Attrition - Central Control.pdf](#)

21.TECHNOLOGY SERVICES PROJECTS UPDATE (FOR INFORMATION ONLY) - Technology Services Director Ric Grantham will provide the Commission with updates regarding department projects. Information only.

21.A.Staff Memo - Technology Services update
[TSD Projects Updates for June 20 2022 Meeting.pdf](#)

22.ASSESSOR'S OFFICE: NOTICE FOR EMPLOYEE OUT-OF-STATE TRAINING (INFORMATION ONLY) - Per 9.2.5 'Out of State Travel' of the Personnel Policy Manual of Humboldt County, two employees will be taking IAAO Course 101 Fundamentals of Real Property Appraisal. Humboldt County Assessor Andy Heiser will provide information regarding two employees traveling out of state for training. The course cost \$525 each employee plus travel and rooms fees and is within the Assessor's Office budget for the 22-23 fiscal year. Information only.

22.A.Staff Memo -Assessor's Office out-of-state employee training
[Staff Report - Out of State Travel.pdf](#)

23.HUMAN RESOURCES: REQUEST TO WAIVE ATTRITION POLICY (FOR POSSIBLE ACTION) - Consideration and possible approval of the following:

A) Request to waive the attrition policy for one or two Building Inspector I, II, III position(s) following receipt of two voluntary resignations from the incumbents effective July 8, 2022 and September 2, 2022. For possible action.

B) Request to waive the attrition policy to open recruitment to fill the vacant Building Official position following receipt of a voluntary resignation from the Building & Safety Department's senior staff member effective September 2, 2022. For possible action.

23.A.Staff Memo - Building Inspector
[20220613 Staff Report for Request for Waiver of Attrition Policy for Building Inspector I, II, III.pdf](#)

[20220613 Staff Report for Permission to Hire for Building Official Position.pdf](#)

- 24.HUMAN RESOURCES: APPOINTMENT OF MAUREEN MCQUILLAN TO THE POSITION OF ALTERNATE PUBLIC DEFENDER (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to appoint Maureen McQuillan as the new Alternate Public Defender effective July 25, 2022 with an annual salary not to exceed \$106,000.00 annually. Ms. McQuillan previous serviced as the Alternate Public Defender for Humboldt County from April 10, 2017 to August 21, 2020. For possible action.
24.A.Staff Memo -McQuillan
[20220613 Staff Report for Appointment of Maureen McQuillan to Position of Alternate Public Defender.pdf](#)

[Resume for Maureen McQuillan Redacted.pdf](#)
- 25.HUMAN RESOURCES: OUT OF STATE TRAVEL FOR TRAINING (FOR INFORMATION ONLY) - Presentation by Abel del Real-Nava, Assistant County Manager/Human Resources Director on scheduled out of state travel to Austin, Texas from June 25, 2022 to June 30, 2022 to attend a labor relations course and the National Public Employer Labor Relations Association (NPELRA) Annual Conference. For information only.
25.A.Staff Memo - Out-of- State Training
[20220608 - Memorandum -Staff Report for Out of State Training for Human Resources.pdf](#)

[Section 9.2.5. Out of State Travel Item 3 of the Humboldt County Personnel Policies Manual.pdf](#)
- 26.ECONOMIC DEVELOPMENT: APPROVAL OF THE EPA BROWNFIELDS COOPERATIVE AGREEMENT (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of an EPA Brownfields Cooperative Agreement and Work Plan as part of receiving the EPA Brownfields Community Assessment Grant. The agreement is pending the District Attorney's review and approval. Discussion and possible action.
26.A.Staff Memo - Brownfields Grant
[Staff Memo Brownsfield COOPERATIVE AGREEMENT AGENDA ITEM REQUEST - JUNE 20 2022.pdf](#)
- 27.BUILDINGS & GROUNDS: REQUEST TO REPLACE BURNED-OUT COMPRESSOR (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval to contract A-1 Commercial Service Company, Inc. for the emergency replacement of a burned-out compressor at the Humboldt County Courthouse, in an amount not to exceed \$26,313. Discussion and possible action.
27.A.Staff Memo - Compressor
[Staff Report - A1 Commercial-Compressor.pdf](#)
- 28.UPDATE THE BOARD ON COUNTY RENTAL PROPERTY LOCATED AT 543 MELARKEY (FOR INFORMATION ONLY)) - Buildings and Grounds will provide an update on a project that came up during public comment at the Commissioners' meeting on Monday, June 6, 2022, regarding a county owned property located at 543 Melarkey Street in Winnemucca. This property has been a rental for the county for many years and there are significant renovations/upgrades to basic services that need to be completed for it to continue as a rental. For Information Only.
28.A.Staff Memo - Melarkey property documents
[Staff Report- 543 Melarkey Street Complete.pdf](#)

29. APPROVAL OF COUNTY COMMENTS REGARDING DESERT LAND ENTRY APPLICATION (FOR POSSIBLE ACTION) - Consideration, discussion and possible approval of a letter to the Bureau of Land Management, Humboldt River Field Office, regarding a Preliminary Environmental Assessment that has been prepared to analyze a Desert-Land Entry (DLE) application for entry onto public lands adjacent to existing private property in the vicinity of Granite Creek and Deep Creek, Humboldt County, Nevada, for agricultural development. The Applicant has requested entry on four parcels totaling 1,111.64 acres. Approximately 875 acres of the parcels would be converted to agricultural use over a four-year period with the eventual goal of patenting the land to the Applicant for agricultural use. The public comment period has started and will end on June 24, 2022. Discussion and possible action.

29.A. Staff Memo - Eggers DLE

[Staff Agenda Resolution for Eggers DLE 6-20-2022.pdf](#)

30. MISCELLANEOUS REPORTS AND CORRESPONDENCE - 1) Other information and upcoming meetings

July 5, 2022, Humboldt County Commission Meeting
July 12, 2022, Winnemucca City Council Meeting
July 14, 2022, Regional Airport Board Meeting
July 18, 2022 Humboldt County Commission Meeting

2) Reports from Commissioners regarding other Boards and Committees on which they serve, including POOL/PACT Board, National Wild Horse & Burro Advisory Board, Nevada Association of Counties (NACO), Regional Airport Board, Humboldt River Basin Water Authority (HRBWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Visitors & Convention Authority (WCVA), Hospital Board, Humboldt Foundation, Northeastern Nevada Regional Development District (NNRDA), Humboldt County Elk Planning Steering Committee, Paradise Conservation District and the State Land Use Planning Advisory Council (SLUPAC).

31. FUTURE AGENDA ITEMS

32. PUBLIC COMMENT: - Public Comments: General public comment is designated for discussion only. The public has the opportunity to address the Commission on any matter not appearing on this agenda; however, no action may be taken on a matter raised until the matter itself has been specifically included on the agenda as an item upon which action may be taken.

33. ADJOURNMENT

34. NOTICE: - The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the Humboldt County Courthouse Meeting Room 201 50 West Fifth Street, Winnemucca, Nevada 89445 at the time and date listed on the top of the agenda. There will be a physical location for the meeting; however, the meeting may be accessed electronically through an internet connection at Microsoft Teams link.

VIRTUAL AND IN PERSON

Commission Meeting Room is Open

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

Click here to join the meeting:

[JOIN](#)

Or by phone: +1 775-446-0241, Conference ID: 263 358 721#

Members of the public may make a public comment at the meeting without being physically present by emailing publiccomment@humboldtcountynv.gov prior to 8:00 a.m. on the day of the meeting and messages received will be transcribed for entry into the record and provided to the Board for review. Members of the public may also make a public comment at the meeting without being physically present by accessing the meeting through the internet connection at Microsoft Teams link above.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.hcnv.us/> (click on the "Government" link on the home page) if that information was available when the agenda was posted. If the supporting material/ staff report is not included in the agenda packet, it is available to the general public at the same time the materials are provided to the Board. The administrative assistant at the county manager's office located at 50 West 5th Street, Winnemucca Nevada, telephone number 775-623-6300 is the designated person from whom a member of the public may request the supporting material for this meeting and the County Administrator's office is the location where the supporting material is available to the public.

NOTICE: The County Commission may close the meeting to receive information from legal counsel pursuant to Nevada Revised Statutes 241.015

CERTIFICATE OF POSTING

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at 8:45 A.M. By: MC

Humboldt County Website: www.hcnv.us at _____ A.M. By: _____

State of Nevada Website: www.notice.nv.gov _____ A.M. By: _____

MEETING DATE: June 20, 2022 POSTED BY: MICHELLE COOK

DATE POSTED: June 15, 2022

NOTE FOR SUPPORTING MATERIAL: A copy of the supporting material for the meeting may be obtained at Commissioner meeting/agendas on the Humboldt County website: www.hcnv.us or by contacting Dave Mendiola, County Administrator, at 50 W. Fifth Street, Winnemucca, Nevada 89445, (775) 623-6300

NOTICE TO PERSONS WITH DISABILITIES - Reasonable efforts will be made to assist and accommodate physically disabled persons desiring to attend the meeting. Please call the Humboldt County Administrator's Office at 623-6300 in advance so that arrangements may be conveniently made.

EQUAL OPPORTUNITY NOTICE - Humboldt County is an Equal Opportunity Employer and will not discriminate against employees or applicants for employment or services in an unlawful manner.

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) 877-9339. 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, D.C. 20250-9410;
- (2) fax: (202) 690-7422; or
- (3) email: program.intake@usda.gov

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