



Humboldt County Board of Commissioners
October 20, 2025 at 8:30 a.m.
Meeting Minutes

Those present were Chairman Mark Evatz, Commissioners Ron Cerri, Ken Tipton, Jesse Hill (via Teams) and Paige Brooks, Chief Deputy District Attorney Anthony Gordon, County Manager Don Kalkoske and Clerk of the Board Tami Rae Spero.

CALL TO ORDER: Chairman Evatz called the regular meeting of the Commission to order at the regular place of meeting the Humboldt County Meeting Room, Courthouse, #201, Winnemucca, Nevada.

PLEDGE OF ALLEGIANCE: All present recited the Pledge of Allegiance.

PUBLIC COMMENT: Chairman Evatz asked for public comment; none offered.

APPROVAL OF MINUTES: Consideration and action on correction/approval of minutes for September 22, 2025 and October 6, 2025. Chairman Evatz asked for corrections for the minutes as presented; none offered. Commissioner Tipton disclosed that he was not in attendance at the September 22, 2025 meeting so he would be approving as to form only for those minutes. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the minutes as presented on the agenda for September 22, 2025 and October 6, 2025.

APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR OCTOBER 6, 2025 THROUGH OCTOBER 20, 2025: The following motion was made by Commissioner Brooks and passed unanimously:

To approve the expenditures for Humboldt County for October 6, 2025 through October 20, 2025.

COMPTROLLER: Comptroller Weston Noyes appeared before the Commission.

REQUEST FOR APPROVAL OF PROPOSAL TO EXPAND ACTUARIAL SERVICES FOR THE HUMBOLDT COUNTY AND CITY OF WINNEMUCCA SELF-FUNDED INSURANCE PLAN: Consideration, discussion, and possible approval of a proposal to expand actuarial services provided by Turner Consulting. The expanded services would include the calculation of IBNR reserves, actuarial rate setting, establishment of a claims fluctuation margin, and assistance with overall program financial management. Comptroller Noyes reviewed the request for the Commission. Commissioner Cerri asked about the cost including possible additional fees and Comptroller Noyes responded. Commissioner Tipton asked about the impact of this proposal with Comptroller Noyes responding. Chairman Evatz asked about the fee being negotiable with Comptroller Noyes responding. The following motion was made by Commissioner Tipton and passed unanimously:

To approve the proposal to expand actuarial services for Humboldt County and the City of Winnemucca self-funded insurance plan amended service agreement and stop loss policy renewal up to \$12,000.00.

AMENDED SERVICE AGREEMENT AND STOP LOSS POLICY RENEWAL: Consideration, discussion, and possible action to approve the 2025 Amendment to the Administrative Services Agreement with Humboldt County / City of Winnemucca and approve the Renewal to the Stop Loss Policy with Humboldt County/City of Winnemucca. Comptroller Noyes reviewed the request for the Commission. Commissioner Cerri asked about the City's approval on this and questioned if any motion should include language making it contingent on approval by the City; the Commission concurred. The following motion was made by Commissioner Cerri and passed unanimously:

To approve the item for the 2025 amendment to the Administrative Services Agreement with Humboldt County/City of Winnemucca and approve the renewal to the Stop Loss Policy with Humboldt County/City of Winnemucca based on the City also approving and accepting this.

FINANCIAL REPORT: Humboldt County Comptroller's Office will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2026 (July 1, 2025 through June 30, 2026). Comptroller Noyes noting how CTX revenues have impacted the fiscal year report and explained; he noted the upcoming meeting with the Department of Taxation related to the CTX issue. Chairman Evatz asked when the tax revenues for the workforce hub and such will be seen. Comptroller Noyes stated that we should be seeing that now and that was the tipping point for him to question the CTX revenues being reported and explained. Discussion ensued including the Commission's concerns and support for the Comptroller obtaining the necessary information including the potential for legal action against the State.

HUMBOLDT LIBRARY: Library Director Jessica Anderson appeared before the Commission.

REQUEST TO ACCEPT AND APPROVE THE LSTA 2025 MINI GRANT: Consideration, discussion and possible approval to accept the Nevada State Library and IMLS mini grant awards in the amount of \$15,000 to create and operate After School Programs for teenagers. Director Anderson reviewed the request for the Commission. The following motion was made by Commissioner Brooks and passed unanimously:

To accept the Nevada State Library and IMLS mini grant awards in the amount of \$15,000.00 to create an after-school program for teenagers.

REQUEST TO USE THE COUNTY PARKING LOT FOR TRUNK OR TREAT: Consideration, discussion and possible approval for a request to use the County parking lot for the 2025 Trunk or Treat event scheduled for Saturday, October 25 from 1 p.m. to 3 p.m. Director Anderson reviewed the request for the Commission. The following motion was made by Commissioner Brooks and passed unanimously:

To approve a request to use the County parking lot for the 2025 Trunk or Treat event scheduled for Saturday, October 25th from 1:00 p.m. to 3:00 p.m.

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PUBLIC WORKS DEPARTMENT: Public Works Director Daniel Ferraro appeared before the Commission (via Teams).

GENERAL PROJECTS: A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on projects within Humboldt County. Director Ferraro updated the Board on the Herschell Road shoulder project and what is proposed for this section of road, road grading/watering on various areas in the County, status of the salt stockpile, the prep of the snow plows for the season, the inspection of the vehicle involved in the accident with the cost of repairs exceeding the cost of the vehicle, that the trailer involved in the incident is repairable, check valve repairs at the McDermitt Sewer Ponds, assistance being provided at the Detention Center on the sewer line, cattle guard replacement and employee updates.

SHERIFF: Captain Sean Wilkin appeared before the Commission on behalf of the Sheriff's Office.

REQUEST TO MAKE PAYMENT TO VOHNE LICHE KENNELS FOR NARCOTICS DETECTION K-9 AND HANDLER TRAINING: Consideration, discussion and possible approval to make a payment to Vohne Liche Kennels for one (1) Narcotics Detection K-9 and Handler Training in the amount not to exceed \$15,000.00. Captain Wilkin reviewed the request for the Commission. The following motion was made by Commissioner Tipton and passed unanimously:

To approve payment to Vohne Liche Kennels for one narcotics detection K-9 and handler training in the amount not to exceed \$15,000.00.

LIQUOR BOARD: Captain Wilkin convened the Humboldt County Liquor Board meeting at 9:14 a.m.

Public Comment: Captain Wilkin asked for public comment; none offered.

SPECIAL LIQUOR LICENSE APPROVAL: Consideration, discussion and possible approval of a temporary Special Liquor License permit pursuant to HCC 5.32.015 submitted on behalf of Walt Cooley and the Winnemucca Masons Lodge 19 for a Private Wedding event on October 4th, 2025. PLEASE NOTE: Sheriff Cardenas has approved this license for this event as it was brought to the Sheriff's Office too late to get on the previous agenda. Captain Wilkin identified the item for consideration. The following motion was made by Commissioner Evatz, was seconded and passed unanimously:

To approve the private wedding permit for the Winnemucca Mason's Lodge that was held on October 4th.

Public Comment: Captain Wilkin asked for public comment; none offered.

Adjournment: Captain Wilkin adjourned the Liquor Board meeting at 9:16 a.m.

TECHNOLOGY SERVICES: IT Coordinator Alex Brooks and Administrative Specialist Tammy Bendell appeared before the Commission.

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CSI PUBLIC SAFETY COMMUNICATION SITE UPGRADES PROJECT UPDATE: Technology Services Department will provide and update on the CSI Public Safety Communication Site Upgrades Project within Humboldt County. Photos of the Eagle Creek Shelter, the generator shelter and the Double H shelter and site were displayed for the Commission. Special Bendell reviewed the status of the Eagle Creek project for the Commission. Discussion ensued regarding the timeline for the process. Specialist Bendell continued reviewing the status of the Double H facility with discussion occurring.

REQUEST TO APPROVE CHANGE ORDER ON CONTRACT WITH EAGLE CREEK TELECOMMUNICATIONS PROJECT: Consideration, discussion and possible approval for a Change Order on the Contract with Radco Communications, LLC., for the Eagle Creek Telecommunications Project Phase 2, in the amount of \$12,720.00. Specialist Bendell reviewed the request for the Commission. Discussion ensued regarding the delay with a request from the Chairman to ask for a cost adjustment on the penalty in the concept of a true partnership, that due to the significant expenditure by the County, if they would be willing to cost share. The following motion was made by Commissioner Brooks and passed unanimously:

To approve a change order on the contract with Radco Communications, LLC., for the Eagle Creek Telecommunications Project Phase 2, in the amount of \$12,720.00; also with a phone call included, seeing if there's a way to meet in the middle on the expense for both of us having some responsibility to that penalty.

REQUEST TO PURCHASE ATSC EQUIPMENT: Consideration, discussion and possible approval to purchase ATSC 3.0 TV Equipment from Anywave Communication Technologies in an amount not to exceed \$585,600.00. Specialist Bendell reviewed the request and the options available for this item. Manager Kalkoske offered comment. Discussion ensued including impact of waiting with potential cost increases, site availability, staff availability for installation and where additional funding would come from. After discussion the following motion was made by Commissioner Brooks and passed unanimously:

To approve the purchase of ATSC 3.0 TV Equipment from Anywave Communication Technologies in an amount not to exceed \$585,600.00.

Commissioner Cerri asked if there is a way to determine the number of users of antenna television noting concerns with costs if the usage is no longer there. Discussion ensued.

Chairman Evatz recessed the meeting at 9:38 a.m. reconvening at 9:47 a.m.

COUNTY MANAGER: County Manager Don Kalkoske appeared before the Commission.

REQUEST TO APPROVE AMENDED VECTOR DISEASE CONTROL INTERNATIONAL MOSQUITO AND BLACK FLY MITIGATION AGREEMENT: Consideration, discussion and possible approval of Vector Disease Control International mosquito and black fly mitigation agreement amendment and an agreement for aerial

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applications should they be needed. The base agreement is an annual amount not to exceed \$386,075.00. The aerial agreement is based on an as needed per application cost and not a defined maximum. Manager Kalkoske reviewed the request for the Commission. Discussion ensued regarding the way this program is monitored/reported on. After discussion the following motion was made by Commissioner Tipton and passed unanimously:

To approve the Vector Disease Control International mosquito and black fly mitigation agreement amendment and an agreement for aerial applications should they be needed; the base agreement is an amount not to exceed \$386,075.00.

Commissioner Cerri noted that this is a public safety issue.

REQUEST TO NOMINATE BOARD MEMBER FOR THE NEVADA CLEAN ENERGY FUND: Consideration, discussion and possible approval to nominate a Commissioner to the Nevada Clean Energy Fund Board of Directors who may be appointed by the Governor from a list of nominees from other counties. Manager Kalkoske reviewed the request for the Commission. After discussion, Commissioner Tipton offered to serve. The following motion was made by Commissioner Tipton and passed unanimously:

To nominate Ken Tipton to the Nevada Clean Energy Fund Board of Directors who may be appointed by the Governor from a list of nominees from other counties.

MISCELLANEOUS REPORTS AND CORRESPONDENCE:

Reports from Commissioners regarding other Boards and Committees on which they serve: Commissioner Brooks noted today's Landfill Committee meeting where she will be discussing concerns she has been contacted about with the care of the landfill; she continued noting her upcoming meetings and her attendance at an Airport Board meeting. Commissioner Tipton noted his upcoming meetings. Commissioner Cerri reported on a WCVA meeting. Discussion ensued regarding lodging cost issues and how they may be addressed. Chairman Evatz asked about the status of the process for filling WCVA Director Petersen's position with Manager Kalkoske responding and discussion ensuing. No further reports offered.

FUTURE AGENDA ITEMS: Whether an item will be placed on a future agenda will be subject to the chairman and/or legal counsel's determination. Chairman Evatz asked for an NVEnergy update, a future update on the WCVA Director position and an update on workforce hub from Lithium to also include updates on the mine, the financing and the transloading facility. No further items identified.

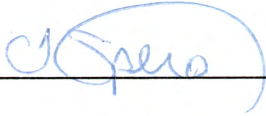
PUBLIC COMMENT: Chairman Evatz asked for public comment. Chairman Evatz stated that he would not be attending the Futures session but noted that he looks forward to the results. No further public comment offered.

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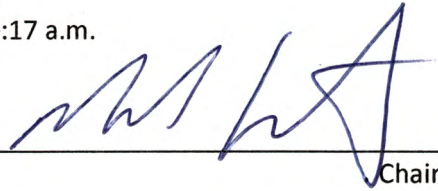
ADJOURNMENT: Chairman Evatz adjourned the meeting at 10:17 a.m.

ATTEST:



Clerk

APPROVED:



Chairman

(Minutes approved by the Commission and signed by the Chairman on 10.03.2025)

Notice of Public Meeting
Humboldt County Board of Commissioners Regular Meeting
Monday, October 20, 2025
8:30 AM

Humboldt County Courthouse Meeting Room 201
50 West Fifth Street,
Winnemucca, NV 89445

FOR TELECONFERENCE OR VIDEO CONFERENCE ACCESS

[Join the meeting now](#)

Meeting ID: 235 466 756 291 5
Passcode: xo75Vd6d

Or by phone: +1 775-446-0241, Conference ID: 447 971 921#

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 the 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.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. 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.

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.

5. APPROVAL OF MINUTES (POSSIBLE ACTION)

Consideration and action on correction/approval of minutes for September 22, 2025 and October 6, 2025. Discussion and possible action.

5.A) Minutes

[HCC092225unapprovedUNOFFICIAL.pdf](#)

[HCC100625unapproved.pdf](#)

6. APPROVAL OF EXPENDITURES FOR HUMBOLDT COUNTY FOR OCTOBER 6, 2025 THROUGH OCTOBER 20, 2025 (POSSIBLE ACTION)

7. COMPTROLLER: REQUEST FOR APPROVAL OF PROPOSAL TO EXPAND ACTUARIAL SERVICES FOR THE HUMBOLDT COUNTY AND CITY OF WINNEMUCCA SELF-FUNDED INSURANCE PLAN; AMENDED SERVICE AGREEMENT AND STOP LOSS POLICY RENEWAL (POSSIBLE ACTION); FINANCIAL REPORT (INFORMATIONAL ONLY)

- A. Consideration, discussion, and possible approval of a proposal to expand actuarial services provided by Turner Consulting. The expanded services would include the calculation of IBNR reserves, actuarial rate setting, establishment of a claims fluctuation margin, and assistance with overall program financial management. Discussion and possible action.
- B. Consideration, discussion, and possible action to approve the 2025 Amendment to the Administrative Services Agreement with Humboldt County / City of Winnemucca and approve the Renewal to the Stop Loss Policy with Humboldt County / City of Winnemucca. Discussion and possible action.
- C. Humboldt County Comptroller's Office will provide an overview of current conditions with respect to Humboldt County revenues and expenditures for fiscal year 2026 (July 1, 2025 through June 30, 2026). Information Only.

7.A) Comptroller

[Staff Report Turner Consulting.pdf](#)

[Turner Consulting - Expanded Services Proposal.pdf](#)

[Staff Report Self-Funded Insurance Fund.pdf](#)

[2025 Ammeneded Service Agreement.pdf](#)

[2025 Stop Loss Renewal.pdf](#)

8. HUMBOLDT LIBRARY: REQUEST TO ACCEPT AND APPROVE THE LSTA 2025 MINI GRANT; REQUEST TO USE THE COUNTY PARKING LOT FOR TRUNK OR TREAT (POSSIBLE ACTION)

- A. Consideration, discussion and possible approval to accept the Nevada State Library and IMLS mini grant awards in the amount of \$15,000 to create and operate After School Programs for teenagers. Discussion and possible action.
- B. Consideration, discussion and possible approval for a request to use the County parking lot for the 2025 Trunk or Treat event scheduled for Saturday, October 25 from 1 p.m. to 3 p.m. Discussion and possible action.

8.A) Library

[2025.10.20 grant.pdf](#)

[Humboldt 2025 LSTA Funding Recommendations.pdf](#)

9. PUBLIC WORKS DEPARTMENT: GENERAL PROJECTS (INFORMATION ONLY)

A presentation by Humboldt County Public Works Director Dan Ferraro to update the Board on projects within Humboldt County. Information only.

10. SHERIFF: REQUEST TO MAKE PAYMENT TO VOHNE LICHE KENNELS FOR NARCOTICS DETECTION K-9 AND HANDLER TRAINING (POSSIBLE ACTION)
Consideration, discussion and possible approval to make a payment to Vohne Liche Kennels for one (1) Narcotics Detection K-9 and Handler Training in the amount not to exceed \$15,000. Discussion and possible action.

10.A) Sheriff

[STAFF REPORT - VLK 2025.pdf](#)

[VLK Invoice.pdf](#)

11. SHERIFF: LIQUOR BOARD (POSSIBLE ACTION)

The Humboldt County Sheriff's Office is requesting that the Humboldt County Liquor Board be convened.

- A. Public Comment
- B. Consideration, discussion and possible approval of a temporary Special Liquor License permit pursuant to HCC 5.32.015 submitted on behalf of Walt Cooley and the Winnemucca Masons Lodge 19 for a Private Wedding event on October 4th, 2025. PLEASE NOTE: Sheriff Cardenas has approved this license for this event as it was brought to the Sheriff's Office too late to get on the previous agenda.
- C. Public Comment
- D. Adjournment

11.A) Liquor

[Staff Report - Special Liquor License-Private Wedding Event-Winnemucca Lodge 19.pdf](#)

12. TECHNOLOGY SERVICES: CSI PUBLIC SAFETY COMMUNICATION SITE UPGRADES PROJECT UPDATE (INFORMATION ONLY); REQUEST TO APPROVE CHANGE ORDER ON CONTRACT WITH EAGLE CREEK TELECOMMUNICATIONS PROJECT; REQUEST TO PURCHASE ATSC EQUIPMENT (POSSIBLE ACTION)

- A. Technology Services Department will provide and update on the CSI Public Safety Communication Site Upgrades Project within Humboldt County. Information only.
- B. Consideration, discussion and possible approval for a Change Order on the Contract with Radco Communications, LLC., for the Eagle Creek Telecommunications Project Phase 2, in the amount of \$12,720.00. Discussion and possible action.
- C. Consideration, discussion and possible approval to purchase ATSC 3.0 TV Equipment from Anywave Communication Technologies in an amount not to exceed \$585,600. Discussion and possible action.

12.A) Tech Services

[TSD CSI Pub Safety Comm Site Upgrade Update.pdf](#)

[TSD Radco Change Order Eagle Creek Phase 2.pdf](#)

[TSD - Purch Budgeted Anywave Equip.pdf](#)

13. COUNTY MANAGER: REQUEST TO APPROVE AMENDED VECTOR DISEASE CONTROL INTERNATIONAL MOSQUITO AND BLACK FLY MITIGATION AGREEMENT (POSSIBLE ACTION)

Consideration, discussion and possible approval of Vector Disease Control International mosquito and black fly mitigation agreement amendment and an agreement for aerial applications should they be needed. The base agreement is an annual amount not to exceed \$386,075. The aerial agreement is based on an as needed per application cost and not a defined maximum. Discussion and possible action.

13.A) County Manager

[Staff Report - VDCI amendment and aerial agreement 10202025.pdf](#)

[VDCI - Aerial - Adulthood and Larviciding Contract 2026.pdf](#)

[Humboldt - VDCI_DRAFT Amendment I 12312025.pdf](#)

14. COUNTY MANAGER: REQUEST TO NOMINATE BOARD MEMBER FOR THE NEVADA CLEAN ENERGY FUND (POSSIBLE ACTION)

Consideration, discussion and possible approval to nominate a Commissioner to the Nevada Clean Energy Fund Board of Directors who may be appointed by the Governor from a list of nominees from other counties. Discussion and possible action.

14.A) County Manager

[NCEF Board Nomination Request Humboldt 2025.pdf](#)

15. MISCELLANEOUS REPORTS AND CORRESPONDENCE

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), Central Nevada Regional Water Authority (CNRWA), Western Interstate Region (WIR), Legislative Interim Land Council, Humboldt Development Authority (HDA), Winnemucca Visitors & Convention Authority (WCVA), Hospital Board, Humboldt Foundation, Humboldt County Elk Planning Steering Committee, Paradise Conservation District and the State Land Use Planning Advisory Council (SLUPAC).

16. FUTURE AGENDA ITEMS

Whether an item will be placed on a future agenda will be subject to the chairman and/or legal counsel's determination.

17. PUBLIC COMMENT:

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 the 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. 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.

18. ADJOURNMENT

19. NOTICE:

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

The public is welcome to attend the meeting electronically via Microsoft Teams or by appearing in person at the location at the time and date listed on the first page of this 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 located on the first page of this agenda.

Staff reports and supporting material posted for the meeting are available on the Humboldt County website at <https://www.humboldtcountynev.gov/> (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 Manager's Office is the location where the supporting material is available to the public.

CERTIFICATE OF POSTING

PLACES POSTED: Humboldt Co. Courthouse, 50 W. 5th St.: Rooms 201, 205, & 207 at 9:00 A.M. By: MC

Humboldt County Website: <https://www.humboldtcountynv.gov> at _____ By: _____

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

MEETING DATE: October 20, 2025
DATE POSTED: October 15, 2025 POSTED BY: MICHELLE COOK

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 the County Manager's Office, 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;
fax: (202) 690-7422; or
email intake@usda.gov

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