



Humboldt County Board of Commissioners
January 29, 2024 at 8:00 a.m.
Retreat Minutes

Those present were Chairman Jesse Hill, Commissioners Tom Hoss, Ron Cerri, Ken Tipton and Mark Evatz, County Manager Don Kalkoske, Clerk of the Board Tami Rae Spero and legal counsel, Gabrielle Carr via Teams.

CALL TO ORDER: Chairman Hill called the retreat to order at the Humboldt County Library Meeting Room, Winnemucca, Nevada.

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

LIBRARY TOUR: Library Staff will conduct a tour of the library and present the many programs it offers to Humboldt County. The Commission joined Library Director Jessica Anderson on a tour of the Library beginning at 8:02 a.m. reconvening in the library meeting room at 9:05 a.m.

PUBLIC COMMENT: Chairman Hill asked for public comment. Legal Counsel, Gabrielle Carr offered her comment on her appreciation for the opportunity to work with the Commission and her efforts to make sure the Board complies with the Open Meeting Law. No further public comment was offered.

GRASS VALLEY NITRATE MITIGATION PROJECT UPDATE: Consideration, discussion and possible approval to engage DOWL Engineering to begin engineering design work for the wastewater collection and treatment facility in Grass Valley, NV as part of the nitrate mitigation effort. The county received a \$5 million grant funding commitment from the State of Nevada Water Conservation and Infrastructure Initiative for non-construction work in September 2023. In order to procure the funds, the county must obligate the funds to the project by December 31, 2024, and all funds reimbursement must be completed by December 31, 2026. Current Manager Kalkoske offered comment on this request noting the timeline for funding, a meeting with the City on the potential combining of the systems but they were less than receptive and while they did not give a no, the matter was tabled, and it did not appear that the interest was there so that is why this is being brought before the Commission at this time. Commissioner Evatz asked that the best course of action be discussed including if the City is the best option. Director Kalkoske responded explaining the City's concerns. David Pulley and Brent Farr with Dowd appeared before the Commission and discussed the available methods to approach the project including partnering with the city or placing a county facility in the area. Discussion ensued. Based on discussion Chairman Hill stated that he would like to see a joint meeting with the City Council to discuss this as he does not believe the option has been explored fully. Commissioner Evatz suggested, if that is

what needs to occur, it should be done ASAP. Commissioner Tipton asked, if there were unexpected growth, what would it take to, say triple, the capacity. Mr. Pulley responded explaining that it would be a significant effort. Current Manager Kalkoske noted the need to proceed due to the funding being made available, indicating that the initial design would be for the collection system which will essentially not change. Mr. Pulley agreed but noted the one delay would be on the lift system configuration component. Discussion ensued regarding what would be included in the design phase and the timeline. Legal Counsel Carr directed that public comment should be taken on this item as action is being taken. Chairman Hill asked for public comment; none offered. The following motion was made by Commissioner Evatz and passed unanimously:

To move forward with the design phase for the infrastructure for the nitrate remediation project award it to Dowl Engineering in an amount not to exceed 2.7 million.

Chairman Hill recessed the meeting at 9:40 a.m. reconvening at 9:49 a.m.

JUSTICE CENTER BUILDING DISCUSSION AND FUNDING VIA PUBLIC/PRIVATE PARTNERSHIP OR OTHER OPTIONS: Consideration, discussion and possible approval of a funding mechanism to allow for professional design and construction of a new Justice Center including public/private funding through Public facilities Investment Corporation (PFIC) and/or funds from Capital Projects, Building Reserve or other funding sources - Historical Review; Needs Assessment; Public/Private Partnership Funding Agreement Overview; Other Sources of Funds via Cash Sources and Bonding: Chairman Hill reviewed the history of this discussion and what had occurred regarding design and funding discussion. Discussion ensued including concerns with funding availability given the recent audit report, concerns that the Commission had not been involved with the discussion on building a new building, that a new building may not be the only option, it is about what is needed not what is wanted due to funding availability, other options possibly available, concerns about the ability to making payments for years if revenues are not available, what needs to be done to bring things into compliance and the need to evaluate the options for addressing those. Discussion ensued with representatives from CTA, Gary Glassing and Angela Hansen and Jeffrey Tampkin with Public Facilities Investment Corporation regarding what has been discussed and what would be included with the financing. Chairman Hill stated that he is in favor of going forward with this project as the problem needs to be fixed. Discussion ensued regarding what had occurred when renovations were discussed and how the proposed cost compared to constructing a new building. Counsel Carr referred to statutory language related to neighborhood

justice centers and asked if that is what being proposed. Retiring Manager Mendiola explained to what is being proposed. Discussion ensued. Retiring Manager Mendiola commented on what the plan would be with other departments moving into the current building when the courts are moved out. Counsel Carr referred to the language related to neighborhood justice centers. Discussion ensued regarding how PFIC funding can be used. Commissioner Tipton noted that the cost to re-do the HVAC system on the current court side if other offices are moved into that area must also be considered. Commissioner Hoss asked for the final cost and the availability of parking. Discussion ensued. Discussion occurred regarding expanding the current building to the front and closing Fifth Street. Discussion ensued regarding funding availability. Mr. Tamkin offered comment on what PFIC allows for. Comptroller Gina Rackley offered comment including funding availability and revenue availability. Mr. Tamkin reviewed the three proposals offered. Discussion ensued. Chairman Hill asked at what point is the County committed. Mr. Tamkin explained. Discussion ensued including who will be involved going forward and what options are available. Commissioner Cerri noted that the budget process is set to begin, and he would like to obtain input on other projects planned and to hear what the courts think. Counsel Carr asked if legal counsel has reviewed the contract. Current Manager Kalkoske stated that it has gone to the District Attorney for review, but that he has not heard anything. Counsel Carr commented on language included in the contract regarding termination of the contract; she noted the language of the agenda is a bit ambiguous as to what is being done. Chairman Hill asked for public comment. Sheriff Angel Cardenas appeared before the Commission and offered public comment about the ability to look at all the buildings as there is a lot more to it. Angela Hansen with CTA offered public comment on cost numbers for a Detention Center remodel noting that it would around \$60 million. Chairman Hill commented on that and doing something that addresses it all to solve the problems. Commissioner Cerri indicated that he would like to go through the budget process before moving forward with this. Discussion ensued including concerns about the contract and the language in statute about neighborhood justice center. Counsel Carr responded noting language related to termination of the contract. Commissioner Hoss noted that this is retreat and again noted concern with the ability to pay given concerns with revenues/expenditures. Chairman Hill offered comment on the process to this point and the need to either move forward or table it. Commissioner Hoss offered comment on his concerns with funding; he asked Justice of the Peace Loveless about the status of trials in the court. Justice of the Peace Jim Loveless appeared before the Commission and responded explaining the history of the need for trials in Justice Court and what is occurring currently with the cases in his court and his concerns for how they

will be handled when they occur. The following motion was made by Commissioner Evatz and passed with Commissioners Hoss, Cerri, Tipton and Evatz voting aye and Chairman Hill voting nay:

To table this item until after the budgeting session.

Chairman Hill recessed the meeting at 11:03 a.m. and reconvening at 11:11 a.m.

Counsel Carr offered comment noting that it is acceptable to hold public comment at the beginning or at the end of the meeting or on each item set for action per the Open Meeting Law. Chairman Hill stated that the Commission would follow the process as they have always done which will offer public comment at the beginning and the end of the meeting.

PRESENTATION BY POOL/PACT REGARDING OPEN MEETING LAWS: Wayne Carlson from POOL/Pact will provide a presentation regarding Open Meeting Laws. Mr. Carlson reviewed a presentation prepared related to the Open Meeting Law NRS Chapter 241. Said presentation was provided as a handout to the Commission. Questions from the Commission were addressed by Mr. Carlson. Mr. Carlson offered suggestions including tightening up the opening part of the agenda, the use of a timer for public comment, placing emergency plans in place, the way public comment can be taken, how someone from the public gets placed on the agenda and answered questions regarding polling.

LUNCH BREAK FROM 12:00 P.M. TO 1:00 P.M. - Chairman Hill recessed the meeting at 12:55 p.m. reconvening at 1:07 p.m.

PRESENTATION FROM POOL/PACT REGARDING THE ROLE OF THE BOARD OF COMMISSIONERS: Wayne Carlson from POOL/Pact will provide a presentation regarding the role of the Board of Commissioners. Mr. Carlson reviewed a presentation prepared related to Governance: Board Roles and Responsibilities. Said presentation was provided as a handout to the Commission.

DISCUSSION REGARDING A PERFORMANCE APPRAISAL TEMPLATE FOR THE COUNTY MANAGER: Consideration and discussion to develop a Performance Appraisal template for the County Manager. Current Manager Kalkoske reviewed the item for the Commission. Discussion ensued. The Board agreed this template will work to get started. Director Kalkoske will work through the clean up and provide to the Chairman for review.

REVIEW OF DOCUMENT TO ESTABLISH THE HUMBOLDT COUNTY PUBLIC LANDS NATURAL RESOURCE ADVISORY COMMITTEE: Consideration, discussion and possible approval and directive to the County

Manager to begin the process to adopt a Resolution to establish the Humboldt County Public Lands Natural Resource Advisory Committee. A copy of the proposed rough draft language for resolution creating a Public Lands/Natural Resource advisory Committee was provided to the Commission. Andy Rieber appeared before the Commission via Teams and reviewed the proposal for the Board. Retiring Manager Mendiola offered comment on the proposal. Counsel Carr reviewed the statutory language that allows for this process. Ms. Rieber asked about whether this group would be titled as a Board or a Committee as the direction is that this would be advisory only. Counsel Carr responded noting the statutory language referred to an “advisory board” but that she would need to look at language related to committee. Commissioner Cerri offered comment on the impact of the Chair on the effectiveness of this committee and issues in other communities with these committees and suggested that a lot of thought needs to be put into this. Jim French offered comment on the matter and recommended that a resource manager would be beneficial to the county on a day-to-day basis and suggesting that the person would be a member of the National Public Lands and Natural Resources Steering Committee. Discussion ensued regarding using a resource manager, forming a committee or just utilizing Ms. Rieber’s services in a higher capacity. Commissioner Tipton suggested that it may not be the time to look at the committee but noted how fortunate the County is to have Ms. Rieber and Commissioner Cerri’s position with Public Lands including RCI’s involvement and his through NACO; he commented on why he believes the committee might not work. Mr. French offered comment. Commissioner Cerri asked Current Manager Kalkoske to follow up with Ms. Rieber as to what she needs to handle the administration of this. Ms. Rieber asked that the Commission consider on a future agenda to think and consider how we might more formally coordinate efforts on the various issues such as sage grouse or solar; that WIR is potentially an instrument that could be used; that the Commission can make overtures to other governments in Nevada and even outside to work together more collaboratively. Discussion ensued. Counsel Carr reminded the Commission about the language of the agenda item. Chairman Hill asked for a motion. The following motion was made by Commissioner Cerri and passed unanimously:

To table the establishment of the Public Lands/Natural Resource Advisory Committee.

Chairman Hill recessed the meeting at 3:03 p.m. reconvening at 3:13 p.m.

DISCUSSION REGARDING THE STRUCTURE OF THE TECHNOLOGY SERVICES DEPARTMENT: Consideration and discussion regarding the structure of the Technology Services Department. Current Manager Kalkoske requested that the Commission allow him and the new Director for Technology Services to do

their jobs as they know there are issues to be addressed and if there are still issues that this matter be brought back in like six months. Chairman Hill concurred. Commissioner Cerri commented that his intention had been to look at options but with the action at the last meeting he believes that door is closed now; he agreed that the item should come back if there are issues.

DISCUSSION OF THE EMPLOYEE HANDBOOK REGARDING REMOTE WORK POLICIES: Consideration and discussion regarding remote work policies in the Employee Handbook. Current Manager Kalkoske indicated that he has not had time to fully review the issue, so he asked if the Commission had any comments or concerns. Commissioner Hoss noted concerns about supervising remote employees and asked that a manager for Humboldt County be a county resident. Chairman Hill noted it would be best to have the policy in place so it is transparent to everyone. Commissioner Evatz offered comments on the need to stay on top of the management of those working remotely; he noted concern for employees who are present and working and questioning why others can work remotely. Current Manager Kalkoske responded. Commissioner Cerri concurred with concerns that when you are managing people, and you have to fill in but you are remote, how do you do that. Commissioner Hoss noted concerns with the telecommuting, if needed on site. Chairman Hill commented on why he believes the department is structured to cover those types of issues. Based on a question from Commissioner Cerri, Current Manager Kalkoske indicated that he would continue to look into the policy. Chairman Hill cautioned that the policy not be adjusted to pivot around issues that come up in the County but that a policy be created and then be followed and managed. Commissioner Evatz offered comment asking that a policy be created that works for all of the employees. Counsel Carr offered comments on the age of the policy and on how the handbook is amended. Comptroller Rackley agreed on the need for review.

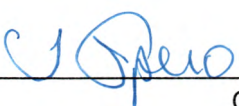
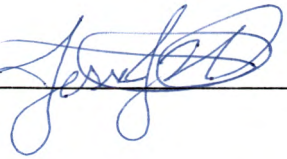
DISCUSSION REGARDING POSSIBLE EFFORTS TO INCREASE THE COUNTY'S SOURCES OF REVENUE: Consideration and discussion regarding identifying potential new revenue sources and opportunities for the County. Comptroller Gina Rackley appeared before the Commission and reviewed what tax increases would result in revenues locally; she noted that grants result in some revenues but have their own set of headaches; that investment earnings are up; that utility expenditures are up and the impact on expenditures for salaries and benefits. Commissioner Cerri asked about increasing sale taxes. Discussion ensued. Commissioner Evatz offering comment noting that he is not an advocate for raising taxes but noted that something has to give as the cost for services are increasing while the revenues are decreasing. Commissioner Hoss asked how long it will be before any taxes will be received from lithium.

Assessor Andy Heiser responded. Discussion ensued. Commissioner Tipton asked for information on the revenues as to salaries and benefits compared to now. Commissioner Evatz asked that be done by department. Commissioner Cerri asked that a comparison of the number of employees by department be included going back a few years.

DISCUSSION AND DIRECTION REGARDING DEPARTMENT BUDGETS: Consideration, discussion and direction for the County Manager and Department Managers regarding expectations for the Fiscal Year 2023-2024 budget hearings. Chairman Hill encouraged the County Manager to sit down with all departments coming before the Commission and work with the departments to bring forward realistic budgets. Counsel Carr questioned which budget year this discussion covers. Chairman Hill offered a correction to the agenda item stating that it is the 2024-2025. Counsel Carr noted concern for the public notification and cautioned on proceedings stating that from a legal perspective moving it to the next agenda would make sense. Chairman Hill noted that this is information only with no action being taken. Discussion continued with Commissioner Evatz asking for three years of history and information on what has been spent in the current budget. Chairman Hill noted the concerns voiced related to the utilities. Discussion ensued regarding how to handle the budget hearings. Commissioner Cerri suggested doing a two-day process. Discussion ensued.

PUBLIC COMMENT: Chairman Hill asked for public comment. No public comment offered.

ADJOURNMENT: Chairman Hill adjourned the meeting at 4:00 P.M.

ATTEST:  Clerk APPROVED:  Chairman

(Minutes approved by the Commission and signed by the Chairman on 3/4/24)

Notice of Public Meeting
HUMBOLDT COUNTY BOARD OF COMMISSIONERS ANNUAL RETREAT
Monday, January 29, 2024
8:00 AM

Humboldt Library
85 E. 5th Street
Winnemucca, NV 89445

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: 164 514 045#

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.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. LIBRARY TOUR (INFORMATION ONLY)

Library Staff will conduct a tour of the Library and present the many programs it offers to Humboldt County. Information only.

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.

5. GRASS VALLEY NITRATE MITIGATION PROJECT UPDATE (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval to engage DOWL Engineering to begin engineering design work for the wastewater collection and treatment facility in Grass Valley, NV as part of the nitrate mitigation effort. The county received a \$5 million grant funding commitment from the State of Nevada Water Conservation and Infrastructure Initiative for non-construction work in September 2023. In order to procure the funds, the county must obligate the funds to the project by December 31, 2024 and all funds reimbursement must be completed by December 31, 2026. Discussion and possible action.

5.A) NWCII Grant

approve

- [CityofWinnemucca WTP analysis.pdf](#)
- [Humboldt Co_Infrastructure-Initiative_App_Signed_Oct.2023.pdf](#)
- [2 - Task Order - GV N Reduction-treatment.pdf](#)
- [DOWL -MTO-Agmt-7463.30178_full-exec.7-10-2023.pdf](#)

6. JUSTICE CENTER BUILDING DISCUSSION AND FUNDING VIA PUBLIC/PRIVATE PARTNERSHIP OR OTHER OPTIONS (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval of a funding mechanism to allow for professional design and construction of a new Justice Center including public/private funding through Public facilities Investment Corporation (PFIC) and/or funds from Capital Projects, Building Reserve or other funding sources. For possible action.

- 1) Historical Review
- 2) Needs Assessment
- 2) Public/Private Partnership Funding Agreement Overview
- 3) Other Sources of Funds via Cash Sources and Bonding

include

6.A) Justice Center

- [PFIC Public Safety Presentation.pdf](#)
- [Humboldt PFIC Professional Services Agreement 06.docx 10182023.pdf](#)

7. PRESENTATION BY POOL/PACT REGARDING OPEN MEETING LAWS (INFORMATION ONLY)

Wayne Carlson from POOL/Pact will provide a presentation regarding Open Meeting Laws. Information only.

7.A) Open Meeting Law

- [OPEN MEETING LAW 2023 7-7-23.pptx](#)

8. PRESENTATION FROM POOL/PACT REGARDING THE ROLE OF THE BOARD OF COMMISSIONERS (INFORMATION ONLY)

Wayne Carlson from POOL/Pact will provide a presentation regarding the role of the Board of Commissioners. Information only.

8.A) Commissioners Roles

- [Governance NACO 12-1-2023.pptx](#)

9. LUNCH BREAK FROM 12:00 P.M. TO 1:00 P.M

The Commissioners will break for lunch from 12:00 p.m. to 1:00 p.m.

10. DISCUSSION REGARDING A PERFORMANCE APPRAISAL TEMPLATE FOR THE COUNTY MANAGER (INFORMATION ONLY)

Consideration and discussion to develop a Performance Appraisal template for the County Manager. Information only.

10.A) Expectation etc. template

[CM Perf Review draft alternative.pdf](#)

11. REVIEW OF DOCUMENT TO ESTABLISH THE HUMBOLDT COUNTY PUBLIC LANDS NATURAL RESOURCE ADVISORY COMMITTEE (FOR POSSIBLE ACTION)

Consideration, discussion and possible approval and directive to the County Manager to begin the process to adopt a Resolution to establish the Humboldt County Public Lands Natural Resource Advisory Committee. Discussion and possible action.

11.A) Advisory Committee

[Public Lands Advisory Committee Framework_draft1.pdf](#)

12. DISCUSSION REGARDING THE STRUCTURE OF THE TECHNOLOGY SERVICES DEPARTMENT (INFORMATION ONLY)

Consideration and discussion regarding the structure of the Technology Services Department. Information only.

12.A) Org Chart

[TSD-2024 Org Chart.pdf](#)

13. DISCUSSION OF THE EMPLOYEE HANDBOOK REGARDING REMOTE WORK POLICIES (INFORMATION ONLY)

Consideration and discussion regarding remote work policies in the Employee Handbook. Information only.

13.A) Telecommuting Policy

[Telecommuting Policy.pdf](#)

14. DISCUSSION REGARDING POSSIBLE EFFORTS TO INCREASE THE COUNTY'S SOURCES OF REVENUE (INFORMATION ONLY)

Consideration and discussion regarding identifying potential new revenue sources and opportunities for the County. Information only.

15. DISCUSSION AND DIRECTION REGARDING DEPARTMENT BUDGETS (INFORMATION ONLY)

Consideration, discussion and direction for the County Manager and Department Managers regarding expectations for the Fiscal Year 2023-2024 budget hearings. Information only.

16. 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.

17. ADJOURNMENT

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 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 located on the first page of this agenda.

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.humboldtcountynv.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 _____ A.M. By: _____

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

MEETING DATE: January 29, 2024

DATE POSTED: January 24, 2024

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, audiotope, 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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