What does the Forest Service do to ensure compliance with nondiscrimination responsibilities?

The USDA Forest Service will conduct reviews of your programs and activities on a periodic basis to ensure that they comply with Civil Rights laws.

What Federal Civil Rights laws must you follow to ensure compliance?

U.S. Code	Statute	Prohibits Discrimination on the Basis of:
(42 USC 2000d–2000c)	Title VI of the Civil Rights Act of 1964	Race, Color, or National Origin
(20 USC 1681–1686)	Title IX of the Education Amendments of 1972	Sex (in educational programs and activities)
(42 USC 6101 et seq)	Age Discrimination Act of 1975, as amended	Age
(29 USC 794)	Section 504 of the Rehabilitation Act of 1973, as amended	Disability

For More Information

The Forest Service is your partner in providing equal opportunity to the public. For more information, including reviews and accessibility, please contact your local Forest Service Special Uses Administrator.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

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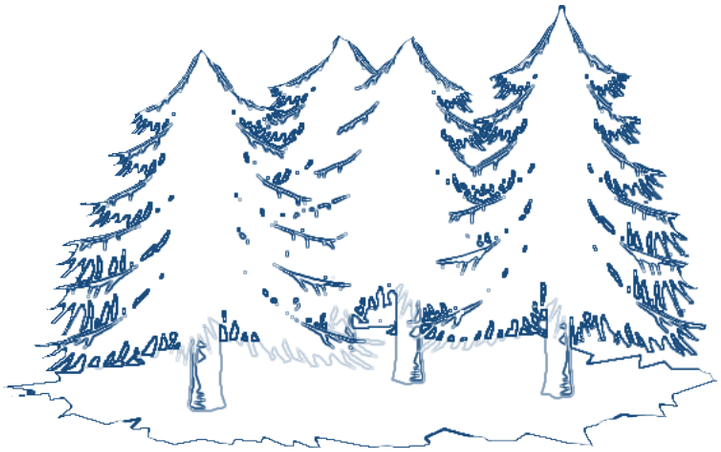
United States Department of Agriculture

Forest Service

Special Use Permits

Complying with Civil Rights Requirements

Your Responsibilities as a Public Service Provider with the USDA Forest Service



"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination."

— President John F. Kennedy, in his 1963 message calling for the enactment of Title VI of the Civil Rights Act

Who is required to comply with Federal Civil Rights laws?

If you are a holder of a special use permit or authorization from the Forest Service to provide programs or activities to the public, by law you must provide equal opportunity for all people to participate. For example, you should not deny or exclude anyone from programs, services, aids or benefits. Also you should not retaliate in any manner against a person who files a complaint or opposes any unlawful or discriminatory practice. The back of this brochure shows Federal Civil Rights laws that apply.

This brochure provides a basic overview of your responsibilities for ensuring nondiscrimination in the delivery of your programs and activities to the public on bases covered by Federal law. These bases include race, color, national origin, sex (in educational programs or activities), age and disability.

What are your responsibilities for complying with Federal Civil Rights laws?

As a public service provider with the Forest Service, your responsibilities for complying with Federal Civil Rights laws include, but are not limited to:

- Signing a special use permit, which certifies that you will comply with Civil Rights laws. If you have sub-recipients, obtain a signed assurance from them. An example of a sub-recipient is a water ski school operating under a marina owner who holds a special use permit.

- Displaying the "And Justice for All" U.S. Department of Agriculture poster (AD-475C) in your public reception areas or other areas visible to the public. Contact your local Forest Service Special Uses Administrator to obtain copies.

- Including the following statement about nondiscrimination and how to file a complaint in your publications and outreach materials:

  "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.)

  To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

  If the publications or materials are too small to permit the use of the full statement, at a minimum include the following statement, in print size no smaller than the text: *"This institution is an equal opportunity provider."*

- Including in your publications and outreach materials a statement of affiliation with the Forest Service, e.g., *"This institution is operated under special use permit with the _____ National Forest."*

- Providing program information in alternative formats for people with disabilities and in alternative languages for people with limited English proficiency, as appropriate to your customer base.

- Identifying a person to be responsible for ensuring your program is in compliance with Civil Rights requirements.

- Reviewing all your policies, procedures, and practices to ensure that they do not limit participation on the basis of race, color, national origin, age, disability, or sex (in educational programs and activities).

- Evaluating the accessibility of your programs and facilities. If they are not now accessible, develop a transition plan for making them accessible and then carry out the plan as appropriate.

- Ensuring that your staff understands their Civil Rights responsibilities including their role in the USDA complaint process.

- Providing outreach to a wide variety of communities to ensure diversity if you advertise or market your program.

- Providing information to the Forest Service on your outreach to participants in your programs and activities.