



2024-2025 Chemical Request for Proposal

Waukee School Nutrition Department

Waukee Community School Nutrition Department is seeking bids for a Chemical supplier. Terms, conditions and specifications are listed below.

Bid terms & conditions:

1. **Chemicals:** All products must conform to environmentally preferable cleaning and maintenance supplies standards per state and federal law. "Environmentally preferable cleaning and maintenance products" includes, but is not limited to, cleaning and maintenance products identified by the Iowa Department of Administrative Services (DAS) and posted on the department's internet site <http://das.iowa.gov/>.
2. Manufacturer is expected to provide, install, and maintain all dispensing units during Contract life at no cost to the WCSD. At the end of the Contract period, the Manufacturer is responsible to disassemble and remove all dispensing equipment at no cost to the WCSD.
3. SDS will be required for all products with initial bid. SHS sheets are then required to be updated with the district yearly and when a Product is reformulated.
4. A 90 school day trial period may be evoked to evaluate effectiveness and cost of product.
5. Explain Chemical implementation and service plan for each WCSD party.
 - a. *Hardware:* If hardware must be changed, new dispensers must be retrofitted to use existing holes for dispensing equipment unless new/additional holes are approved by WCSD. If a technician needs to visit a facility prior to submitting a Proposal, please contact each WCSD Director to schedule an appointment.
 - b. *Service:* Describe service procedures including, but not limited to frequency, response time, services offered, emergency services, and expertise regarding chemicals and kitchen equipment. Who is the service agent, an employee or Contract service?
 - c. *Delivery:* We have 18 school sites for the 2024-2025 school year. See attachment G for locations.
6. Chemical Bid sheet: All prices will be compared on a rack or dilution ratio price. Provide the following information on *Excel Spreadsheet for Pricing* (Attachment F)
 - a. Cost per gallon of Products diluted to Manufacturer's suggested dilution ratio (even if not furnished in gallon containers)
 - b. Dilution ratio of product to ratio of water
 - c. DC- Distributor choice. Bid your product but make sure to update pack size to be accurate to your product.
 - d. AB- As Bid. No variations to the product.
7. Include with bid proposal:
 - a. Chemical Bid Sheet (Attachment F)
 - b. Narrative explaining implementation of chemical dispensers, service, ordering of products and delivery.

- c. Attachment A: Suspension & Debarment Certification
 - d. Attachment B: Assurance of Civil Rights Compliance
 - e. Attachment C: Assurance of Non-Collusion
 - f. Attachment D: Certification Regarding Lobbying
 - g. Attachment E: Certificate of Compliance -Background Check/Sex Offender Registry Laws
8. Contract period: Intent to award contract for an initial one-year period with the option to renew up to three (3) additional one-year periods by mutual agreement from WCSD and selected vendor.
- a. Initial year: July 1, 2024 - June 30, 2025
 - b. Option Year 1: July 1, 2025 to June 30, 2026
 - c. Option Year 2: July 1, 2026 to June 30, 2027
 - d. Option Year 3: July 1, 2027 to June 30, 2028
9. Bid release on Tuesday, May 21, 2024
10. Bids are due Friday, Thursday, May 30 by 1 p.m.
11. Bids must be emailed to Amy A'Hearn (aahearn@waukeeschools.org)
12. Bids will be awarded based on evaluation criteria below (Max 100 points)
- a. Price: 51 points
 - i. Lowest price receives all points
 - ii. Deduction of 10 points for 2nd, 20 for 3rd, etc.
 - b. Completeness of product line: 10 points
 - i. Provide all products = 10 points
 - ii. Missing SDS sheets= 1 point deduction per missing SDS.
 - c. Service characteristics: 30 points
 - i. Delivery (10 points)
 - 1. Timeframe= As needed 5 points, Monthly 3 points
 - 2. Locations:
 - a. Each School site: 5 points
 - b. 1 centralized drop= 3 points
 - ii. Service schedule (10 points)
 - 1. Monthly or bimonthly= 10 points
 - 2. Quarterly= 5 points
 - 3. 1 per semester- 0 points
 - iii. Emergency service response time (10 points)
 - 1. Response time within 1 day = 10 points
 - 2. 2-3 days= 5 points
 - 3. 4+ days= 0 points
 - d. Ordering capabilities (9 points)
 - i. Online ordering= 9 points
 - ii. Email ordering= 7 points
 - iii. Call in ordering= 5 points
13. Intent to award by Friday, June 7, 2024
14. Award by Friday, June 14, 2024.
15. Direct all questions concerning the bid to Amy A'Hearn (aahearn@waukeeschools.org) or 515-987-2719 ext 12710

Equal Employment Opportunity

The vendor shall comply with the Executive Order 11246, "Equal Employment Opportunity", as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60," Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

To comply, the vendor will:

- i. Provide equal opportunity to all qualified persons, to prohibit discrimination in employment on the basis of race, color, religion, sex or national origin.
- ii. Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- iii. That the applicants are employed and treated fairly during employment, which shall include, but is not limited to the following: upgrading, demotion, or transfer; recruitment, layoff or termination, rates of pay or other forms of compensation; and selection for training.

By submitting a response, the vendor has agreed to affirmatively cooperate in the implementation of the policy and provisions of Executive Order 11246, Executive Order 11375, and 40 CFR part 60.

Targeted Small Business Certification

Vendors owned, operated, and managed by women, minority persons, and individuals with disabilities or service-connected disabled veterans are encouraged to respond to the solicitation. Please attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development. If the business is not TSB-certified in Iowa, then business must provide documentation to meet the following minimum requirements:

- Be located in the State of Iowa;
- Be operated for a profit;
- Have a gross income of less than \$4.0 million computed as an average of the preceding three fiscal years, and
- Be owned, operated, and actively managed by a female, a minority person, and a person with disability or a service-connected disabled veteran.

Termination for Cause

The School Food Authority (SFA) or the selected vendor may terminate the contract in whole, or in part, for any reason. The reasons may include but are not limited to:

- 1) Failure by one party to fulfill its obligations under the contract through no fault of the terminating party. The terminating party will provide a reasonable opportunity to rectify the issues identified in product or service performance prior to termination.
- 2) In the event that no funds or insufficient funds are appropriated and budgeted for payments due to the vendor. The SFA shall notify the vendor of such occurrence as soon as SFA's designated individual is notified of insufficient funds by the SFA administration.

Termination for Convenience

The School Food Authority may terminate the contract prior to the expiration of the agreed upon contract duration or school year, without cause and without penalty. The SFA will provide thirty (30) days written notification to the selected vendor.

Iowa Gift Law (Iowa Code Chapter 68B) – The gift law prohibits a public employee or that person’s immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a “restricted donor.” A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee. For more information on how the gift law applies to employees of a SFA go to: [Iowa Gift Law-legal lessons](#).

Examination of Public (Open) Records (Iowa Code Chapter 22) – The law states that any person shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. This includes all documents related to food service procurement. A person should be allowed to examine the procurement documents in the physical possession of the SFA free of charge. The examination and copying of the public record will be done in the presence of the SFA’s designated authority. A request for a copy of procurement documents received in writing, by telephone, or by electronic means (emails) must be fulfilled by the SFA. The request for a copy of the procurement documents may be contingent upon the receipt of payment of expenses to be incurred in fulfilling the request. The estimated expenses shall be communicated to the person requesting the records. If the SFA copy equipment is used, the SFA shall provide a reasonable number of copies of the procurement documents upon the payment of a fee. The fee for copying shall not exceed the actual cost of providing the service. The copy of procurement documents must be done in the presence of the SFA’s authorized designee. For more information go to: [Iowa Code Chapter 22](#).

Attachment A.

Suspension and Debarment Certification

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Other Voluntary Exclusion – Lower Tier Covered
Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)
Date

Instructions for Certification

1. 1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tiered covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment B.

Assurance of Civil Rights Compliance

The Vendor hereby agrees that they will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that 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).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the State agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the State agency.

Signature of Vendor's Authorized Representative

Title

Date

Attachment C.

Assurance of Non-Collusion or Certificate of Independent Price Determination

Re: Request for Invitation for Bid for Rational Combi oven

- A. By submission of a bid in response to the Waukee CSD Smallwares bid the undersigned certifies the following:
1. The prices in this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with a competitor
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening in the case of a sealed bids or prior to the award in the case of a request for proposal, directly or indirectly to any other vendor or competitor for the purpose of restricting competition.
 3. No attempt has been made or will be made by the vendor to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.
- B. Each person signing this bid on behalf of the vendor certifies that:
1. He or she is the person in the vendor's organization responsible within the organization for the decision as to the prices offered herein and has not participated, and will not participate, in any action contrary to A.1 through A. 3 above; or
 2. He or she is not the person in other vendor's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

To the best of my knowledge, this Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state and federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of Vendor's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

**Attachment D.
Certification Regarding Lobbying**

**Certification Regarding Lobbying
Waukee Community School District
Certification Regarding Lobbying**

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Organization

Signature of Vendor's Authorized Representative

Title

Date

INSTRUCTIONS FOR COMPLETION OF Self DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred, Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward receipt. Identify the tier of the sub awardee, e.g., the first sub awardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks: Sub awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a).
Enter Last Name, First
Name and Middle Initial (MI).
11. Certifying official shall sign and date the form, print his/her name, title and telephone number.

Attachment E.

Certificate of Compliance -Background Check/Sex Offender Registry Laws

Certificate of Compliance-Background Check/Sex Offender Registry Laws

I CERTIFY THAT THE BELOW-NAMED DISTRIBUTOR submitting a proposal in response to this bid shall conduct criminal background checks on any employees or other personnel accessing District property, and that no personnel who do not meet the standards stated in the bid will be allowed to access any District property. The Distributor further certifies that all employees are in compliance with the Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary, and that no employees who service an Iowa School District are sexual offenders whose conviction involved a sex offense against a minor. The Distributor by signing this certificate acknowledges and certifies that any contracted services provided resulting from the bid shall comply with Iowa Code Section 692A.113.

Distributor Name

Print Name

Title of Authorized Representative

____/____/____
Date

PROPOSAL CERTIFICATION AND CONTRACT AWARD

Proposal Certification: Vendors’s failure to execute/sign Proposal prior to submission may render Proposal non-responsive.

Organization Name (print)

Name and Title of Authorized Representative (print)

Address _____

City, State _____ ZIP _____

I certify by my signature below that the PRICES quoted in this Proposal are correct and that this Proposal Response conforms to all specifications and requirements outlined in the Bid terms & Conditions, and that above-named Vendor offers to furnish and deliver any or all services and products upon which prices are proposed at the prices set correlating to each product within the time specified. I further certify that I have the authority to obligate the Vender to perform under the terms and conditions stated in this RFP, which is hereby incorporated by reference and made a part hereof, and the Distributor agrees to be bound by such terms and conditions and any resulting Contract. I further agree that any conflict between the terms and conditions of the RFP and the Vendor’s Proposal documents will be resolved in favor of the RFP, except as may be otherwise agreed to in writing by the Distributor and the WASS party. The Vendor shall provide the requested Products and services in accordance with applicable laws including, but not limited to, regulations governing federally-funded school nutrition programs at 7 C.F.R. 210 – 226 and 2 C.F.R. 200.

e of Authorized Representative Date _____ Signatur

Email _____ Phone _____

Contract Award for Package(s):

By its signature below, and in consideration of the mutual promises of each party, the below-designated Waukee Community School District party agrees to award the Contract, as defined in the RFP to the above-designated Vendor in accordance with the terms and conditions of such Contract, which is hereby incorporated by reference and made a part hereof.

By _____
President, Board of Directors at Waukee Community School District

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement:

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”