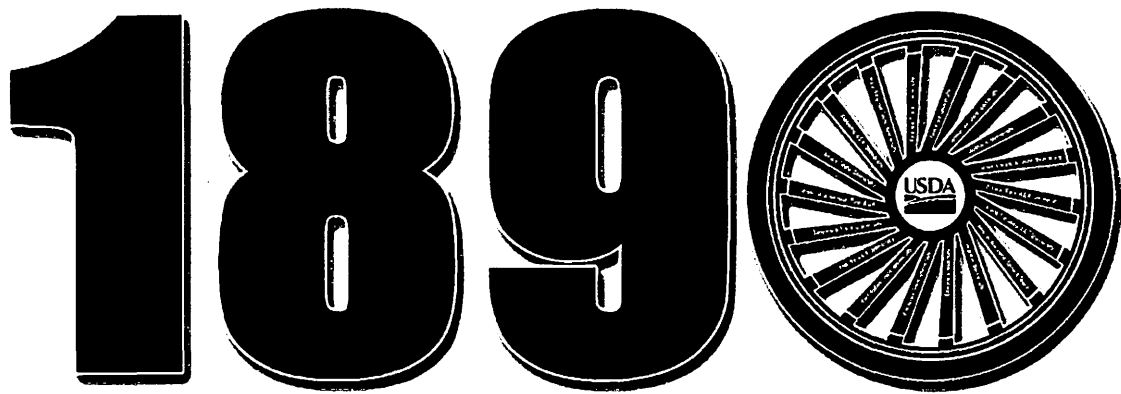


United States Department of Agriculture

USDA/1890 National Scholars Program  
2018 HIGH SCHOOL APPLICATION



November 2015

## INTRODUCTION

Thank you for your interest in the U.S. Department of Agriculture's 1890 National Scholars Program. The USDA/1890 National Scholars Program was established in 1992 as part of the partnership between the U.S. Department of Agriculture and the 1890 Land-Grant Universities.

The goal of the USDA/1890 National Scholars Program is to increase the number of students studying agriculture, food, natural resource sciences, and other related disciplines. The program is open to high school seniors, rising college sophomores, and juniors who exhibit exemplary leadership traits and demonstrated community service. The Scholarship is highly competitive and provides for full tuition payment, among other benefits, for up to 4-years to selected students enrolled or accepted for enrollment at an 1890 Land-Grant University.

The USDA/1890 National Scholars Program is implemented under the USDA Fellows Experience Program (FEP). Scholars accepted into the program will be appointed using the Schedule A(r) authority (5 CFR 213.3202) and are not eligible for noncompetitive conversion to full time employment upon graduation. However, all USDA/1890 National Scholars are required to compete for appropriate employment immediately after graduation and, if selected, commit to at least one year of service to USDA for each year of financial assistance provided<sup>1</sup>

The USDA/1890 National Scholar is required to:

- ✓ Compete for appropriate employment immediately after graduation and, if selected, commit to at least one year of service to USDA for each year of financial assistance provided.
- ✓ Reimburse the USDA Sponsoring Agency for costs of education (excluding the employee's pay and allowances) incurred by the USDA Sponsoring Agency if the Scholar voluntarily separates from the service of the USDA Sponsoring Agency before the end of the period for which the Scholar has agreed to continue in the service of USDA.
- ✓ Consult with and obtain the approval of the Sponsoring Agency prior to making any changes to his or her academic program. Unapproved changes will affect the Scholar's continued participation in the program.

Again, thank you for your interest in the USDA/1890 National Scholars Program and best wishes in your pursuit of academic excellence!

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<sup>1</sup>Specific details of this "service requirement" will be outlined in the agreement entered into by the selected Scholar, the University at which the scholar is matriculated, and the USDA sponsoring agency. The "service requirement" is subject to change.

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## USDA/1890 NATIONAL SCHOLARS PROGRAM

### OVERVIEW

The USDA/1890 National Scholars Program is a partnership between the U.S. Department of Agriculture (USDA) and the 1890 Historically Black Land-Grant Universities. The program awards scholarships to students accepted to or attending one of the 1890 Land-Grant Universities in pursuit a bachelor's degree in agriculture, food, natural resource sciences, or related academic discipline(s).

The nineteen 1890 Land-Grant Universities are as follows:

Alabama A&M University	North Carolina A&T State University
Alcorn State University (Mississippi)	Prairie View A&M University (Texas)
Central State University (Ohio)	South Carolina State University
Delaware State University	Southern A&M University (Louisiana)
Florida A&M University	Tennessee State University
Fort Valley State University (Georgia)	Tuskegee University (Alabama)
Kentucky State University	University of Arkansas Pine Bluff
Langston University (Oklahoma)	University of Maryland Eastern Shore
Lincoln University (Missouri)	Virginia State University
	West Virginia State University

### AUTHORITIES

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- National Agricultural Research, Extension and Teaching Policy Act of 1977, Pub. L .95-113, §§ 1402-1404, 7 U.S.C. §§ 3101-3103;
  - Act of August 30, 1890, (commonly known as the “Second Morrill Act”) 7 U.S.C. §§ 321 et seq.);
  - Executive Order 13256, President's Board of Advisors on Historically Black Colleges and Universities, dated February 12, 2002;
  - 5 CFR Part 410-Training;
  - OPM Excepted Schedule A, authority (r), 5 CFR 213.3102(r); and/or
  - U.S. Department of Agriculture Student Internship Programs, Federal Agriculture Improvement and Reform of 1996 (FAIR Act), Title IX, Section 922 (7 U.S.C § 2279c).
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## PURPOSE

The purposes of the USDA/1890 National Scholars Program are:

- ✓ To strengthen the long-term partnership between USDA and the 1890 Historically Black Land-Grant Universities.
  - ✓ To increase the number of students studying agriculture, food, and natural resources science, or other related disciplines.
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## OBJECTIVE

The USDA/1890 National Scholars Program offers scholarships to U.S. citizens who are seeking a bachelor's degree at one of the 1890 Land-Grant Universities pursuing a bachelor's degree in any of the fields of study within agriculture, food, natural resource sciences, or other related disciplines. The required fields of study or related disciplines are:

Agriculture  
Agricultural Economics  
Agricultural Engineering/Mechanics  
Agricultural Production and Technology  
Agronomy or Crop Science  
Animal Sciences  
Botany  
Business Management  
Farm and Range Management

Forestry and Related Sciences  
Food Sciences/Technology  
Home Economics/Nutrition  
Horticulture  
Natural Resources Management  
Soil Conservation/Soil Science  
Other related disciplines, (e.g., non-medical biological sciences, pre-veterinary medicine, computer sciences)

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## AWARD

Scholarships are awarded annually and must be used at one of the 1890 Land-Grant Universities. Each award provides full tuition, as well as fees, books, and room and board, renewable each year for the term of the scholarship. The scholarship renewal is contingent upon satisfactory academic performance and normal progress toward the bachelor's degree.

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## GENERAL ELIGIBILITY

Applicant must:

- ✓ Be a U.S. citizen
  - ✓ Have been accepted for admission to an 1890 Land-Grant University
  - ✓ Have a high school cumulative GPA of 3.0 or better (on a 4.0 scale)
  - ✓ Have a combined verbal/math/written score of 1,080 or more on the SAT (note: 1,000 or more combined for those universities that only accept verbal/math score) or a composite score of 21 or more on the ACT
  - ✓ Intend to study agriculture, food, natural resource sciences, or other related academic disciplines
  - ✓ Demonstrate leadership and community service
  - ✓ Submit the most recent official transcript with the school seal and/or the signature of an authorized school official
  - ✓ Submit a 500-800 word essay describing 1) my interest in USDA, 2) how I envision the scholarship will impact me personally and my future as a public servant, and 3) my experiences and perceptions about agriculture, food, and natural resource sciences
  - ✓ Submit a signed and dated application (original signature only)
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## APPLICATION DEADLINE

**All application materials must be postmarked no later than Wednesday, January 31, 2018 and sent to the USDA/1890 Program Liaison at the university or universities selected by the applicant.**

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## INSTRUCTIONS

Only complete application packages submitted by Wednesday, January 31, 2018, will be considered. All application materials must be submitted in one application package. Complete application packages must include the following:

- ✓ Completed Privacy Act Advisory Statement and Release Form
- ✓ Completed Biographical Questionnaire
- ✓ Current resume
- ✓ 500-800 word essay on the designated topics
- ✓ High School Counselor's Assessment Report (see page 18) in a sealed envelope
- ✓ High School Teacher's Assessment Report (see pages 20-24) in a sealed envelope
- ✓ Signed and dated application (including signature of parent of guardian, if the applicant is under the age of 18.

Applicants are responsible for obtaining the Assessment Reports of the High School Counselor (pages 18-19) and the High School Teacher (pages 20–24). These Assessment Reports should be in a sealed envelope and included with the application package.

All application materials must have original signatures and seals/stamps.

Application materials containing photocopied signatures and transcripts will not be considered for the USDA/1890 National Scholars Program scholarship.

*Please note: The selection of scholarship recipients will be influenced by the submission of complete, neat, and legible application packages. The application is a fill-able Adobe Acrobat file. The application may also be printed and filled in by hand in black or blue ink only.*

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## PRIVACY ACT ADVISORY STATEMENT

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with this request for information. Accordingly, pursuant to the requirements for this Act, please be advised:

1. Furnishing the information requested is voluntary.
2. The data will be used for selection of USDA/1890 National Scholars, printing certificates, and related activities.
3. The data is maintained in a privacy act system as defined by NARA under OMB.
4. Failure to complete the form will mean that you cannot be included among those candidates being considered for designation as USDA/1890 National Scholar.

### Affirmation of Candidacy and Authorization for Release of Information

I, \_\_\_\_\_, understand that I am a candidate for the honor of USDA/1890 National Scholar, have read the Privacy Act Advisory Statement, and affirm my wish to be considered. In the event I am named a Scholar, permission is hereby given for the release of materials submitted by me for the use of the U.S. Department of Agriculture and the 1890 Land-Grant Universities as deemed appropriate for purposes of the USDA/1890 National Scholars Program.

I further consent to the release of photographs that may be taken of me, by or for the U.S. Department of Agriculture in connection with the Program. I am (*check one*) willing ☐ unwilling ☐ to appear on radio and/or television if such arrangements are made by the U.S. Department of Agriculture in connection with the USDA/1890 National Scholars Program.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Candidate's Biographical Questionnaire

The questions that follow are designed to collect information about your background, your interests, and your plans. Your answers to these questions will be used only in connection with your application for this scholarship program and will be divulged only to qualified persons who must see them in the course of their duties.

(Please Print)

### A. Biographical Information

Full Legal Name:

\_\_\_\_\_  
 First Middle Last  
 Gender: Female ☐ Male ☐ Other ☐ Age: \_\_\_\_\_

\_\_\_\_\_  
 Street City/Town State Zip Code

Telephone:

(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Are you a U.S. Citizen? (select one) Yes ☐ No ☐

Email Address: \_\_\_\_\_

### B. Education

1. Name of High School currently attending: \_\_\_\_\_

\_\_\_\_\_  
 Street Address: City/Town State Zip Code

Telephone: \_\_\_\_\_

GPA (on a 4.0 unweighted scale) \_\_\_\_\_

ACT: Composite Score \_\_\_\_\_

SAT: Math \_\_\_\_\_ Verbal \_\_\_\_\_

Combined SAT: \_\_\_\_\_

*Note: Grade point averages and standardized test scores should match supporting documentation submitted by counselor. Only applicants meeting minimum GPA criteria and standardized test scores will be considered for the USDA/1890 National Scholars Program scholarship. Please do not submit an application if you do not meet these criteria.*



2. List any other schools you attended in the last 4 years, starting with the one you attended most recently.

Name of School	Address	Dates of Attendance

3. List any advanced or special program, courses, or summer courses you have taken. List the most recent course or program first.

Course or Program	Name of School	Address	Dates of Attendance	Hours Per Week

4. Name(s) of the 1890 University (or Universities) to which you are applying:

- a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

5. If accepted at multiple 1890 Land-Grant Universities, please list in order of preference (i.e. 1=Most Preferred, 3=Least Preferred)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Note: Applicants applying to more than one 1890 Land-Grant University must submit separate USDA/1890 National Scholars applications for each university.

6. What course of study (major) will you pursue?

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Other Related Discipline/Unlisted Major (Please Identify):

\_\_\_\_\_

*Note: All academic disciplines may not be available at every 1890 Historically Black Land-Grant University. Check the University's academic offerings before applying.*

Have you made career decisions related to agriculture, food, natural resource Sciences or related

7. disciplines? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in the space below:

## C. Activities

1. List activities in which you have participated in or outside your school (such as academic activities, publications, debating, dramatics, sports, music, art, and student government).

Activity	Participation Dates	Office(s) Held	Special Award(s)

2. List volunteer and paid positions you have held in the past 4 years (including summer employment).

Volunteer or paid positions	Organization/ Employer	Dates of service or employment	Hours per week	Special award(s)

*Note: Be concise and limit your response(s) to the space provided.*





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Review this form to make sure you have answered all questions completely. Proofread your responses.

I certify that I completed this application and that all statements are true and accurate to the best of my knowledge. I understand that a false statement could eliminate me from consideration for this scholarship.

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Print Name Applicant

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Applicant's Signature

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Date

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Print name Parent or Legal Guardian

*Note: If the applicant is a minor child, under the age of 17; parental or legal guardian signature is required*

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Parent or Legal Guardian Signature

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Date

This form and all other application materials must be returned to each 1890 Land-Grant University of your choice and postmarked by Wednesday, January 31, 2018

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How did you hear about the USDA/1890 National Scholars Program Scholarship?  
(Select all that apply.)

College fair(s)  
Name of event(s)

---

Informational Session  
Location

---

Public Service Announcement  
Stations

---

Direct Mail/e-mail  
Source of communication

---

USDA Employee  
Name of employee(s)

---

Church or place of worship  
Name of Facility

---

Website(s)  
Name of website(s)

---

Other

---

USDA/1890 NATIONAL SCHOLARS PROGRAM SCHOLARSHIP Applicant's  
Authorization to Release Academic Information. *Note: See Page 17 for Instructions to Complete this Form.*

Applicant's Full Name

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Suffix

To comply with the provisions of the Family Educational Rights and Privacy Act of 1974, a school must obtain signed authorization before it can release student information for use in this scholarship program. Permission is hereby given to school officials to release record and other requested information for consideration in the scholarship program named above. Note: If the applicant is a minor child, under the age of 17; parental or legal guardian signature is required.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's or Legal Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant: If you have attended this school less than 2 years, you must copy this form and have your previous school also complete this form for you.

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number

Please copy Release Form as Necessary



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**AUTHORIZATION TO RELEASE ACADEMIC INFORMATION - Instructions**

The above-named student is a candidate for the honor of USDA/1890 National Scholars Program scholarship. To process this application, the U.S. Department of Agriculture and the University will need:

An official secondary school transcript, the SAT, and/or ACT scores. The transcripts from the student's secondary school record must contain a seal and signature of an authorized school official. Please note that only students with a GPA of 3.0 on a 4.0 scale and a combined SAT score of at least 1080 or 1000 (math and verbal) or ACT score of at least 21 are eligible for the USDA/1890 Scholars Program.

Thorough responses will greatly enhance your student's candidacy. This information will be used only-in connection with the selection of Scholars and will be seen only by qualified persons involved in the selection process.

Please delete all personally identifiable information, such as social security numbers and dates of birth from any supporting documentations.

For questions or more information about the USDA/1890 National Scholars Program Scholarship, please contact us at [1890init@usda.gov](mailto:1890init@usda.gov) or (202) 720-6350.

USDA/1890 National Scholars Program Scholarship  
Secondary School Report  
High School Guidance Counselor Assessment Report

A. Please type or print using black ink

Name of Counselor

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

MI

\_\_\_\_\_

Suffix

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

B. Are you confident that the student will receive a high school diploma during the current academic year?

Yes ☐ No ☐

If your answer is no, please explain your reason using a separate page

C. Student's class rank \_\_\_\_\_

How many students are in the class? \_\_\_\_\_

D. Student's cumulative grade point average (unweighted on 4.0 scale) \_\_\_\_\_

Do not enter GPA on a scale of 0-100.

E. ACT Composite Score \_\_\_\_\_

SAT Score (combined) \_\_\_\_\_

SAT Score (math and verbal) \_\_\_\_\_

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**F. Secondary School Record**

The applicant's SAT and/or ACT scores, along with an official secondary school transcript (with seal and signature by an authorized official), including grades 9 through 12 must be attached to this section of the application. If the official transcript and SAT and/or ACT scores are not provided, the applicant will not be considered for the scholarship.

Counselor's Signature\_\_\_\_\_

Date\_\_\_\_\_

This form and the candidate's transcript and SAT and/or ACT scores must be included in the student's application package. Applicants applying to more than one 1890 Historically Black Land-Grant University must submit separate USDA/1890 National Scholars application packages for each school. The complete application packages must be postmarked by Wednesday, January 31, 2018.

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USDA/1890 National Scholars Program Scholarship  
Secondary School Report  
School Teacher Assessment Report

The application for the USDA/1890 National Scholars program scholarship requires a carefully considered character and ability assessment by a teacher who knows the student well, including a summary of other teachers' judgments of the student.

A. Please type or print using black ink

Name of Teacher

_____	_____	_____	_____
Last	First	MI	Suffix

Address \_\_\_\_\_

Phone \_\_\_\_\_

B. Length of Relationship \_\_\_\_\_

C. Considering this student's interests, work habits, and life goals, what is your assessment as to whether the student will be motivated to take advantage of the opportunities available in college? Please give reasons for your assessment.

D. What special features is a part of your school's curriculum (e.g., AP and honors courses, college study, and independent study)? Has the student taken advantage of the most challenging opportunities your school has to offer?

E. Has the student shown exceptional talent or originality in agriculture, food, natural resource sciences, and/ or other related disciplines?

Yes ☐ No ☐

Please explain your selection:

F. Describe this student's strengths and weaknesses.

Strengths:

Weaknesses:

G. Sometimes, special circumstances should be considered when evaluating a student's achievement records and test scores. If in your opinion, this student may have been disadvantaged by any such circumstances, please specify. \*Additional pages may be attached if needed, please reference page 22 sub tangent G.

H. Indicate comments made by teachers about the student relative to the following:

1. Participation in discussion:

- ☐ always involved, often initiates discussion
- ☐ occasionally participates
- ☐ seldom participates
- ☐ not applicable

2. Involvement in classroom activities:

- ☐ active, usually shows genuine interest
- ☐ mild, politely attentive
- ☐ languid, attention often wanders
- ☐ vacillates gently
- ☐ poor understanding

3. Pursuit of independent study:

- ☐ considerable study and major project(s)
- ☐ some study and minor projects(s)
- ☐ no evidence of independent study
- ☐ not applicable

4. Evenness of performance:

- ☐ even, varies no more than one mark
- ☐ slightly uneven
- ☐ uneven, often varies two marks
- ☐ erratic, fluctuates greatly
- ☐ inadequate opportunity to observe

5. Critical and questioning attitude:

- ☐ often challenges
- ☐ occasionally probes
- ☐ rarely questions
- ☐ not applicable

## 6. Depth of understanding:

- ☐ excellent insight
- ☐ good understanding
- ☐ some insight
- ☐ little understanding
- ☐ not applicable

## 7. Personal responsibility:

- ☐ always accepts fully
- ☐ usually accepts fully
- ☐ sometimes refuses
- ☐ often refuses

## 8. Consideration for others:

- ☐ always considerate of others' rights and feelings
- ☐ usually considerate
- ☐ sometimes inconsiderate
- ☐ often inconsiderate

## 9. Population of the community in which your school is located:

- ☐ less than 500
- ☐ 500 – 1,500
- ☐ 1,500 – 5,000
- ☐ 5,000 – 25,000
- ☐ 25,000 – 100,000
- ☐ over 100,000

## 10. What economic or social conditions characterize the community and most of the parents of the children in your school?

- ☐ Rural farming area
  - ☐ Industrial
  - ☐ Small town
  - ☐ Large city, Metropolitan area
  - ☐ Other
- 

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

*This form and the candidate's transcript and SAT and/or ACT scores must be included in the student's application package. Applicants applying to more than one 1890 Historically Black Land-Grant University must submit separate USDA/1890 National Scholars application packages for each university. The complete application packages must be postmarked by Wednesday, January 31, 2018.*

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**USDA/1890 National Scholars Application Checklist**

1.	I have read the eligibility requirements and meet all eligibility criteria.
2.	I am submitting an original application and transcript to each USDA/1890 University of interest (see addresses on page 26 of this application).
3.	I have applied for admission to each 1890 Historically Black Land- Grant Institution of interest.
4.	I have read and completed the Candidate's Biographical Information section.
5.	I have included the Secondary School Report from my High School Counselor and explained the need to have all official transcripts with a seal and signature and SAT and/or ACT scores enclosed with this response.
6.	I have included the School Teacher Assessment completed and signed by my teacher.
7.	I have signed and dated the application (original signature only).
8.	I have enclosed a 500-800 word essay describing 1) my interest in USDA, 2) how I envision the scholarship will impact me and my future as a public servant, and 3) my experiences and perceptions about agriculture, food, and natural resource sciences.
9.	I understand that the full application package must be postmarked no later than Wednesday, January 31, 2018 for consideration for the USDA/1890 Scholars Programs Scholarship.



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1890 Land-Grant Universities

Attn: USDA/1890 Program Liaison  
Alabama A&M University  
Post Office Box 1087  
Normal, AL 35762  
(256) 372-7170

Attn: USDA/1890 Program Liaison  
Fort Valley State University  
1005 State University Drive  
Pettigrew Center, Room 244  
Fort Valley, GA 31030  
(478) 825-6298

Attn: USDA/1890 Program Liaison  
Alcorn State University  
P.O. Box 314  
Lorman, MS 39096  
(601) 877-6820

Attn: USDA/1890 Program Liaison  
Kentucky State University  
Cooperative Extension Facility,  
400 East Main Street, Room 221  
Frankfort, KY 40601  
(502) 597-6955

Attn: USDA/1890 Program Liaison  
Central State University  
1400 Brush Row Road  
McLin Building, Room 210  
Wilberforce, OH 45384  
(937) 376-6091

Attn: USDA/1890 Program Liaison  
Langston University  
School of Agriculture and Applied Sciences  
100 Success Drive, Room V115  
Langston, OK 73050  
(405) 466-6154

Attn: USDA/1890 Program Liaison  
Delaware State University  
CARS Ag Annex, Room 108F  
Dover, DE 1991  
(302) 857-7131

Attn: USDA/1890 Program Liaison  
Lincoln University  
818 Lee Drive  
108 Bennett Hall  
Jefferson City, MO 65101  
(573) 681-5108

Attn: USDA/1890 Program Liaison  
Florida A&M University  
1740 South Martin L. King Jr., Boulevard  
Room 217, S. Perry-Paige Building  
Tallahassee, FL 32307-4100  
(805) 561-2973

Attn: USDA/1890 Program Liaison  
North Carolina A&T University  
1601 East Market Street  
107 B.C. Webb Hall  
Greensboro, NC 27411  
(336) 285-4783

Attn: USDA/1890 Program Liaison  
Prairie View A&M University  
Agriculture and Business Building,  
Room 402  
P. O. Box 2736  
Prairie View, TX 77446  
(936) 261-2521

Attn: USDA/1890 Program Liaison  
South Carolina State University  
300 College Avenue, N.E.  
P.O. Box 7246  
Orangeburg, SC 29117  
(803) 536-7031

Attn: USDA/1890 Program Liaison  
Southern University and A&M College  
Fisher Hall, Room 102  
Baton Rouge, LA 70813  
(225) 771-3355

Attn: USDA/1890 Program Liaison  
Tennessee State University  
3500 John Merritt Boulevard  
Ag Science Dept., Room 20  
P.O. Box 9629  
Nashville, TN 37209-1561  
(615) 963-5139

Attn: USDA/1890 Program Liaison  
Tuskegee University  
College of Agriculture, Environmental  
and Nutritional Sciences  
Campbell Hall, Room 103  
Tuskegee, AL 36088  
(334) 724-4493

Attn: USDA/1890 Program Liaison  
University of Arkansas Pine Bluff  
1200 North University Drive  
Mail Slot: 4806  
Pine Bluff, AR 71611-2799  
(870) 575-7241

Attn: USDA/1890 Program Liaison  
University of Maryland Eastern Shore  
30665 Student Services Center Lane  
Trigg Hall, Room 1137  
Princess Anne, MD 21853  
(410) 651-6313

Attn: USDA/1890 Program Liaison  
Virginia State University  
P.O. Box 9081  
1 Hayden Drive  
L. Douglas Wilder Building, Room 202C  
Petersburg, VA 23806  
(804) 524-5662

Attn: USDA/1890 Program Liaison  
West Virginia State University  
100 Curtis House  
P.O. Box 1000  
Institute, WV 25112-1000  
(336) 766-5729

## Applications Must Be Postmarked by Wednesday, January 31, 2018

For questions, please contact:

The Office of Advocacy and Outreach  
USDA/1890 Programs  
1400 Independence Ave. SW., Stop 0601  
Washington, D.C. 20250  
Telephone Number: (202) 720-6350  
Fax Number: (202) 720-7136  
Email: [1890init@usda.gov](mailto:1890init@usda.gov)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0503-0015. The time required to complete this information collection is estimated to average 2.6 to 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status (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 the USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, contact the USDA Assistant Secretary for Civil Rights, 300 7th Street S.W., Suite 521, Washington, D.C. 20024 or call (202) 401-0005 or (800) 795-3272.