

Community Facilities Direct Loan and Grant: Overview

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial, or business undertakings.

Requirements

Borrowers must have legal authority to construct, own, operate, maintain, manage, borrow funds, and pledge collateral.

Eligible Borrowers Include:

- Public Bodies
- Community-Based, Not-For-Profit Corporations
- Federally Recognized Tribes

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities.
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms.
- Facilities must serve rural area where they are/will be located.
- Project must demonstrate substantial community support.
- Environmental review must be completed/acceptable.

Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community with a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State's nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community with a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State's nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community with a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State's nonmetropolitan median household income.

The proposed project must meet both percentage criteria. Grants are further limited. Funds must be used to purchase, construct, and/ or improve essential community facilities, purchase equipment, and pay related project expenses.

Examples of essential community facilities include:

- Health care facilities such as hospital, medical clinics, dental clinics, nursing homes or assisted living facilities.
- Public facilities such as town halls, courthouses, airport hangars or street improvements.
- Community support services such as childcare center, community centers, fairgrounds, or transitional housing.
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment.
- Educational services such as museums, libraries, or private schools.
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs, or greenhouses.

National Architect Requirements

Applicants, at the earliest possible time, should provide a Preliminary Architectural Feasibility Report, including the Cost Estimate, for the review by the RD Area Loan Specialist and RD State Architect. These two documents are needed to determine the project's feasibility. RD's State Architect will evaluate and provide architectural/construction guidance to the Applicants and their Architects, for RD financed architectural project, in the following areas

- Initial site visit & evaluation of the proposed project.
- Preliminary Architectural Feasibility Report
- Agency Architectural Feasibility Report
- Agency Concurrence of Owner/Architect Agreements
- Agency Acceptance of Plans & Specifications
- Agency Concurrence of Construction Contract Documents
- Construction & Construction Monitoring

CHECKLIST

The USDA developed a Community Facilities Application Package to serve as a checklist to assist applicants prepare the required documents.

Notice of Board Action
Instructions

Evidence of Organization
Instructions

Standard Form 424
Instructions

Standard Form 424A
Instructions

Standard Form 424B
Instructions

Standard Form 424C
Instructions

Standard Form 424D
Instructions

Project Narrative
Instructions


Credit Elsewhere Certification
Instructions

Financially Information
Instructions

Preliminary Architectural Report
Instructions

Evidence of Local Support
Instructions

Environmental Review
Instructions

United States Department of Agriculture

**COMMUNITY FACILITIES LOAN AND/OR GRANT
PRE-APPLICATION PACKAGE**

Please use this checklist as a guide in preparing your pre-application. Please fill out all necessary form fields and obtain signatures prior to submission. Please contact our office if you have any questions.

We look forward to working with you on this project!

1. Notice of Board Action – Resolution of the board **OR** meeting minutes approving to apply for loan/grant for the proposed project (See [Tab A](#) for example)
2. Evidence of Organization (non-profit only)
 - IRS Letter of Tax Exempt Status
 - Articles of Incorporation
 - Bylaws - signed by appropriate official
 - List of active board members - include names, addresses, and their term
 - Certificate of Good Standing
 - Charter (The Charter should show that it is recorded in the Office of the Secretary of State)
3. "Pre-application for Federal Assistance" (See 424 Forms Portfolio)

Complete the following forms for Non-Construction projects only

- a. Form SF 424, "Pre-application for Federal Assistance"
- b. Form SF 424A, "Budget Information – Non-Construction Programs"
- c. Form SF 424B, "Assurances – Non-Construction Programs"

Complete the following forms for Construction projects only

- a. Form SF 424, "Pre-application for Federal Assistance"
- b. Form SF 424C, "Budget Information – Construction Programs"
- c. Form SF 424D, "Assurances – Construction Programs"

- 4. Project Narrative
- a. Explanation for the project
- b. Need for the project
- c. Cost breakdown of the project
- 5. System for Award Management (SAM) <https://www.sam.gov>
- 6. Credit Elsewhere Certification – applicant must certify in writing that they are unable to finance the proposed project from their own resources and/or through commercial credit. Applicant should provide **written Certification and at least three (3) letters** from local lenders that show the potential rates and terms the applicant might receive. (See [Tab B](#) for example Certification and Commercial Credit letter)
- 7. Financial Information:
- a. Five Years of Audited Financial Statements.
- b. Current Operating Budget and Proposed Budget for upcoming Fiscal Year (if available).
- c. Current Balance Sheet (must be within 90 days of application)
- d. Capital Improvement Plan
- e. Financial Feasibility Report
 - i. Projects with a cost of \$300,000 and under, use Form 1942-54 – See [Tab C](#)
 - ii. Projects with cost > \$300,000, consult with RD Specialist for level of report
- 8. Preliminary Architectural Report. (See [Tab D](#), Guide 6 and Attachment for Architect) *for construction projects only
- 9. Evidence of Local Support from local officials in your service area. (See [Tab E](#)) *only needed for non-profit applicants
- 10. Environmental Review (consult with RD Specialist for level of review)

USDA is an equal opportunity provider, employer, and lender.

Updated 8/5/22

Notice of Board Action

Resolution of the board OR meeting minutes approving to apply for loan/grant for the proposed project. Non-profit organizations will utilize “Form 1942-8”, Resolution of Member or Stockholders may be used, or similar Resolution. Public bodies will use “Resolution to Apply for Federal Assistance Template.”

Close Save

Form RD 1942-8 (Rev. 2-98) Position 5 UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT FORM APPROVED OMB NO. 0575-0015

RESOLUTION OF MEMBERS OR STOCKHOLDERS

(Name of Association)

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate —

- To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other governmental agency:
 - A loan in a sum not to exceed \$ _____;
 - A grant in a sum not to exceed \$ _____;
 to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.
- In case of a loan or grant or both —
 - For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;
 - For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and
 - In its judgment to carry out the terms of this resolution.
- And in case of a loan —
 - To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;
 - To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and
 - From time to time to pay, extend, or renew any such obligations.

CERTIFICATION

I, the undersigned, as _____ of the above named Association, hereby certify that said Association on the _____ day of _____, had _____ (Number) _____ (members/ stockholders) or (shares of voting stock outstanding); that _____ of these _____ constituted a quorum; that _____ said members or stockholders or shares of voting stock were present at a meeting of the members or stockholders duly called and held on the _____ day of _____; that the foregoing resolution was adopted at such meeting by the affirmative vote of _____ said members or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day _____ of _____, _____

Secretary of _____

According to the Paperwork Reduction Act of 1995, no persons are 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 0575-0015. The time required to complete this information collection is estimated to average 1 hour 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.

Close Save

Notice of Board Action for Non-profit organizations

RESOLUTION TO APPLY FOR FEDERAL ASSISTANCE

WHEREAS, the _____ of the _____ intends to apply for and accept a Community Facility Loan and/or Grant to be administered by the United States Department of Agriculture Rural Development (USDA RD) herein called the Government in an amount not to exceed \$ _____ under the terms offered by the Government. The purpose of said funds is to assist in the purchase of _____.

Furthermore, _____ is hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such financial assistance; and to operate the facilities under the terms offered by the government.

INCLUDE THIS STATEMENT IF REQUESTING A LOAN

BE IT FURTHER RESOLVED THAT, _____ will issue a General Obligation Bond in the amount of the loan as collateral for the project.

IN WITNESS WHEREOF, the _____ of the _____ has duly adopted this resolution and caused to be executed by the _____ on this _____ day of _____, _____

By: _____
Title: _____
Date: _____

(SEAL)
Attest: _____
Title: _____
Date: _____

Notice of Board Action for Public Bodies

Evidence of Organization and IRS Letter of Tax-Exempt Status

For a non-profit corporation, a copy of the Articles of Incorporation, Bylaws, and Certificate of Good Standing. Also include an IRS Letter of Tax-Exempt Status, a list of active board members (alongside with names, addresses, and their term), and a copy of the Charter (the Charter should show that it is recorded in the Office of the Secretary of State).

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.	10.	Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration	11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.	13.	Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.	14.	Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
6.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.	16.	Congressional Districts Of: 15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
8.	Applicant Information: Enter the following in accordance with agency instructions: a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov . b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a," is selected, enter the date the application was submitted to the State.
	d. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.	21.	Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)		

Standard Form 424

1

CFDA: 10.766
As stated on Beta.Sam.Gov,
Community Facilities Loans
and Grants

2

This section can be left
blank, or reenter the CFDA

If new applicant:
Contact your USDA Area
Office to register for
SAM.gov and to obtain a
Unique Entity ID (UEI).

Forms for Non-Construction Programs

View Burden Statement | OMB Number: 4040-0004 | Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

*** 1. Type of Submission:** Preapplication Application Changed/Corrected Application

*** 2. Type of Application:** * If Revision, select appropriate letter(s): New Continuation Revision * Other (Specify):

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. UEI:**

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Form SF 424 – “Preapplication for Federal Assistance” (3 pages)
Instructions can be found in Application Package on usdatap.org

Form SF 424A – “Budget Information – Non-Construction Programs” (3 pages total)

BUDGET INFORMATION - Non-Construction Programs | OMB Number: 4040-0006 | Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

Standard Form 424A (Rev. 7-87)
Prescribed by OMB (Circular A-102) Page 1

View Burden Statement | OMB Number: 4040-0007 | Expiration Date: 02/28/2025

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 554728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - Act of 1973, as amended (29 U.S.C. 6794), which prohibits discrimination on the basis of handicap;
 - (4) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (5) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (6) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholic;
 - (7) §552 and 527 of the Public Health Service Act of 1917 (42 U.S.C. §§200 a6-3 and 200 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (8) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§1601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (9) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (10) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in the acquisition.

Form SF 424B – “Assurances – Non-Construction Programs” (2 pages, signature required on second page)

Forms for Construction Projects

View Burden Statement OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

*** 1. Type of Submission:**
 Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:** * If Revision, select appropriate letter(s):
 New
 Continuation
 Revision
 Other (Specify):

*** 3. Date Received:** _____ **4. Applicant Identifier:** _____

5a. Federal Entity Identifier: _____ **5b. Federal Award Identifier:** _____

State Use Only:
6. Date Received by State: _____ **7. State Application Identifier:** _____

8. APPLICANT INFORMATION:

*** a. Legal Name:** _____

*** b. Employer/Expayer Identification Number (EIN/TIN):** _____ *** c. UIC:** _____

d. Address:
*** Street1:** _____
Street2: _____
*** City:** _____
County/Parish: _____
*** State:** _____
Province: _____
*** Country:** USA: UNITED STATES
*** Zip / Postal Code:** _____

e. Organizational Unit:
Department Name: _____ **Division Name:** _____

I. Name and contact information of person to be contacted on matters involving this application:
Prefix: _____ *** First Name:** _____
Middle Name: _____
*** Last Name:** _____

Form SF 424 – “Preapplication for Federal Assistance” (3 pages)
 Instructions can be found in Application Package on usdatap.org

Form SF 424C – “Budget Information – Construction Programs”

View Burden Statement OMB Number: 4040-0009
Expiration Date: 02/28/2025

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$	\$	\$
2. Land, structures, rights-of-way, appraisals, etc.	\$	\$	\$
3. Relocation expenses and payments	\$	\$	\$
4. Architectural and engineering fees	\$	\$	\$
5. Other architectural and engineering fees	\$	\$	\$
6. Project inspection fees	\$	\$	\$
7. Site work	\$	\$	\$
8. Demolition and removal	\$	\$	\$
9. Construction	\$	\$	\$
10. Equipment	\$	\$	\$
11. Miscellaneous	\$	\$	\$
12. SUBTOTAL (sum of lines 1-11)	\$	\$	\$
13. Contingencies	\$	\$	\$
14. SUBTOTAL	\$	\$	\$
15. Project (program) income	\$	\$	\$
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$	\$	\$
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.)		Enter eligible costs from line 16c. Multiply X _____ %	\$
		Enter the resulting Federal share.	\$

View Burden Statement ASSURANCES - CONSTRUCTION PROGRAMS
OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
- Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
- Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §5472b-4753) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§6101 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-516), which prohibits discrimination on the basis of alcohol abuse; (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-516), which prohibits discrimination on the basis of alcohol abuse; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3501 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable Authorized for Local Reproduction Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

Form SF 424D – “Assurances -Construction Programs” (2 pages, signature required on second page)

Project Narrative

A project narrative serves as a template for the proposed project and how it will improve the community of its origin. Please include:

- a. Explanation for the project
- b. Need for project
- c. Cost breakdown of the project

System for Award Management

Completing the SAM registration process takes up to five business days, and applicants are strongly encouraged to begin the process early. Once registered, the applicant will receive a CAGE (Commercial and Government Entity) Code Number. The SAM registration must remain active, with current information, at all times during which an entity has an application under consideration by an agency or has an active Federal Award. To remain registered in the SAM database after the initial registration, the applicant is required to review and update on an annual basis.

Website for SAM: <https://www.sam.gov>

Credit Elsewhere Certification

Applicant must certify in writing that they are unable to finance the proposed project from their own resources and/or through commercial credit. Applicant should provide **written Certificate and at least three (3) letters** from local lenders that show the potential rates and terms the applicant might receive.

November __, 20XX

John Doe
Nobody Chamber of Commerce, TN
123 Somewhere Street
Anywhere, Tennessee 37000

Re: Nobody Chamber of Commerce – Bus Purchase Project

Dear Mr. Doe:

___ Bank has reviewed the opportunity of partnering with the Nobody Chamber of Commerce to provide financing associated with the purchase of a new bus. After preliminary analysis of the proposed project, the current credit and interest rate environment as well as the size of the loan request, a typical rate and term for a commercial credit of this type would be ___% and have a maximum term of ___ years.

We thank you for considering ___ Bank as a lending partner. If we can participate on this project or future projects, please contact our local office.

Sincerely,

Bill Smith
Bank of Nowhere, TN

Credit Elsewhere Certification -
Example

Financial Information

- a. Five Years of Audited Financial Statements
- b. Current Operating Budget and Proposed Budget for upcoming Fiscal Year (if available).
- c. Current Balance Sheet (must be within 90 days of application)
- d. Capital Improvement Plan
- e. Financial Feasibility Report
 - i. Projects with a cost of \$300,000 and under, use Form 1942-54
 - ii. Project with cost >\$300,000, consult with Rural Development Specialist for level of report

Form RD 1942-54 (Rev. 10-96)	U.S. Department of Agriculture Rural Development	FORM APPROVED OMB No. 0575-0120
APPLICANT'S FEASIBILITY REPORT		
1. Existing Facility. Briefly describe what facilities you currently have or how service is currently provided.		
2. Proposed Facility. Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.		
3. Need for the Facility. Indicate why the proposed facility is needed.		
4. Service Area. Indicate what area the proposed facility will serve and, if known, the population or number of families served.		
<small>Public reporting burden for this collection of information is estimated to average 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Compliance Office (CDB), Attn: 7030, Washington, D.C. 20250 and to the Office Management and Budget, Paperwork Reduction Project (OMB No. 0575-0120), Washington, D.C. 20503. Please DO NOT RETURN this form to this address. Forward to the local USDA office only.</small>		

Form 1952-54 – “Applicant’s Feasibility Report” (2 pages)

Preliminary Architectural Feasibility Report

TAB D

(Guide 6) RD Instruction 1942-A

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

I GENERAL. The following may be used as a guide for preparation of the Preliminary Architectural Feasibility Report as required for Rural Development financed facilities.

A Need for the facility.

B Existing facilities. Describe - include condition, adequacy, suitability for continued use and other pertinent information.

C Proposed facility. General description of proposed facility including design criteria adopted for continued use and other pertinent information.

D Building sites.

- 1 Amount of land required.
- 2 Location - Alternate locations.
- 3 Site plan.
- 4 Site suitability.

E Cost estimate.

- 1 Development and construction.
- 2 Land and rights.
- 3 Legal.
- 4 Architect fees.
- 5 Interest.
- 6 Equipment.
- 7 Contingencies.
- 8 Refinancing.
- 9 Other (described).

RD Instruction 1942-A
(Guide 6) (Page 2)

F Annual operating budget.

- 1 Income - Include rate schedule. Project income realistically.
- 2 Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.

G Maps, drawings, sketches, and photographs.

- 1 Maps - Show locations, boundaries, elevations, population distribution, existing and proposed facility, right-of-way, and land ownership.
- 2 Drawings and sketches - Show preliminary design and layout elevations.
- 3 Photographs - As needed.

H Construction problems. Discuss in detail - Include information on items which may affect the cost of construction.

I Conclusions and recommendations. Discuss possible alternatives to proposed plans.

This is an example of the instructions available for a Preliminary Architectural Feasibility Report. All available instructional sheets will be available in the portal. (Construction projects only)

The USDA has provided a small list of known Architects that have worked with Applicants in the past.

This list will be made available upon request.

Evidence of Local Support

TAB E

This is an example of a Certificate of Support. These are required for applicants who are Not-For-Profit Organizations.



CERTIFICATE OF SUPPORT

We have considered the proposal of "Applicant Name"
(entity)
to "Proposed Project Description"
(proposed project).

The proposal will provide needed services in the community and will have no adverse impact on other community facilities providing similar services.

(Mayor, Town of _____) or
(_____ County Executive)

Date

Environmental Review

Consult with Rural Development Specialist for level of review.

These workshop documents were created in association with the TAP-USDA Site, a portal created to ease the process of applying for grants. All information within these documents were sent from the USDA for the Business and Economic Research Center's use.