

**RESOLUTION 13-115**

**A RESOLUTION AUTHORIZING GRANT APPLICATION TO USDA RURAL DEVELOPMENT RURAL BUSINESS ENTERPRISE GRANT (RBEG)**

**WHEREAS**, U.S. Department of Agriculture Rural Development has funds available through its Rural Business Enterprise Grant (RBEG) to assist in economic development projects; and

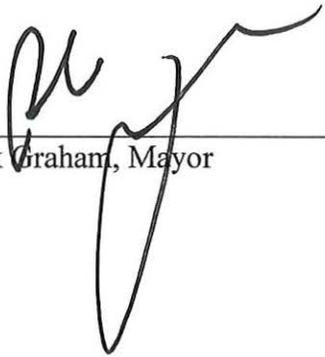
**WHEREAS**, there exists a need for funds to develop marketing materials showcasing the City of Spring Hill; and

**WHEREAS**, the City of Spring Hill wishes to apply for U.S.D.A. Rural Development RBEG funds for said project; and

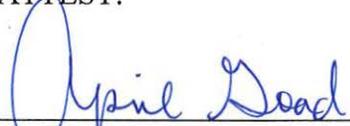
**NOW, THEREFORE BE IT RESOLVED**, the Spring Hill Board of Mayor and Aldermen that the Mayor shall have authority to apply to the U.S. Department of Agriculture for RBEG funds in the amount of \$29,581.00. The City of Spring Hill, through its Economic Development Committee, will provide \$5,000.00 in matching funds.

**BE IT FURTHER RESOLVED**, that the Mayor shall have the authority to execute and sign any and all documents and agreements with U.S.D.A. Rural Development to accept and administer grant funds.

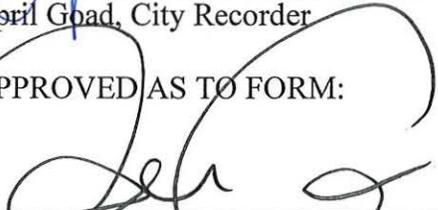
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 16<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Patrick Carter, City Attorney



Rural Development

United States Department of Agriculture



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## Business and Cooperative Assistance

### **RURAL BUSINESS ENTERPRISE GRANTS (RBEG) PROGRAM**

The RBEG program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBEGs may fund a broad array of activities.

#### **How much are the grants?**

There is no maximum level of grant funding. However, smaller projects are given higher priority. Generally grants range \$10,000 up to \$500,000.

#### **Who is eligible?**

Rural public entities (towns, communities, State agencies, and authorities), Indian tribes and rural private non-profit corporations are eligible to apply for funding. At least 51 percent of the outstanding interest in any project must have membership or be owned by U.S. citizens or resident aliens.

#### **Define Rural**

Rural is defined as any area other than a city or town that has a population of greater than 50,000 and the urbanized area contiguous and adjacent to such a city or town according to the latest decennial census. At least 51 percent of the outstanding interest in any project must have membership or be owned by U.S. citizens or resident aliens.

#### **What types of projects are eligible?**

The RBEG program is a broad based program that reaches to the core of rural development in a number of ways. Examples of eligible fund use include: Acquisition or development of land, easements, or rights of way; construction, conversion, renovation, of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities; pollution control and abatement; capitalization of revolving loan funds including funds that will make loans for start ups and working capital; training and technical assistance; distance adult learning for job training and advancement; rural transportation improvement; and project planning. Any project funded under the RBEG program should benefit small and emerging private businesses in rural areas. Small and emerging private businesses are those that will employ 50 or fewer new employees and have less than \$1 million in projected gross revenues.

#### **How to Apply**

To apply for funding for the RBEG program, please contact your Rural Development State Office.

#### **Availability of Funds**

Each year, Congress provides program funding as called for in the Federal Budget. Fiscal Year funding levels will be made available as soon as possible after the beginning of each Fiscal Year.

Last Modified:09/14/2011



## Rural Business Enterprise Grant (RBEG) Pre-Application Packet

Committed to the future of rural communities.

Please submit the following items for a complete application:

- 1) Form [SF 424, Application for Federal Assistance](#)  
*NOTE: Insert the IRS tax number in Block 6 and Insert the [DUNS](#) Number in Block 5*  
Form [SF 424A, Budget Information – Non-Construction Programs](#)  
Form [SF 424B, Assurances – Non-Construction Programs](#)
- 2) Provide a current [CAGE number](#) (register at [www.sam.gov](http://www.sam.gov))
- 3) Form [AD 3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants](#)
- 4) Form [RD 1940-20, Request for Environmental Information](#)
- 5) [Attorney's Opinion Relative to Organization, Authority & Continuous Existence](#) (public body)
- 6) Provide a Scope of Work (narrative) for the project that addresses:
  - Description of the proposed service(s) to be provided/project to be funded
  - Projected number of businesses to be assisted with project
  - Projected number of jobs that will be saved and projected number of jobs that will be created
  - List of all additional leveraged funds and their source **with written commitments**
- 7) Provide narrative describing the applicant's experience in providing the proposed service.
- 8) If the request is for establishment of a revolving loan fund, include the following:
  - Recent financial information, including the balance sheet and income statement or annual audit
  - Applicant's financial ability to administer a revolving loan fund
  - Written evidence of commitment by small business
  - Provide a revolving loan fund plan that outlines planned projects to be financed, sources of all other funds proposed for the project, amount of technical assistance, if any, purpose of the loans, number of jobs created/saved with each project, project priority, length of time involved to complete each project.

### Additional Information Required for Non-Profit Organizations ONLY:

- Copy of the Articles of Incorporation
- Copy of current By-Laws
- Copy of current Certification of Good Standing from the Department of Financial Institutions
- [Attorney's Opinion Relative to Organization, Authority & Continuous Existence – Nonprofit](#)
- Current certification by Secretary and President of Corporation (see [sample certification](#))
- List of Officers (title and term of office)
- [Survey on Ensuring Equal Opportunity for Applicants](#)
- Provide the [North American Industry Classification System](#) code for your organization

### Questions?

Please refer to [RD Instruction 1942-G](#) for complete program regulation and scoring criteria. Applications can be mailed to Rural Development, Attn: B&CP, 5417 Clem's Way, Stevens Point, WI 54482. For more information, please [contact us](#).

5417 Clem's Way • Stevens Point, WI 54482  
Phone: (715) 345-7610 • Fax: (715) 345-7616 • TDD: (715) 345-7614 • Web: <http://www.rurdev.usda.gov/wi>

Committed to the future of rural communities.

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

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 733-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

## **Rural Business Enterprise Grant Program Applications**

**Catalog of Federal Domestic Assistance Number: 10.783**

### **HOW DO I APPLY?**

Notice: "In addition to meeting the requirements of the RBEG program, applicants must also comply with applicable provisions of the ARRA and any related regulations and guidance. For non-construction projects, this will include ARRA reporting requirements. For construction projects, this will include the ARRA reporting requirements as well as the Davis-Bacon and "Buy America" requirements".

The Rural Business-Cooperative Service (RBS), an Agency within the USDA Rural Development mission area will solicit applications under the provisions of the American Recovery and Reinvestment Act (ARRA) of 2009 for the Rural Business Enterprise Grant (RBEG) program when funds become available. The primary objective of the program is to improve the economic conditions of rural areas. The USDA Rural Development will administer grant awards made under the RBEG program and 7 U.S.C. 1932(c)(2) for fiscal years (FY) 2009 and 2010. This funding opportunity is being announced prior to the actual availability of funding to allow applicants sufficient time to obtain leveraging funds and to begin preparing their applications. Expenses incurred in developing applications will be at the applicant's risk.

Only eligible applicants should apply. Applicants eligible for RBEG funds are public bodies and private nonprofit corporations, such as States, counties, cities, townships, and incorporated towns and villages, boroughs, authorities, districts and Indian tribes on Federal and State reservations which will serve rural areas. "Rural area" for this program is defined as a city, town, or unincorporated area that has a population of 50,000 inhabitants or less, other than an urbanized area immediately adjacent to a city, town, or

unincorporated area that has a population in excess of 50,000 inhabitants. Applications will only be accepted from eligible entities. Applications will not be considered for funding if they do not provide sufficient information to determine eligibility or are missing required elements.

Applications must be submitted in paper format to the USDA Rural Development State Office where the project is located. Applications may not be submitted by electronic mail.

All applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number which can be obtained at no cost via a toll-free request line at 1-866-705-5711.

**Content and Form of Submission**

An application must contain all of the required elements. Each application received in a USDA Rural Development State Office will be reviewed to determine if it is consistent with the eligible purposes contained in section 310B(c) of the CONACT. Each selection priority criterion outlined in 7 CFR 1942.305(b)(3), must be addressed in the application. Failure to address any of the criteria will result in a zero-point score for that criterion and will impact the overall evaluation of the application. Copies of 7 CFR part 1942, subpart G, will be provided to any interested applicant making a request to a USDA Rural Development State Office listed in this notice.

The program is administered on behalf of RBS at the State level by the USDA Rural Development State Offices. Assistance provided to rural areas under this program may include on-site technical assistance to local and regional governments, public transit agencies, and related non-profit and for-profit organizations in rural areas; the

development of training materials; and the provision of necessary training assistance to local officials and agencies in rural areas.

Awards under the RBEG program will be made on a competitive basis using specific selection criteria contained in 7 CFR part 1942, subpart G, and in accordance with section 310B(c)(2) of the CONACT. Information required to be in the application package includes the following documents:

- SF 424, "Application for Federal Assistance"
- RD 1940-20, "Request for Environmental Information"
- Scope of Work Narrative
- Income Statement
- Balance Sheet or Audit for previous 3 years
- AD-1047, "Debarment/Suspension Certification"
- AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion"
- AD-1049, "Certification Regarding Drug-Free Workplace Requirements"
- Restrictions on Lobbying
- RD 400-1, "Equal Opportunity Agreement"
- RD 400-4, "Assurance Agreement"
- Letter stating Board authorization to obtain assistance
- Letter certifying citizenship, as referenced in 7 CFR 1942.307(b).

The project that scores the greatest number of points based on the RBEG selection criteria and the discretionary points will be selected for each grant. The RBEG program is administered through State allocations. Applications will be received, reviewed,

scored and funded at the State Office level. All applicants will be notified by USDA Rural Development of the Agency's decision on the awards.

All projects requesting assistance through ARRA grant funds are to be conspicuously identified when the applications are submitted to the USDA Rural Development State Office. In addition to being identified as a request for ARRA grant funds, project must indicate the amount of funding requested, and address the criteria as stated above for each project.

Successful applicants will receive notification for funding from the USDA Rural Development State Office. Applicants must comply with all applicable statutes and regulations before the grant award will be approved. Unsuccessful applications will receive notification by mail.

**WHEN DO I APPLY?** Applications submitted for ARRA funding may be submitted to the USDA Rural Development State Office until funds are depleted or until a date to be published in Fiscal Year 2010, whichever occurs earlier. For further information contact the Rural Development State Office, listed below, that is appropriate to your location. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

**STATE OFFICE LOCATIONS:** Entities wishing to apply for assistance, or that are in need of further information, should contact the USDA Rural Development State Office in the state where the project is located. A list of the USDA Rural Development State Offices addresses and telephone numbers are as follows:

**Alabama**

USDA Rural Development State Office  
Sterling Centre, Suite 601  
4121 Carmichael Road  
Montgomery, AL 36106-3683  
(334) 279-3400/TDD (334) 279-3495

**Alaska**

USDA Rural Development State Office  
800 West Evergreen, Suite 201  
Palmer, AK 99645-6539  
(907) 761-7705/TDD (907) 761-8905

**Arizona**

USDA Rural Development State Office  
230 N. 1st Ave., Suite 206  
Phoenix, AZ 85003  
(602) 280-8701/TDD (602) 280-8705

**Arkansas**

USDA Rural Development State Office  
700 West Capitol Avenue, Room 3416  
Little Rock, AR 72201-3225  
7(501) 301-3200/TDD (501) 301-3279

**California**

USDA Rural Development State Office  
430 G Street, # 4169  
Davis, CA 95616-4169  
(530) 792-5800/TDD (530) 792-5848

**Colorado**

USDA Rural Development State Office  
655 Parfet Street, Room E-100  
Lakewood, CO 80215  
(720) 544-2903/TDD (720) 544-2976

**Delaware-Maryland**

USDA Rural Development State Office  
1221 College Park Drive, Suite 200  
Dover, DE 19904  
(302) 857-3580/TDD (302) 857-3585

**Florida/Virgin Islands**

USDA Rural Development State Office  
4440 NW 25th Place  
P.O. Box 147010  
Gainesville, FL 32614-7010

(352) 338-3400/TDD (352) 338-3499

**Georgia**

USDA Rural Development State Office  
Stephens Federal Building  
355 E. Hancock Avenue  
Athens, GA 30601-2768  
(706) 546-2162/TDD (706) 546-2034

**Hawaii**

USDA Rural Development State Office  
Federal Building, Room 311  
154 Waiianuenue Avenue  
Hilo, HI 96720  
(808) 933-8380/TDD (808) 933-8321

**Idaho**

USDA Rural Development State Office  
9173 West Barnes Dr., Suite A1  
Boise, ID 83709  
(208) 378-5600/TDD (208) 378-5644

**Illinois**

USDA Rural Development State Office  
2118 West Park Court, Suite A  
Champaign, IL 61821  
(217) 403-6200/TDD (217) 403-6240

**Indiana**

USDA Rural Development State Office  
5975 Lakeside Boulevard  
Indianapolis, IN 46278  
(317) 290-3100/TDD (317) 290-3343

**Iowa**

USDA Rural Development State Office  
Federal Building, Room 873  
210 Walnut Street  
Des Moines, IA 50309  
(515) 284-4663/TDD (515) 284-4858

**Kansas**

USDA Rural Development State Office  
1303 S.W. First American Place, Suite 100  
Topeka, KS 66604-4040

(785) 271-2700/TDD (785) 271-2767

**Kentucky**

USDA Rural Development State Office  
771 Corporate Drive, Suite 200  
Lexington, KY 40503  
(859) 224-7300/TDD (859) 224-7422

**Louisiana**

USDA Rural Development State Office  
3727 Government Street  
Alexandria, LA 71302  
(318) 473-7921/TDD (318) 473-7655

**Maine**

USDA Rural Development State Office  
967 Illinois Avenue, Suite 4  
P.O. Box 405  
Bangor, ME 04402-0405  
(207) 990-9160/TDD (207) 942-7331

**Massachusetts/Rhode Island/Connecticut**

USDA Rural Development State Office  
451 West Street, Suite 2  
Amherst, MA 01002-2999  
(413) 253-4300/TDD (413) 253-4590

**Michigan**

USDA Rural Development State Office  
3001 Coolidge Road, Suite 200  
East Lansing, MI 48823  
(517) 324-5190/TDD (517) 324-5169

**Minnesota**

USDA Rural Development State Office  
375 Jackson Street, Suite 410  
St. Paul, MN 55101-1853  
(651) 602-7800/TDD (651) 602-3799

**Mississippi**

USDA Rural Development State Office  
Federal Building, Suite 831  
100 W. Capitol Street  
Jackson, MS 39269

(601) 965-4316/TDD (601) 965-5850

**Missouri**

USDA Rural Development State Office  
601 Business Loop 70 West  
Parkade Center, Suite 235  
Columbia, MO 65203  
(573) 876-0976/TDD (573) 876-9480

**Montana**

USDA Rural Development State Office  
900 Technology Boulevard, Suite B  
P.O. Box 850  
Bozeman, MT 59771  
(406) 585-2580/TDD (406) 585-2562

**Nebraska**

USDA Rural Development State Office  
Federal Building, Room 152  
100 Centennial Mall North  
Lincoln, NE 68508  
(402) 437-5551/TDD (402) 437-5093

**Nevada**

USDA Rural Development State Office  
1390 South Curry Street  
Carson City, NV 89703-5146  
(775) 887-1222/TDD (775) 885-0633

**New Jersey**

USDA Rural Development State Office  
8000 Midlantic Drive  
5<sup>th</sup> Floor North, Suite 500  
Mt. Laurel, NJ 08054  
(856) 787-7700/TDD (856) 787-7784

**New Mexico**

USDA Rural Development State Office  
6200 Jefferson Street, NE, Room 255  
Albuquerque, NM 87109  
(505) 761-4950/TDD (505) 761-4938

**New York**

USDA Rural Development State Office  
The Galleries of Syracuse  
441 South Salina Street, Suite 357  
Syracuse, NY 13202-2541

(315) 477-6400/TDD (315) 477-6447

**North Carolina**

USDA Rural Development State Office  
4405 Bland Road, Suite 260  
Raleigh, NC 27609  
(919) 873-2000/TDD (919) 873-2003

**North Dakota**

USDA Rural Development State Office  
Federal Building, Room 208  
220 East Rosser  
P.O. Box 1737  
Bismarck, ND 58502-1737  
(701) 530-2037/TDD (701) 530-2113

**Ohio**

USDA Rural Development State Office  
Federal Building, Room 507  
200 North High Street  
Columbus, OH 43215-2418  
(614) 255-2400/TDD (614) 255-2554

**Oklahoma**

USDA Rural Development State Office  
100 USDA, Suite 108  
Stillwater, OK 74074-2654  
(405) 742-1000/TDD (405) 742-1007

**Oregon**

USDA Rural Development State Office  
1201 NE Lloyd Blvd., Suite 801  
Portland, OR 97232  
(503) 414-3300/TDD (503) 414-3387

**Pennsylvania**

USDA Rural Development State Office  
One Credit Union Place, Suite 330  
Harrisburg, PA 17110-2996  
(717) 237-2299/TDD (717) 237-2261

**Puerto Rico**

USDA Rural Development State Office  
IBM Building, Suite 601  
654 Munos Rivera Avenue  
San Juan, PR 00918-6106

(787) 766-5095/TDD (787) 766-5332

**South Carolina**

USDA Rural Development State Office  
Strom Thurmond Federal Building  
1835 Assembly Street, Room 1007  
Columbia, SC 29201  
(803) 765-5163/TDD (803) 765-5697

**South Dakota**

USDA Rural Development State Office  
Federal Building, Room 210  
200 Fourth Street, SW  
Huron, SD 57350  
(605) 352-1100/TDD (605) 352-1147

**Tennessee**

USDA Rural Development State Office  
3322 West End Avenue, Suite 300  
Nashville, TN 37203-1084  
(615) 783-1300

**Texas**

USDA Rural Development State Office  
Federal Building, Suite 102  
101 South Main  
Temple, TX 76501  
(254) 742-9700/TDD (254) 742-9712

**Utah**

USDA Rural Development State Office  
Wallace F. Bennett Federal Building  
125 South State Street, Room 4311  
Salt Lake City, UT 84138  
(801) 524-4320/TDD (801) 524-3309

**Vermont/New Hampshire**

USDA Rural Development State Office  
City Center, 3rd Floor  
89 Main Street  
Montpelier, VT 05602  
(802) 828-6000/TDD (802) 223-6365

**Virginia**

USDA Rural Development State Office  
1606 Santa Rosa Road, Suite 238  
Richmond, VA 23229-5014

(804) 287-1550/TDD (804) 287-1753

**Washington**

USDA Rural Development State Office  
1835 Black Lake Boulevard SW., Suite B  
Olympia, WA 98512-5715  
(360) 704-7740/TDD (360) 704-7760

**West Virginia**

USDA Rural Development State Office  
75 High Street, Room 320  
Morgantown, WV 26505-7500  
(304) 284-4860/TDD (304) 284-4836

**Wisconsin**

USDA Rural Development State Office  
4949 Kirschling Court  
Stevens Point, WI 54481  
(715) 345-7600/TDD (715) 345-7614

**Wyoming**

USDA Rural Development State Office  
100 East B, Federal Building, Room 1005  
P.O. Box 11005  
Casper, WY 82602-5006  
(307) 233-6700/TDD (307) 233-6733

**HOW MUCH FUNDING IS AVAILABLE?**

*Type of Award:* Grant

*Matching Funds:* Not required

*Fiscal Year Funds:* FY 2009 and 2010

*Total Funding:* \$20,000,000.

*Approximate Number of Awards:* Estimate 200

*Average Award:* \$99,000

*Anticipated Award Date:* Ongoing as projects are funded.

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name:		<b>Organizational Unit:</b>	
		Department:	
Organizational DUNS:		Division:	
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
Street:		Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)    □    □	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)
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<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> □□-□□□□	<b>9. NAME OF FEDERAL AGENCY:</b>
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<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> TITLE (Name of Program):
--

<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>
--

<b>13. PROPOSED PROJECT</b> Start Date:    Ending Date:	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant    b. Project
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<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal    \$    .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant    \$    .00	DATE:
c. State    \$    .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
d. Local    \$    .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other    \$    .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
f. Program Income    \$    .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
g. TOTAL    \$    .00	

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>			
Prefix	First Name	Middle Name	
Last Name		Suffix	
b. Title		c. Telephone Number (give area code)	
d. Signature of Authorized Representative		e. Date Signed	

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 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 (0348-0043), 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.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	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. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	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.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as 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.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

## Budget Information — Non-Construction Programs

OMB Approval No. 0348-0044

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

Section B - Budget Categories					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. Totals (sum of 6i and 6j)					
7. Program Income	\$	\$	\$	\$	\$

**Section C - Non-Federal Resources**

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.		\$	\$	\$	\$
9.					
10.					
11.					
12. Total (sum of lines 8 - 11)		\$	\$	\$	\$

**Section D - Forcasted Cash Needs**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. Total (sum of lines 13 and 14)	\$	\$	\$	\$	\$

**Section E - Budget Estimates of Federal Funds Needed for Balance of the Project**

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$	\$	\$	\$

**Section F - Other Budget Information**

21. Direct Charges	22. Indirect Charges
23. Remarks	

## Instructions for the SF-424A

Public Reporting Burden for this collection of information is estimated to average 3.0 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. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency.

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the later case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a **single** Federal grant program (Federal Domestic Assistance Catalog number) and **not requiring** a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a **single** program **requiring** budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in **Column (a)** and the respective catalog number on each line in Column (b).

For applications pertaining to **multiple** programs where one or more programs **require** a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals in programs.

### Lines 1-4, Columns (c) through (g)

**For new applications**, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

**For continuing grant program applications**, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

**For supplemental grants and changes** to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5**—Show the totals for all columns used.

### Section B. Budget Categories

In the column headings (a) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Lines 6a-i**—Show the totals of Lines 6a to 6h in each column.

**Line 6j**—Show the amount of indirect cost.

**Line 6k**—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7**—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

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**Section C. Non-Federal Resources**

**Lines 8-11**—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)**—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)**—Enter the contribution to be made by the applicant.

**Column (c)**—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)**—Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)**—Enter totals of Columns (b), (c), and (d).

**Line 12**—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

**Section D. Forecasted Cash Needs**

**Line 13**—Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14**—Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15**—Enter the totals of amounts on Lines 13 and 14.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19**—Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20**—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

**Section F. Other Budget Information**

**Line 21**—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22**—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23**—Provide any other explanations or comments deemed necessary.

**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:

1. 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.
2. 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.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) 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).
6. Will comply with all Federal statutes relating to nondiscrimination. 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. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 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.
7. 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 purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

AD-3030

U.S. DEPARTMENT OF AGRICULTURE

**REPRESENTATIONS REGARDING FELONY CONVICTION  
 AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

**Note:** You only need to complete this form if you are a corporation. A corporation is any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552(a), as amended). The authority for requesting the following information for USDA Agencies and staff offices is in §738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55 and subsequent similar provisions. The information will be used to confirm applicant status concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.*

*According to the Paperwork Reduction Act of 1985 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 0505-0025. The time required to complete this information collection is estimated to average 15 minutes 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.*

1. APPLICANT'S NAME	2. APPLICANT'S ADDRESS (Including Zip Code)	3. TAX ID NO. (Last 4 digits)
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4A. Has the Applicant been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application?  YES  NO

4B. Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of application?  YES  NO

4C. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?  YES  NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

**PART B – SIGNATURE**

5A. APPLICANT'S SIGNATURE (BY)	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	5C. DATE SIGNED (MM-DD-YYYY)
--------------------------------	--	---------------------------------

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

REQUEST FOR ENVIRONMENTAL INFORMATION

Name of Project
Location

- Item 1a.** Has a Federal, State, or Local Environmental Impact Statement or Analysis been prepared for this project?  
 Yes  No Copy attached as EXHIBIT I-A
- 1b.** If "No," provide the information requested in Instructions as EXHIBIT I.
- Item 2.** The State Historic Preservation Officer (SHPO) has been provided a detailed project description and has been requested to submit comments to the appropriate Rural Development Office.  Yes  No THE SHPO SUBMITTAL WILL BE COMPLETED BY THE RURAL DEVELOPMENT WISCONSIN STATE OFFICE. SUBMIT INFORMATION AS REQUESTED IN ITEM 2 ON PAGE 5.

**Item 3.** Are any of the following land uses or environmental resources either to be affected by the proposal or located within or adjacent to the project site(s)? (Check appropriate box for every item of the following checklist).

	Yes	No	Unknown		Yes	No	Unknown
1. Industrial.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Dunes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Commercial.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Estuary.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Residential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Wetlands.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Agricultural.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Floodplain.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Grazing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Wilderness..... (designated or proposed under the Wilderness Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mining, Quarrying.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Wild or Scenic River..... (proposed or designated under the Wild and Scenic Rivers Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Forests.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Historical, Archaeological Site (Listed on the National Register of Historic Places or which may be Eligible for listing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Recreational.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Critical Habits..... (endangered/threatened species)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Transportation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Wildlife.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Parks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Air Quality.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Hospital.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Solid Waste Management.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Schools.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Energy Supplies.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Open spaces.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Natural Landmark..... (Listed on National Registry of Natural Landmarks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Aquifer Recharge Area.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Coastal Barrier Resources System...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Steep Slopes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
16. Wildlife Refuge.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
17. Shoreline.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
18. Beaches.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Item 4.** Are any facilities under your ownership, lease, or supervision to be utilized in the accomplishment of this project, either listed or under consideration for listing on the Environmental Protection Agency's List of Violating Facilities?  Yes  No

\_\_\_\_\_  
(Date)

Signed: \_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Title)

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 0575-0094. The time required to complete this information collection is estimated to average 6 to 10 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.

**ATTORNEY'S OPINION RELATIVE TO  
ORGANIZATION, AUTHORITY, AND CONTINUOUS EXISTENCE**

TO: Area Director, Rural Development  
\_\_\_\_\_, WI

RE: \_\_\_\_\_ County, WI  
Organization

1. This is to certify that I have examined the organizational proceedings of the \_\_\_\_\_ County, WI.
2. Said \_\_\_\_\_ was organized as a legally constituted \_\_\_\_\_ (state applicable corporate body) in accordance with \_\_\_\_\_ of the (recite applicable statute) State of Wisconsin on \_\_\_\_\_ (date).
3. I find, further that said \_\_\_\_\_ has been in continuous legal existence since its incorporation.
4. The \_\_\_\_\_ County, WI is in good standing with the State of Wisconsin as of this date.
5. Based upon the laws under which it was organized, said \_\_\_\_\_ has the necessary legal authority to install, construct, operate, and maintain the \_\_\_\_\_ or carry out the proposed activities of \_\_\_\_\_ (describe facility or activities), to borrow sufficient money, give security therefore, to raise revenue for the repayment thereof or accept federal grant funds.

This OPINION is based on the following documentation, certified copies of which are attached:

1. ORGANIZATIONAL PROCEEDINGS (Strike out inapplicable documents)

Public Body:

- a. Petition to Organize
- b. Order Setting Hearing on Position
- c. Certificate of Posting Order Setting Hearing
- d. Notice of Hearing on Petition
- e. Plat of Proposed Area to be Incorporated
- f. Order Calling an Election
- g. Certificate of Posting of Notice of Election

- h. Notice of Election Order Canvassing Election Returns
- i. Order Incorporating the Municipality

Not-For-Profit Corporation

- a. Certificate of Incorporation (Secretary of State or appropriate state agency)
  - b. Articles of Incorporation
  - c. Waiver of Notice of First Meeting of Members
  - d. Waiver of Notice of First Meeting of Board of Directors
  - e. By-laws of the Association
  - f. Minutes or Excerpts Thereof of the Meeting Having to do with the Election of Officers and the Adoption of the By-Laws
2. EVIDENCE SUPPORTING CONTINUOUS LEGAL EXISTENCE (List and attach any documentation applicable)
3. EVIDENCE SUPPORTING PRESENT GOOD STANDING (Attach copies of latest reports filed with the appropriate State offices)

Date: \_\_\_\_\_, 200\_\_\_\_\_,

Respectfully submitted,

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Attorney-At-Law

(ORGANIZATION OPINION FORM 4-04 [CHICAGO OGC])

**ATTORNEY'S OPINION RELATIVE TO  
ORGANIZATION, AUTHORITY, AND CONTINUOUS EXISTENCE  
(NON PROFIT ONLY)**

TO: Area Director, Rural Development  
\_\_\_\_\_, WI

RE: \_\_\_\_\_ County, WI  
Organization

1. This is to certify that I have examined the organizational proceedings of the \_\_\_\_\_ County, WI.
2. Said \_\_\_\_\_ was organized as a legally constituted NONPROFIT CORPORATION (state applicable corporate body) in accordance with \_\_\_\_\_ of the (recite applicable statute) State of Wisconsin on \_\_\_\_\_ (date).
3. I find, further that said NONPROFIT CORPORATION has been in continuous legal existence since its incorporation.
4. The \_\_\_\_\_ County, WI is in good standing with the State of Wisconsin as of this date.
5. Based upon the laws under which it was organized, said NONPROFIT CORPORATION has the necessary legal authority to install, construct, operate, and maintain the \_\_\_\_\_ or carry out the proposed activities of \_\_\_\_\_ (describe facility or activities), to borrow sufficient money, give security therefore, to raise revenue for the repayment thereof or accept federal grant funds.

This OPINION is based on the following documentation, certified copies of which are attached:

1. ORGANIZATIONAL PROCEEDINGS (Strike out inapplicable documents)

Public Body:

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- e. By-laws of the Association
- f. Minutes or Excerpts Thereof of the Meeting Having to do with the Election of Officers and the Adoption of the By-Laws

2. EVIDENCE SUPPORTING CONTINUOUS LEGAL EXISTENCE (List and attach any documentation applicable)

3. EVIDENCE SUPPORTING PRESENT GOOD STANDING (Attach copies of latest reports filed with the appropriate State offices)

Date: \_\_\_\_\_, 200\_\_\_\_\_,

Respectfully submitted,

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Attorney-At-Law

(WI nonprofit)  
(ORGANIZATION OPINION FORM 4-04 [CHICAGO OGC])

## INSTRUCTIONS FOR PREPARING FORM RD 1940-20

Federal agencies are required by law to independently assess the expected environmental impacts associated with proposed Federal actions. It is extremely important that the information provided be in sufficient detail to permit Rural Department to perform its evaluation. Failure to provide sufficient data will delay agency review and a decision on the processing of your application.

This information request is designed to obtain an understanding of the area's present environmental condition and the project's elements that will affect the environment. Should you believe that an item does not need to be addressed for your project, consult with the RD office from which you received this Form before responding. In all cases when it is believed that an item is not applicable, explain the reasons for this belief.

It is important to understand the comprehensive nature of the information requested. Information must be provided for a) the site(s) where the project facilities will be constructed and the surrounding areas to be directly and indirectly affected by its operation and b) the areas affected by any primary beneficiaries of the project. The amount of detail should be commensurate with the complexity and size of the project, and the magnitude of the expected impact. Some examples:

A small community center project may not require detailed information on air emissions, meteorological conditions and solid waste management.

A water resource, industrial development, or housing development project will require detailed information.

Item 1a - Compare the Environmental Impact Statement or Analysis that was previously prepared with the information requested in the instructions for Item 1b below to be sure that every point in the information request is covered in the Environmental Impact Statement or Analysis. If any of the requested information is not covered, attach to the Environmental Impact Statement or Analysis a supplemental document that corrects any deficiencies or omissions.

Item 1b - Provide responses to the following items in the order listed and attach as EXHIBIT I. In order to understand the full scope of the land uses and environmental factors that need to be considered in responding to these items, it may be helpful to complete Item 3 of the Form before completing these narrative responses. If your application is for a project that Rural Development has classified as a Class I action, complete only parts (1), (2), (13), (15), (16), and (17) of this Item. The Rural Development office from which you received this Form can tell you if your application falls within the Class I category.

(1) Primary Beneficiaries

Identify any existing businesses or major developments that will benefit from the proposal, and those which will expand or locate in the area because of the project. These businesses or major developments hereafter will be referred to as primary beneficiaries.

(2) Area Description

- a. Describe the size, terrain, and present land uses as well as the adjacent land uses of the areas to be affected. These areas include the site(s) of construction or project activities, adjacent areas, and areas affected by the primary beneficiaries.  
IDENTIFY THE TOWNSHIP, RANGE, AND SECTION NUMBER OF THE PROJECT LOCATION.
- b. For each box checked "Yes" in item 3, describe the nature of the effect on the resources. If one or more of boxes 17 through 22 is checked "Yes" or "Unknown," contact Rural Development for instructions relating to the requirements imposed by the Floodplain Management and Wetland Protection Executive Orders.
- c. Attached as Exhibit II the following: 1) a U.S. Geological Survey "15 minute" ("7 1/2 minute" if available) topographic map which clearly delineates the area and the location of the project elements; 2) the Federal Emergency Management Administration's floodplain map(s) for the project area; 3) site photos; 4) if completed, a standard soil survey for the project area; and 5) if available, an aerial photograph of the site. If a floodplain map is not available, contact Rural Development for additional instructions relating to the requirements imposed by the Floodplain Management Executive Order.

(3) Air Quality

- a. Provide available air quality data from the monitoring station(s) either within the project area or, if none exist nearest the project area.
- b. Indicate the types and quantities of air emissions to be produced by the project facilities and its primary beneficiaries. If odors will occur, indicate who will be affected.
- c. Indicate if topographical or meteorological conditions hinder the dispersal of air emissions.
- d. Indicate the measures to be taken to control air emissions.

(4) Water Quality

- a. Provide available data on the water quality of surface or underground water in or near the project area.
- b. Indicate the source, quality, and available supply of raw water and the amount of water which the project is designed to utilize.
- c. Describe all of the effluents or discharges associated with the project facilities and its primary beneficiaries. Indicate the expected composition and quantities of these discharges prior to any treatment processes that they undergo and also prior to their release into the environment.

- d. Describe any treatment systems which will be used for these effluents and indicate their capabilities and their adequacy in terms of the degree and type of treatment provided. Indicate all discharges which will not be treated. Describe the receiving waters and their uses (e.g., recreational) for any sources of treated and untreated discharge.
- e. If the treatment systems are or will be inadequate or overloaded, describe the steps being taken for necessary improvements and their completion dates.
- f. Describe how surface runoff will be handled if not discussed in (d) above.

(5) Solid Waste Management

- a. Indicate the types of quantities of solid wastes to be produced by the project facilities and its primary beneficiaries.
- b. Describe the methods for disposing of these solid wastes plus the useful life of such methods.
- c. Indicate if recycling or resource recovery programs are or will be used.

(6) Transportation

- a. Briefly describe the available transportation facilities serving the project area.
- b. Describe any new transportation patterns which will arise because of the project.
- c. Indicate if any land uses, such as residential, hospitals, schools or recreational, will be affected by these new patterns.
- d. Indicate if any existing capacities of these transportation facilities will be exceeded. If so, indicate the increased loads which the project will place upon these facilities, particularly in terms of car and truck traffic.

(7) Noise

- a. Indicate the major sources of noise associated with the project facilities and its primary beneficiaries.
- b. Indicate the land uses to be affected by this noise.

(8) Historic/Archeological Properties

- a. Identify any known historic/archeological resources within the project area that are either listed on the National Register of Historic Places or considered to be of local and state significance and perhaps eligible for listing in the National Register.
- b. Attach as EXHIBIT III any historical/archaeological survey that has been conducted for the project area.

(9) Wildlife and Endangered Species

- a. Identify any known wildlife resources located in the project area or its immediate vicinity.
- b. Indicate whether to your knowledge any endangered or threatened species or critical habitats have been identified in the project area or its immediate vicinity.

(10) Energy

- a. Describe the energy supplies available to the project facilities and the primary beneficiaries.
- b. Indicate what portion of the remaining capacities of these supplies will be utilized.

(11) Construction

- a. Describe the methods which will be employed to reduce adverse impacts from construction, such as noise, soil erosion and siltation.

(12) Toxic Substances

- a. Describe any toxic, hazardous, or radioactive substances which will be utilized or produced by the project facilities and its primary beneficiaries.
- b. Describe the manner in which these substances will be stored, used, and disposed.

(13) Public Relation

- a. Describe any objections which have been made to the project.
- b. If a public hearing has been held, attach a copy of the transcript as EXHIBIT IV. If not, certify that a hearing was not held.
- c. Indicate any other evidence of the community's awareness of the project such as through newspaper articles or public notification.

(14) Alternatives to the Proposed Project

Provide a description of any of the following types of alternatives which were considered:

- a. Alternative locations.
- b. Alternative designs.
- c. Alternative projects having similar benefits.

(15) Mitigation Measures

Describe any measures which will be taken to avoid or mitigate any adverse environmental impacts associated with the project.

(16) Permits

- a. Identify any permits of an environmental nature which are needed for the project.
- b. Indicate the status of obtaining each such permit and attach as EXHIBIT V any that have been received.

(17) Other Federal Actions

Identify other federal programs or actions which are either related to this project or located in the same geographical area and for which you are filing an application, have recently received approval, or have in the planning stages.

Item 2 – All applicants are required to provide the WI RURAL DEVELOPMENT STATE OFFICE with (a) a narrative description of the project's elements and its location, (b) a map of the area surrounding the project which identifies the project site, adjacent streets and other identifiable objects, (c) A SITE PLAN OF THE PROJECT and (d) photographs of the affected properties if building demolition or renovation is involved. ALSO SUBMIT THE TOTAL AMOUNT (IN SQUARE FEET) OF NEW GROUND DISTURBANCE THAT WILL OCCUR AT THE BUILDING SITE FOR THE CONSTRUCTION OF THE PROPOSED PROJECT. This material will be submitted to the SHPO by RURAL DEVELOPMENT. THE APPLICANT SHOULD NOT CONTACT OR SUBMIT PROJECT MATERIALS TO THE WISCONSIN SHPO FOR THE RURAL DEVELOPMENT APPLICATION.

Item 3 – Self-explanatory.

Item 4 – Self-explanatory.

## ADDITIONAL INFORMATION

USING MAPS AND AERIAL PHOTOS CAN BE FOUND ON-LINE AT: [www.topozone.com](http://www.topozone.com)

Identify the name of the USGS map (if known).

FLOODPLAIN MAPS CAN BE FOUND ON-LINE AT: [www.fema.gov](http://www.fema.gov)

SOILS MAPS (IF NEEDED) CAN BE FOUND ON-LINE AT: <http://websoilsurvey.sc.egov.usda.gov/app/>

LOCATE THE PROJECT SITE ON ALL MAPS SUBMITTED WITH THE APPLICATION. ON THE USGS MAP, IDENTIFY ADJACENT STREETS AND OTHER SURROUNDING LANDMARKS NEAR THE PROJECT. INCLUDE PHOTOS OF THE PROJECT SITE. PHOTOS SHOULD SHOW THE PROJECT SITE LOOKING N-S-E-W.

# SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 1/31/2006

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

**Grant Name:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

1. Does the applicant have 501(c)(3) status?

Yes  No

2. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer  15-50  
 4-5  51-100  
 6-14  over 100

3. What is the size of the applicant's annual budget?

(Check only one box.)

Less Than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,999  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes  No

5. Is the applicant a non-religious community-based organization?

Yes  No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

Yes  No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

Yes  No

8. Is the applicant a local affiliate of a national organization?

Yes  No

## **Survey Instructions on Ensuring Equal Opportunity for Applicants**

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7<sup>th</sup> and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725