

APPLICATION PACKAGE
Community Facilities Program - Loans and Grants
Federal Catalog of Domestic Assistance Number - 10.766

A Rural Development application consists of the following items:

Checklist for Submission – please return this checklist with your application

1. Standard Form (SF) 424, “Application for Federal Assistance”, including appropriate budget and assurances – construction or non-construction.
2. A written certification from the applicant that they cannot obtain credit elsewhere at reasonable rates and terms. The applicant should also state why the credit is not available or is not reasonable. Submit two letters from banks with available rates and terms.
3. Preliminary Architectural/Engineering Report (construction projects)
4. A copy of the most recent audit or financial statements and last 5 years.
5. Attorney’s Opinion - A letter from your attorney must provide dates, statutes, etc., and include the following information:
 - a. That the town/entity is duly organized and incorporated according to Wyoming Statutes.
 - b. That the town/entity has the legal authority and power to receive grants and to borrow money for purposes of proposed project.
 - c. That the town/entity has the power to construct, operate and maintain the facility proposed to be financed.
 - d. The current date, purpose and amount of grant.**Attorney cannot be board member or part of organization because it would result in **Conflict of Interest.**
6. Evidence of Organization - provide proof of how the applicant is organized under Wyoming Statutes. Non-profit organizations – provide a copy of Bylaws and Articles of Incorporation. Provide Board/Council Members names and terms of office.
7. A written narrative as outlined below – can be in letter format:
 - a) Existing long-term debt/annual payment amount for the facility/equipment.
 - b) Why is the facility needed? What is to be done – is this a new facility, expansion, or remodel?
 - c) Health or Sanitation factors, (if applicable) attach copies of any violation notices received.
 - d) Legal description and/or location (address) of project.

8. Applicant must provide their DUNS number. This may be verified and/or obtained at the following website: http://www.dnb.com/US/duns_update/index.html
All applicants must maintain registration in Central Contractor Registration (CCR) database and may obtain registration at www.sam.gov Completing the process takes up to five business days and requires a DUNS number.
 9. Applicant must publish a Notice of Intent to File Application similar to the Sample attached.
 10. Copy of Minutes where the board or council of the town/entity has duly authorized the application for a loan/grant with ***USDA Rural Development***. Included should be the designation of a signatory authorized to sign loan/grant documents.
- Forms are available on-line at <http://forms.sc.egov.usda.gov/eForms/searchAction.do?pageAction=BrowseForms>

Required Forms and Information:

AD 1047 Certification Regarding Debarment - Primary
AD 1048 Certification Regarding Debarment – Lower Tier
AD 1049 – Drug Free Workplace
RD 400-1 Equal Opportunity Agreement
RD 400-4 Assurance Agreement
RD 442-3 Balance Sheet
RD 442-7 Operating Budget
RD 1910-11 Federal Collection Policies
RD 1940-Q EX A-1
RD 1940-20 Request for Environmental Information
RD 1942-54 Applicant Feasibility Report
SF LLL Disclosure of Lobbying
SF 424 Application with Instructions
SF 424 A-V1.0 Budget Non-Construction
SF 424 B-V1.1 Assurances Non-Construction
SF 424 C Budget Construction
SF 424 D-V1.1 Assurances Construction
Survey on Ensuring Equal Opportunity

See attached:

CF Notice of Intent to File an Application
Certification of No Credit and Outstanding Judgments
Guide 5 Financial Feasibility
Guide 6 Architectural Feasibility
How to obtain DUNS Guide

The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office, and to notify the Agency. The applicant will provide the Agency a copy of the published notice and minutes of the public meeting.

SAMPLE

Notice of Intent to File Application

The (Name of entity) has filed a Community Facilities loan and/or grant application with the USDA-Rural Development, for the purpose of financing a (type of project) to meet the present and future needs of the demands of the (service area). (description of the area; can be legal description or boundaries of servicing area)

The total cost of the project is approximately \$ and the amount of financing requested is approximately \$. This matter will be scheduled for public discussion and comments at the (City Council, GID, etc.) board meeting on (date, time and place).

Questions concerning the project can be directed to (contact person), (title), at (phone number).



**SAMPLE FORMAT TO BE SUBMITTED ON LETTERHEAD
OF APPLICANT AND LENDING INSTITUTION**

“CERTIFICATE AS TO INABILITY TO OBTAIN CREDIT ELSEWHERE”

Date _____

TO: USDA Rural Development
 , WY

(NAME OF ORGANIZATION)

hereby certifies that it is unable to obtain sufficient credit elsewhere to finance its actual needs at reasonable rates and terms taking into consideration prevailing private and cooperative rates and terms in the community in or near which it is located for loans for similar purposes and periods of time.

(NAME OF ORGANIZATION)

BY _____

(TITLE)

(SEAL)

ATTEST:

SECRETARY OF ORGANIZATION

(Guide 5)

RD Instruction 1942-A

FINANCIAL FEASIBILITY REPORT

I General.

The following may be used as a guide for the preparation of financial feasibility reports as required for Rural Development financed facilities.

The guide contains minimal requirements and the report writer is expected to fully disclose and analyze all significant factors which will likely have a favorable or adverse effect on the financial success of the proposed facility.

A Need for the facility.

B Existing facilities. Explain current capacities, rates or usage, activities, suitability for continued use, alternate usage, deficiencies in services, staffing, physical conditions, and any other pertinent information.

C Proposed facility.

1 Description of construction and renovation by component parts including capacity of each component part and physical limiting factors.

2 Explain and document the need for the facility. Include comments regarding the following:

- a Service area
- b Population trends
- c Similar facilities and services in the area
- d Usage trends
- e Community support
- f Regulatory agency approval
- g Economy in the service area
- h Analysis of staff and consultants

D Financial information.

1 Explain all assumptions underlying the expected demand, use, and projections of financial data, such as:

- a Changes in usage
- b All income and expense
- c Rate structure
- d Allowance for uncollectible accounts
- e Depreciation life and method
- f Description of long-term debts

2 Financial statements. The following financial statements must be prepared reflecting five years projections:

- a Balance sheet for all funds
- b Statement of income and expense
- c Statement of cash flow (cash receipts and disbursements)
- d Comparison data for facilities in service area (latest year only)

(1-15-79) SPECIAL PN

(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).

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.

(1-15-79) SPECIAL PN

FACT SHEET: DUNS & SAM REGISTRATION REQUIREMENTS

Who needs to register?

Applications with an Employee Identification number (EIN) applying to participate in any USDA program.

Background

The Federal Funding Accountability and Transparency Act of 2006 requires entity recipients of Federal financial assistance to have Dun and Bradstreet Data Universal Numbering System (DUNS) numbers and to maintain current registration in the System for Award Management (SAM) database (formerly CCR).

Step 1 - DUNS

A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). The federal government uses DUNS numbers to identify organizations that receive federal funding. This helps grant administrators keep applications and contracts organized across all federal agencies.

If you are not sure if you have a DUNS number, you can find out by calling D&B at 1-866-705-5711. If you do not have one, you may request an application to fax back. Tell the operator you are applying for a Federal financial assistance program. Your organization can also register for a DUNS number through D&B's federal website <http://fedgov.dnb.com/webform>. There is NO charge for businesses required to register for federal financial assistance. Have the following information prepared when requesting a DUNS number:

- Name of your organization (as filed with the IRS)
- Organization address and phone number
- Name of the CEO or organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business & SIC Code. You can look up your SIC code online at www.osha.gov/pls/imis/sic_manual.html
- Total number of employees (full- and part-time)

NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to any marketing list during your application. You are also not obligated to purchase any of their products.

Step 2 - SAM

Once you have a DUNS number, you must register with the System for Award Management (SAM) and complete other reporting requirements. To register with SAM, go to www.sam.gov. There is NO fee to register for this site. You will need to be registered if you are to be considered an eligible applicant.

SAM is a Government wide registry for vendors doing business with the Federal Government. SAM centralizes information about Federal financial assistance recipients and also provides a central location for you to change your organizational information.

If you have the necessary information ready, online registration should take about 30 minutes to complete, depending upon the size and complexity of your organization. It may take 7 to 10 business days before your SAM registration becomes active.

Before you start, please gather the following information:

- Your Data Universal Numbering System (DUNS) Number from Dun and Bradstreet

and the name and address associated with that DUNS number.

- Your Taxpayer Identification Number and the name and address associated with that TIN (from your W-2).
- Your Contractor and Government Entity (CAGE) Code, if you already have one. If you don't, one will be assigned to you during registration.
- Your Electronic Funds Transfer information, including ABA Routing Number, account number, and the Automated Clearing House (ACH) number of your bank. Contact your bank for this info ahead of time, if needed.
- Contact information for the point(s) of contact of the business.
- Additional information about your business, including start date, fiscal year end close date, business type, profit structure, and socio-economic categories that apply its members.

NOTE: Be prepared to create a password (Marketing Partner Identification Number).

Annual Renewal

Your organization must renew their SAM registration every year; an expired registration may affect your eligibility for assistance.

