



Community Facilities Grant Program Application Package and Guide

Applicable Programs: This guide is intended for applicants who want to apply for the Community Facility Congressional Direct Spending.

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For more information call or visit the USDA Rural Development office near you or visit our website at: <http://www.rd.usda.gov/ca>

You can also call our USDA State Office at (530) 792-5800 for help in finding your nearest local office.

Rural Development • California State Office

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USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Items to Note:

Applicants are encouraged to contact USDA Rural Development early in the project development process to discuss project financing on an informal basis. USDA Rural Development will typically conduct a site visit with the applicant to discuss the project.

USDA Rural Development advises prospective applicants against taking any actions or incurring any obligations which would either limit the range of the alternatives to be considered or have an adverse effect on the environment. USDA Rural Development is required to identify potentially significant environmental impacts on the human environment prior to approval of a loan or grant. An environmental review will be conducted to determine what environmental impacts the proposed project will have, if any.

All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition. Procurement shall be made by one of the following methods: small purchase procedures; competitive sealed bids (formal advertising); competitive negotiation; or noncompetitive negotiation. Competitive sealed bids (formal advertising) is the preferred procurement method for construction contracts. Competitive negotiation, noncompetitive negotiation, design build and methods other than competitive sealed bids must be approved by the National Office prior to contract signing.

APPLICATION PROCESS

USDA Rural Development uses an application process for selecting projects to receive funding under the Community Facility Grant program. An application (See page 3, for Application Contents) is used to assess the applicant's eligibility and priority to compete with similar applications. Applications are scored on a priority basis per RD Instruction 3570.67 and USDA Rural Development Key Priorities found at <https://www.rd.usda.gov/priority-points>

Upon receipt of a complete application, USDA Rural Development will complete an overall review of the financial, environmental, and architectural components of the project. If the application is given further consideration by the approval official, USDA Rural Development will issue a Letter of Conditions outlining the conditions of approval that must be met prior to receiving funds. Once the applicant agrees to the conditions, funding is officially reserved for the project and a formal approval is delivered to the applicant.

Funds will be advanced once it has been determined that all of the conditions in the Letter of Conditions have been met.

APPLICATION PROCEDURE

Send the original application items and one copy to the appropriate USDA Rural Development office.

Applicants must submit an original hard copy and one electronic copy of the application information required by this guide and any additional information that is requested. Send it to the USDA Rural Development office serving your area as shown on page 12. Note also that you can call in advance and get personal assistance from your local USDA Rural Development office.

REQUIRED APPLICATION ITEMS

All of the following items need to be properly completed before being submitted to USDA Rural Development:

1. Standard Form (SF) 424, Application for Federal Assistance,

NOTE in block 8(c) of SF 424, UEI stands for “unique entity identifier.” It is unique nine character number that identifies your organization. It is a tool for the Federal Government to track how Federal money is distributed. Most large organizations that receive Federal funds already have a UEI number. If your organization does not have a UEI number, use the following GSA System for Award Management (SAM), <https://sam.gov/content/home>; on-line registration website to receive one free of charge.

NOTE in block 11 of SF 424, insert Catalog of Federal Domestic Assistance (CFDA) number **10.766**, Community Facilities Loans and Grants. This information can also be found at <https://www.cfda.gov/>

NOTE in block 19 of SF 424, [Executive Order 12372](#), "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

The answer for the Community Facility Program is always yes, as that program is under review. Insert the date that the required information was provide to the State and Local Clearinghouse(s). List is on page 16.

2. SF 424-A, Budget Information (For non-construction projects),
3. SF 424-C, Budget Information (For construction projects),
4. SF 424-D, Assurances-Construction Programs,
5. CF Grant Certification,
6. Form RD 1942-54, Applicant’s Feasibility Report (Narrative),
7. Detailed description and cost estimate of the project / scope of work;

8. Evidence of Public information. Applicants should inform the general public regarding the development of any proposed project. Any applicant not required to obtain authorization by vote of its membership or by public referendum, to incur the obligations of the proposed grant, will hold at least one public information meeting. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, or any other issue identified by Rural Development. 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 Rural Development. The applicant will provide Rural Development a copy of the published notice and minutes of the public meeting.

9. Evidence that the State and Local Clearinghouses have been notified. You will need to file a Notice of Intent with the State Clearinghouse and Local Clearinghouse in your area by forwarding a copy of Form SF 424. A list of Clearinghouses is on page 11,

10. Financial Information including:
 - a. Entity's three most recent fiscal year audits
 - b. Current year to date financial statements
 - c. current fiscal year operating budget
 - d. next year's Board approved proposed fiscal year budget. Form RD 442-2, "Statement of Budget, Income, and Equity," may be used for next fiscal year's proposed operating budget,
11. Form RD 442-7, Initial Operating Budget or similar form.
12. Go to www.sam.gov and register the entity. Provide proof of registration with the CAGE number and expiration date. Provide IRS determination letter or Charter to insure that the legal name in SAM.gov is the correct legal name,
13. Map showing the service area boundary and rural communities served,
14. List of Board/Council Members and their terms and résumé or CVs.
15. Form 400-1, Equal Opportunity Agreement,
16. Form 400-4, Assurance Agreement, and
17. RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grants and Loans.

ADDITIONAL ITEMS TO BE SUBMITTED ONLY BY NON-PROFIT ORGANIZATIONS

18. Organizational Documents including:
 - a. Copy of current By-laws (certified by Corporate Secretary),
 - b. Articles of Incorporation with any amendments (with Secretary of State Reproduction Certification)
 - c. IRS Nonprofit Determination letter, and
 - d. Certificate of Good Standing from the Secretary of State
19. Certificate of Support from each affected local government in your service area.

ADDITIONAL ITEMS TO BE SUBMITTED for CONSTRUCTION PROJECTS

20. Environmental - NEPA; Section 106; Endanger Species Act,
21. California Environmental Quality Act (CEQA) information (optional),
22. Preliminary Architectural Feasibility Report (PAR). (Preliminary Engineering Report for this project)



COMMUNITY FACILITIES' TCPV CERTIFICATION

The undersigned certifies that:

1. The organization is aware of and in compliance with other Federal statute requirements including but not limited to:
 - a. Section 504 of the Rehabilitation Act of 1973.
 - b. Civil Rights Act of 1964.
 - c. The Americans with Disabilities Act (ADA) of 1990.
 - d. Age Discrimination Act of 1975.
 - e. Limited English Proficiency (LEP) under Executive Order 13166
The organization has no known relatives or close associates that are current USDA Rural Development employees.

2. Prior to USDA Rural Development approval, you will not take action (e.g., initiation of construction) or incur obligations which would limit the range of alternatives to be considered or which would have an adverse effect on the environment.

County of Nevada

 Name of Organization

 Signature of Authorized Official

 Date

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.

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, Clearance Officer, OIRM AG Box 7630, 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.

5. Cost Estimate.

Development and construction.....	\$ _____
Land and rights.....	_____
Legal fees.....	_____
Architect and Engineer.....	_____
Equipment.....	_____
Refinancing.....	_____
Other (describe)	_____
Total.....	_____

6. Income. List the sources and estimate the amount of expected revenue for a typical year.

7. Other Funds. List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

8. Operating History. If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years.

9. Signature and Title of Applicant Official	Date
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Name		Address				
Applicant Fiscal Year		County		State (Including ZIP Code)		
From	To	20	20	20	20	First Full Year
		(1)	(2)	(3)	(4)	(5)
OPERATING INCOME						
1. _____						
2. _____						
3. _____						
4. _____						
5. Miscellaneous						
6. Less: Allowances and Deductions	()	()	()
7. Total Operating Income (Add Lines 1 through 6)						
OPERATING EXPENSES						
8. _____						
9. _____						
10. _____						
11. _____						
12. _____						
13. _____						
14. _____						
15. Interest (RD)						
16. Depreciation						
17. Total Operating Expense (Add lines 8 through 16)						
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)						
NONOPERATING INCOME						
19. _____						
20. _____						
21. Total Nonoperating Income (Add Lines 19 and 20)						
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)						

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____
Secretary Date

Appropriate Official Date

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 0575-0015. The time required to complete this information collection is estimated to average 5 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.

PROJECTED CASH FLOW

	20	20	20	20	First Full Year
A. Line 22 from Schedule 1 Income (<i>Loss</i>)					
<i>Add</i>					
B. Items in Operations not Requiring Cash:					
1. Depreciation (<i>Line 16, Schedule 1</i>)					
2. Others: _____					
C. Cash Provided from:					
1. Proceeds from RD loan/grant					
2. Proceeds from others					
3. Increase (<i>Decrease</i>) in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease (<i>Increase</i>) in Accounts Receivable, inventories and Other Current Assets (<i>Exclude Cash</i>)					
5. Other: _____					
6. _____					
D. Total all A, B and C Items					
E. <i>Less:</i> Cash Expended for:					
1. All Construction, Equipment and New Capital Items (<i>Loan and grant funds</i>)					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					
4. Principal Payment Other Loans					
5. Other: _____					
6. Total E 1 through 5					
<i>Add</i>					
F. Beginning Cash Balances					
G. Ending Cash Balances (<i>Total of D minus E 6 plus F</i>)					
Item G Cash Balances Composed of:					
Construction Account					
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					

Total - Agrees with Item G					

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

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

(name)

(date)

(title)

oOo



Applicants must submit a copy of the front page of Form SF 424 along with a cover letter requesting a review under Executive Order 12372 to the appropriate Clearinghouse(s) listed below:

<p>California State Clearinghouse All Counties</p> <p>Link for submissions: http://cfda.opr.ca.gov/#/</p>	<p>Merced County Association of Governments (MCAG) 369 W. 18th St. Merced, CA 95340 Phone: (209) 723-3153</p>	<p>Merced</p> <p>Fax: (209) 723-0322</p>
<p>Association of Bay Area Governments (ABAG) 375 Beale St. Ste 700, San Francisco, CA 946 Phone: (415) 820-7900</p>	<p>Alameda, Marin, Santa Clara, Solano, Sonoma, San Mateo, Contra Costa, Napa Fax: (415) 660-3500</p>	<p>Sacramento Area COG 1415 L St., Ste. 300 Sacramento, CA 95814 Phone: (916) 321-9000</p> <p>El Dorado, Placer, Sacramento, Sutter, Yolo, Yuba Fax: (916) 321-9551</p>
<p>Association of Monterey Bay Area Governments (AMBAG) P.O. Box 2453 Seaside, CA 93955 Phone: (831) 883-3750</p>	<p>Monterey, Santa Cruz, San Benito Fax: (831) 883-3755</p>	<p>San Diego Association of governments 401 B St., Ste. 800 San Diego, CA 92101 Phone: (619) 699-1900</p> <p>San Diego</p> <p>Fax: (619) 699-1905</p>
<p>Council of Fresno County Governments 2035 Tulare St., Ste. 201 Fresno, CA 93721 Phone: (559) 233-4148</p>	<p>Fresno Fax: (559) 233-9645</p>	<p>San Joaquin County COG 555 E. Weber Ave. Stockton, CA 95202 Phone: (209) 235-0600</p> <p>San Joaquin</p> <p>Fax: (209) 235-0438</p>
<p>Kern Council of Governments 1401 19th St., Ste. 300 Bakersfield, CA 93301 Phone: (661) 861-2191</p>	<p>Kern Fax: (661) 324-8215</p>	<p>Santa Barbara County Association of Governments 260 N. San Antonio Rd., Ste. B Santa Barbara, CA 93110 Phone: (805) 961-8900</p> <p>Santa Barbara</p> <p>Fax: (805) 961-8901</p>
<p>Southern California Association of Governments (SCAG) 900 Wilshire Blvd, Ste. 1700 Los Angeles, CA 90017 Phone: (213) 236-1800</p>	<p>Imperial, Orange, Los Angeles, San Bernardino, Riverside, Ventura Fax: (213) 425-0936</p>	<p>Stanislaus Area Association of Governments (SAAG) 1111 I St. Ste. 308 Modesto, CA 95354 Phone: (209) 525-4600</p> <p>Stanislaus</p> <p>Fax: (209) 558-7833</p>
<p>Tulare County Association of Governments (TCAG) 210 N. Church St., Ste. B Visalia, CA 93291 Phone: (559) 623-0450</p>	<p>Tulare Fax: (559) 733-6720</p>	<p>Kings County Community Development Agency 1400 W. Lacey Blvd., Bldg. #6 Hanford, CA 93230 Phone: (559) 852-2670</p> <p>Kings</p> <p>Fax: (559) 584- 8989</p>
<p>Butte County Association of Governments 326 Huss Drive St., Ste. 150 Chico, CA 95928 Phone 530-809-4616 ext.1157 Attn: John Clark</p>	<p>Butte Fax 530-879-2444</p>	

Community Programs California Contacts

What do these programs do?

Community Programs help create and maintain strong, vibrant rural communities through investments in essential public services and infrastructure projects.

Who may apply for these programs?

Eligible applicants include:

- Public bodies
- Nonprofits
- Federally-recognized tribes

Population limits vary by program.

Complete details for USDA's Community Facilities and Water and Wastewater programs are available online at

www.rd.usda.gov/ca or contact one of our staff near you.

USDA is an equal opportunity provider, employer and lender.

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Community Programs California Contacts

Complete details for USDA's Community Facilities and Water and Wastewater programs are available online at www.rd.usda.gov/ca or contact one of our staff near you.

Contacts Continue page 2 of 2

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