

# Fiscal Year 2024 Congressionally-Directed Spending and Community Project Funding

## USDA Rural Development Community Facilities Program

Congratulations! Your project has been identified as a Fiscal Year (FY) 2024 Congressionally Directed Spending (CDS) or Community Project Funding (CPF) under USDA's Community Facilities (CF) Program. This guide explains the requirements and process for FY 2024 CDS and CPF CF obligations.

### Process Overview

1. USDA-RD state offices will reach out to CDS and CPF recipients within 60 days of the signing of the appropriations bill requesting the submission of a USDA-RD application.
2. Recipients will work with USDA-RD state offices to complete the application materials outlined below. IMPORTANT: Applications must be complete and recipients must have remaining project costs committed to be eligible for funding.
3. FY 2024 funds will be obligated after successful review by state and national USDA-RD offices.

### CDS and CPF Recipient Requirements

1. Recipients must complete a USDA-RD application. The application will not be scored or ranked. However, the application must be submitted to receive funding.
2. Recipients must meet requirements in 7 CFR, Part 3570, Subpart B (available at this link: <https://tinyurl.com/3jhf8jf6>) that are not specifically waived by the FY 2024 appropriations act.
3. All projects must comply with the Build America, Buy America Act (available at this link: <https://tinyurl.com/yp5cphar>).
4. Your USDA-RD state office will contact you with materials to begin your application. A list of state offices is available at this link: <https://www.rd.usda.gov/about-rd/state-offices>.

A complete application includes:

- SF 424.2: Application for Federal Assistance (available at this link: <https://tinyurl.com/mwvhnd6d> - PDF)
- Clearinghouse Documentation, as relevant
- Form RD 442-7: "Operating Budget," including projected cash flow (available at this link: <https://tinyurl.com/22r3f5ne> - PDF)
- Form RD 442-3: "Balance Sheet" or a financial statement or audit that includes a balance sheet (available at this link: <https://tinyurl.com/yvstjuah> - PDF)
- Evidence of organizational structure, including items such as articles of incorporation, bylaws, special legislation creating an entity, general legislation under which it is created, charter, court order, or similar information
- Written evidence of compliance with federal, state, regional, local and municipal requirements, as relevant
- Contracts for professional services

- Environmental review and preliminary architectural report
- Documentation of public meeting

## Frequently Asked Questions

1. What if a CDS or CPF recipient is not contacted by a state office within 60 days of signing of the appropriations act?  
Recipients may contact the USDA-RD state office to begin the application submission process. State Office and State Director contact information can be found on the RD website (available at this link: <https://www.rd.usda.gov/about-rd/state-offices>). Recipients may also contact the USDA-RD national office at [communityfacilities@usda.gov](mailto:communityfacilities@usda.gov).
2. Does a CDS or CPF recipient need to complete an Environmental Review?  
Yes. The Environmental Review must be completed in accordance with 7 CFR, part 1970 (available at this link: <https://go.usa.gov/xFW9M>).
3. Does a CDS or CPF recipient need to document procurement?  
Yes. The procurement documentation must be included and in accordance with 7 CFR, Part 1942, subpart A, §1942.18 (available at this link: <https://tinyurl.com/36m6y8v2>).
4. Does a CDS or CPF recipient need to document the construction process?  
Yes, the construction process must be included in accordance with 7 CFR, Part 1942, subpart A, 1942.18 (available at this link: <https://tinyurl.com/2p87yec7>).
5. Does a CDS or CPF recipient need to include a Preliminary Architectural Report, as outlined in the application?  
Yes, a Preliminary Architectural Report must be included in accordance with RD Instruction 1942-A, Guide 6 (available at this link: <https://tinyurl.com/2xbcjx5k> - PDF).
6. What if the recipient's project cost has increased since the initial CDS or CPF request?  
Recipients are responsible for securing additional funds to complete the project or reduce the project scope to stay within budget. Recipients who meet eligibility requirements and have repayment ability can apply for a USDA-RD Community Facilities loan.
7. Does the recipient need to be registered with SAM.gov?  
Yes. Recipients must supply a SAM registration number (instructions are available at this link: <https://sam.gov/content/home>).