**APPLICANT NARRATIVE**

**COMMUNITY FACILITY GUARANTEED LOAN PROGRAM**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Services Provided.** Describe services at the proposed facility and other facilities which you may operate.
2. **Existing Facility.** Briefly describe what facilities you currently have or how service is currently provided.
3. **Proposed Facility.** Describe what you want to purchase and/or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings, indicate location and attach preliminary construction plans and cost estimates if available. For items of major equipment, indicate new or used, existing or custom‑built, or special features.
4. **Need for Facility.** Indicate why the proposed facility is needed. Include comments regarding the following: similar facilities and services in the area, usage trends, community support and regulatory agency approval. If the facility will provide an expansion of service, please explain (If your organization has a current business plan which addresses this or other issues, please reference and attach a copy of the plan.).

**Rural Development • Montpelier State Office**

87 State Street, Suite 324, P O Box 249 • Montpelier, VT 05601

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[www.rd.usda.gov/vt](http://www.rd.usda.gov/vt) or [www.rd.usda.gov/nh](http://www.rd.usda.gov/nh)

1. **Service Area.** Indicate what community or communities the proposed facility will primarily serve. If more than a single community, explain how you determined the service area (i.e. historical client records, student enrollment, etc.).
2. **Service to persons with disabilities.** Indicate whether your existing facility and

services provided are accessible to individuals with disabilities. If not currently

accessible, describe how the proposed project will address this.

7. **Cost Estimate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Development and Construction | $ |  |  |
|  | Land and Rights | $ |  |  |
|  | Building Acquisition | $ |  |  |
|  | Legal Fees | $ |  |  |
|  | Architect/Engineer | $ |  |  |
|  | Equipment/Furniture | $ |  |  |
|  | Interim Financing Costs | $ |  |  |
|  | Contingency | $ |  |  |
|  | Refinancing | $ |  |  |
|  | Loan Closing (including gaur. fee) | $ |  |  |
|  |  |  |  |  |
|  | Total | $ |  |  |

8. **Other Funds.** List the source and amount of funds that are available, other than

the proposed loan that are planned to fund the project (such as applicant cash

contribution, other loans, or grants). Note if funds are committed. If fundraising

is included in a cash contribution, indicate the level that is committed at this time

and whether it is immediately available or is pledged over a period of years.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Source** | **$ Amount** | **Status of Commitment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

9. **Other Credit**. All applicants must certify that other funding from their own resources

or through commercial credit are not available. Applicants must also certify that lenders

will not fund the project without a loan guarantee. Provide a summary of specific attempts

made to obtain financing.

10. **Provide** copiesofmanagement agreements and leases if applicable.

11. **Contact Information.** Attach a listshowing the name, address, telephone number, and term

of office for each member of the governing body, for local and bond counsels, and

consulting engineers/architects.

12. **Connection to USDA/RD.** Do any members of the governing body have any immediate

family members, known relatives or close associates who are USDA/Rural Development

employees? If so, please attach a list.

The above information was completed by:

|  |  |  |
| --- | --- | --- |
| (Name) |  | (Signature) |
|  |  |  |
| (Title) |  | (Date) |

(updated 6/26/2018)