



Committed to the future of rural communities.

## **FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS**

### **REPORTING GUIDE**

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Edited by **RD FBNP Coordinator for National Use**

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## WHAT IS THE FAITH-BASED & COMMUNITY INITIATIVES

### **What is the Faith-Based and Neighborhood Partnerships?**

One of President Obama's first official acts as President was to create the White House Office of Faith-Based and Neighborhood Partnerships.

### **What is USDA's involvement with the Faith-Based and Neighborhood Partnerships?**

On February 5, 2009, President Obama amended Executive Order 13199, and substituted the prior initiative with Faith-Based and Neighborhood Partnerships. In January 2003, The U.S. Department of Agriculture (USDA) was added to the previous Faith-Based and Community Initiative. On January 28, 2003, the Secretary of Agriculture appointed a Special Assistant to the Secretary and Director for the initiative at USDA. Since that time, the Director and staff have been working closely with appropriate USDA agencies, particularly the Food and Nutrition Service, the Foreign Agricultural Service, and Rural Development agencies, to enhance the participation of faith-based and community organizations in key programs that deliver food, housing, and other services to low-income families and individuals in the United States and abroad.

### **Hasn't USDA been working with faith-based and community organizations for many years? How is this different?**

It is true that USDA has long recognized the value that faith-based and neighborhood organizations bring to the table in delivering social services to those in need. Reaching out to and partnering with community organizations, including ones which are faith-based, has been the Rural Development mission area's way of doing business for many years. The EO 13199 amendment adds the President's Advisory Council for Faith-Based and Neighborhood Partnerships. The Office of Faith Based and Neighborhood Partnerships will work closely with the President's Cabinet Secretaries and each of the eleven agency offices. The Office's top priority will be making community groups an integral part of our economic recovery and poverty a burden few have to bear when recovery is complete. It also asks us to look at how we support women and children, support families, and be a resource for nonprofits, both secular, and faith based, looking for ways to make a bigger impact in their communities.

### **Does this mean that faith-based organizations get "special treatment"?**

No. The Initiative does not give preference to faith based organizations. Faith based organizations that receive Federal funding are held to the same standards as all other providers of services. For example, they must comply with the accounting requirements that apply to other organizations, and they must demonstrate that their organization serves the purposes of the program. The Initiative simply recognizes that faith-based organizations, along with other community organizations, have a role to play in the provision of Federally-funded social services, and it clarifies the principles that apply when a faith-based organization receives government funds.

**Is there any money specifically set aside for faith-based organizations?**

No. The Federal government does not set aside funds specifically for faith-based organizations. Some small programs like the Compassion Capital Fund (administered by the Department of Health & Human Services) are designed to help faith-based and other community groups with the challenges they face in providing services to the poor. However, in awarding grants and other direct assistance, the Federal government does not ask, “Does your organization believe in God?” It asks, “Does your program work? Does it meet the specific requirements of the grant? Is it turning people’s lives around? Is it accountable for the money it receives?”

**What does the amended Executive Order 13199 do?**

This Presidential directive, signed in February 5, 2009, renamed the initiative, establishes an Executive Director for Faith-Based and Neighborhood Partnership, and a President’s White House Office of Faith-Based and Neighborhood Partnerships Council. The Council will be composed of up to 25 religious and secular leaders and scholars from different backgrounds who will be appointed for 1 year terms.

**What does USDA’s final rule on Equal Opportunity for Religious Organizations mean for Rural Development programs?**

This regulation, issued on July 9, 2004, clarifies both the rights and the responsibilities of faith-based organizations that receive USDA grants and other forms of direct assistance. It specifies that faith-based organizations may not be excluded from the competition for USDA grants simply because they are religious. Neither the Federal government nor a State or local government receiving USDA assistance may discriminate for or against a religious organization on the basis of the organization’s religious character or affiliation. The regulation also provides that faith-based organizations that receive Federal grants may participate without sacrificing their religious character and autonomy so that they can continue to carry out their missions consistent with their beliefs. For example, they do not need to change their name, or remove religious art or symbols from their facilities. It is unlikely they would have to change their chartering documents.

The regulation also imposes certain restrictions on an organization’s use of Federal funds for religious activities. The regulation specifies that organizations that receive direct Federal funds must serve all eligible participants, regardless of those persons’ religious beliefs. It also prohibits organizations from using direct Federal funds to support any inherently religious activities (such as worship, religious instruction, or proselytization).

You can find the text of the rule in the [Federal Register, Equal Opportunity for Religious Organizations](#) and see all the “dos” and “don’ts” enumerated in the rule.

## RD PROGRAMS UNDER THE FBNP

As of June 2006 the following 14 Rural Development Programs are required to report application, award (closings) and outreach activity each month to the FBNP Coordinator who in turn compiles the information for submission to the National Office FBNP Coordinator.

- RD-Community Facilities Direct Loans
- RD-Community Facilities Guaranteed Loans
- RD-Community Facilities Grants (Economic Initiative Grants are not reported under the FBCI)
- RD-Farm Labor Housing Loans
- RD-Farm Labor Housing Grants
- RD-Rental Assistance Grants
- RD-Guaranteed Rural Rental Housing Loans
- RD-Mutual Self-Help Housing Grants
- RD-Rural Housing Preservation Grants
- RD-Rural Rental Housing Loans (Transfer/Assumption reported only if new money is Awarded.)
- RD-Technical and Supervisory Assistance Grants
- RD-Distance Learning & Telemedicine Grants (applications/awards reported by National Office; outreach by States)
- RD-Rural Business Enterprise Grants
- RD-Rural Community Development Initiative Grants

## APPLICATIONS RECEIVED

**DUE:** 5<sup>th</sup> of each month for the preceding month's activity.  
**SEND TO:** FBNP Coordinator

### WHAT:

Upon receipt of applications (including pre-applications), of any type applicant, for the programs listed on page 5, send the following documentation to FBNP Coordinator by the 5<sup>th</sup> of each month for the preceding month:

- 1) **Copy of SF424, Application for Federal Assistance (1<sup>st</sup> page only) – verify**
  - a) Block 10 – Title(name of program) is completed
  - b) Block 7 – Type of Applicant is completed

Note: Rental Assistance (RA) Grants are considered 'applications' when

- a) New RA – application date = the date the RRHL/RA Application is received by the agency.
  - b) Renewal RA – application date = the date the renewal is requested by the borrower or the date the State Office requests renewal at the National Office (usually in November of each year, all renewal RA will have this date as the application date). Make sure applications are entered into the FBCI report system under Application Summary in the month the RA Renewal Request Report is sent to the MFH Division, National Office.
- 2) **Survey on Ensuring Equal Opportunity for Applicants (Attachment A)**
    - a) In order to assure receipt of this form, it must be included in application packages for the programs listed on page 5. USDA Rural Development National Office is asking nonprofit private organizations (not including private universities) to fill out this survey. However, we do see it completed now and then by municipalities and other type organizations.

## APPLICATIONS RECEIVED

<https://fbcir.sc.egov.usda.gov/>

Below is a screen print from the FBNP Web Reporting system, showing the reporting format.

The screenshot shows a web browser window titled "Application Summary Detail - Microsoft Internet Explorer". The page header includes the USDA logo and "United States Department of Agriculture FBCI Faith-Based & Community Initiatives". A navigation bar contains links for HOME, DATA ENTRY, REPORTS, and HELP. A sidebar on the left lists "DATA ENTRY" options: Program Funding, Financial Assistance, Application Summary, and Period Reporting. The main content area is titled "APPLICATION SUMMARY" and displays the following information:

State	New Hampshire					
Fiscal Year	2006					
Period	6/1/2006 - 6/30/2006					
Program	RD - Community Facilities Direct Loans					
Total All Applications	Non-Profit Applications (Faith-Based)	Percent Faith-Based of Total	Non-Profit Applications (Secular)	Percent Secular of Total	Other Applications	Percent Other of Total
0	<input type="text"/>	0%	<input type="text"/>	0%	<input type="text"/>	0%

At the bottom of the summary section are two buttons: "Update" and "Close".

Application received data is summarized by the FBNP Coordinator and entered into the FBCI Web reporting by the 10<sup>th</sup> of each month for the preceding month.

Any applications received after the 10<sup>th</sup> for the preceding month will have to be sent to the National Office FBNP staff to manually add to the FBNP Web Reporting system. Efforts to meet the monthly reporting requirement and avoid having to go to National Office to add/revise a "closed out month's" activity are appreciated.

# Survey on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 02/28/09

**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:**

\_\_\_\_\_

**Federal Program:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

1. Has the applicant ever received a grant or contract from the Federal government?

Yes       No

2. Is the applicant a faith-based organization?

Yes       No

3. Is the applicant a secular organization?

Yes       No

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

Yes       No

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

Yes       No

6. 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

7. 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

## 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. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 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.
5. Self-explanatory.
6. 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.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **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:** The Agency Contact listed in this grant application package.

OMB No. 1890-0014 Exp. 02/28/09

## AWARDS (LOAN or GRANT CLOSING)

**DUE:** 5<sup>th</sup> of each month for the preceding month's activity.  
**SEND TO:** FBNP Coordinator

**WHAT:** **FBNP Awards Report Form**

Upon loan or grant (grant agreement signing) closing, of any type applicant, for the programs listed on page 5, send the following documentation to the FBNP Coordinator by the 5<sup>th</sup> of each month for the preceding month:

1. Completed FBNP Awards (Grant/Loan Closing) Report Form, **Attachment B**.

Attachment A provides detailed guidelines for each field to be completed on the form.

Data from this document is entered in the FBNP Web Reporting system by the 10<sup>th</sup> of each month for the preceding month. Any FBNP Award Forms received after the 10<sup>th</sup> for the preceding month will have to be sent to the National Office FBNP staff to add to the FBNP Web Reporting system. Efforts to meet the monthly reporting requirement and avoid having to go to National Office to add/revise a “closed out month's” activity are appreciated.

(See following pages for directions on reporting award data according to the WHO FBNP standards – **Attachment C**.)

**AWARDS (LOAN or GRANT CLOSING)**

**FBNP AWARDS REPORT FORM**

**FINANCIAL ASSISTANCE**

**Required Information**

Program RD – (Note: Please designate loan or grant for those programs that contain both.)

Application Date

Obligation Date

Award Date

Primary Award Type

2<sup>nd</sup> Award Type

3<sup>rd</sup> Award Type

Recipient Name  (Check spelling, capitalization and punctuation. Capitalize the beginning of each aspect of the name except prepositions such as of, and, for, dba (doing business as) for individuals (White, Alan dba Meadow Apartments) operating as a Profit Organization; input the following abbreviations as follows: name, Ltd.; name, LP; name, LLC; always refer to guide or contact FBCI if there are questions!\*\*\*\*)

Amount

First-time Federal non-profit recipient

City

State

DUNS Number  (Don't forget the DUNS Number!)

Note: Be consistent in labeling awardees names. For example, a submission should not include "Big Brothers and Big Sisters of Detroit", "Big Brothers/Sisters Detroit", and "Big Brothers and Big Sisters of Detroit, MI" if they all refer to the same organization. Also, cities, towns and counties should be labeled as "City of \_\_\_\_\_", "Town of \_\_\_\_\_", or "County of \_\_\_\_\_". \*\*\*\*Again, always refer to the FBCI Reporting Guide or contact FBCI to ensure accuracy of reporting data in the system.

**AWARDS (LOAN or GRANT CLOSING)**

**FBNP AWARDS REPORT FORM (Instructions)**

**1. Program**

Community Facilities Direct Loans Community Facilities Guaranteed Loans Community Facilities Grants (Economic Initiative Grants are not reported under the FBNP) Farm Labor Housing Loans Farm Labor Housing Grants Rental Assistance Grants Guaranteed Rural Rental Housing Loans Mutual Self-Help Housing Grants (includes Pre Development Grants)	Rural Housing Preservation Grants Rural Rental Housing Loans Technical and Supervisory Assistance Grants Distance Learning & Telemedicine Grants (to be reported by National Office) Rural Community Development Initiative Grants Rural Business Enterprise Grants
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**2. Application Date** = Date application received.

New Rental Assistance – Application date = date application is received by RD;  
 Renewal Rental Assistance – Application date = date the renewal is requested by the borrower OR the date the State Office requests the renewal RA from the National Office.

**3. Obligation Date** = Date of obligation of federal funds.

CF Grant (only) – Obligation date = closing date.  
 RA Grants – Obligation date = date funds are obligated.  
 RBEG – Obligation date = date 1940-1 is executed by all parties.

**4. Award Type (Entity Type)**

Instructions for completing this form: **NOTE: Recipients that are Limited, Limited Partnerships, Limited Liability Corporations, Limited Liability Partnerships are coded “Q” For-Profit Organization. Housing Authorities (Public or Indian) are type “L”. Multi-family housing program regulations require that nonprofit applicants be formed with 501C3 IRS Status, therefore all nonprofits under the RRH, HPG, Rental Assistance programs are type “M” Nonprofit (Secular) with 501C3 IRS Status, unless they are Faith-based Nonprofit, type “Y”.**

**Type of Award: (for RD FBCI Reporting as per OMB direction)**

- A. State Government
- B. County Government
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit (Secular) with 501C3 IRS Status
- N. Nonprofit (Secular) without 501C3 IRS Status
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-Serving Institution
- T. Historically Black Colleges and Universities (HBCUs)
- U. Tribally Controlled Colleges and Universities (TCCUs)
- V. Alaska Native and Native Hawaiian Serving Institution
- W. Non-domestic (non-US) Entity
- X. Other (specify)
- Y. Nonprofit (Faith-Based – with or without 501C3 IRS Status)

## FBNP AWARDS REPORT FORM (Instructions)

Award type will come from item 9 of the SF 424 (current form - OMB Control Number 4040-0004, Expiration Date 01/31/2009) the Equal Opportunity Form, and review of the organizational documents provided in the application. Please Note: The SF-424 Instructions allow for selection of up to 3 award types, the FBCI Report System is being upgraded to allow for this change.

**5. Award Date** = Date of loan closing or Grant Agreement signing.

**RA Grants** – Award date = date RA Agreement is signed for new RA awards; date of obligation for RA renewals.

**RRH Guaranteed Loan** – Award Date=Date Form RD 1980-19, Guaranteed Loan Closing Report, is executed by all parties (Lender and RD)

**RBEG** – Award date = Obligation date.

**CF Grant (only) and RCDI Grant**-Award Date=Obligation Date – 3570.80 Grant Closing and delivery of funds.

- (a) Form RD3570-3 will be used as the grant agreement between the Agency and the grantee and will be signed by the grantee before grant funds are advanced. The approval official, or designee, shall sign the grant agreement on behalf of the Agency. The grant will be considered closed on the obligation date.

**CF Grant (loan combination)**-Award Date will not always =Obligation date– Part 3570, Subpart -B, 3570.80

- (a) For grants that supplement Agency loan funds, grants do not have to be closed at the time of loan closing. When grant funds will be disbursed before loan closing, as provided in paragraph (f) of this section, the grant will be closed not later than the delivery date of the first advance of grant funds, and after the grant agreement is executed.

**AWARDS (LOAN or GRANT CLOSING)**

**FBNP AWARDS REPORT FORM (Instructions)**

**6. Recipient Name**

(from NO FBCI UL 5/24/06 for Recipient Name accuracy):

**Awardees Name**

Be consistent in labeling awardees names. For example, a submission should not include “Big Brothers and Big Sisters of Detroit”, “Big Brothers/Sisters of Detroit,” and “Big Brothers and Big Sisters of Detroit, MI” if they all refer to the same organization.

Labeling Cities and Towns

In general, cities and towns should be labeled as “City of \_\_\_\_\_” or “Town of \_\_\_\_\_”, unless the city or town name contains the word *City* or *Town* (e.g., Carson City should be “Carson City”). The example “Elgin, City of” should be “City of Elgin”. **Counties must be listed as “County of”. Individuals must be listed Last Name, First Name, e.g. Smith, John A. If the individual’s award type is “Q” For Profit Organization, also list a “dba” e.g. White, Alan dba Meadow Apartments.**

**Common Business Designations – Please abbreviate as follows-USE COMMA’s AND PERIODS as shown:**

Designate all entities with “Inc” or “Incorporated” as “, Inc.”  
Designate all entities with a dba (doing business as) as “, dba ”. See the following example: Generation Youth, Inc. DBA Help Now ⇨ Generation Youth, Inc. dba Help Now. **Do not use parenthesis or dashes in the dba notation. Only use dba if the project name if needed. Example: Fairway II, LP dba Fair Manor Apartments”**

Designate all entities with “LTD” or Limited as “, Ltd.”  
Designate all limited partnerships as “, LP”  
Designate all limited liability partnerships as “, LLP”  
Designate all limited liability corporations as “, LLC”  
If a conflict amongst the type of an entity exists (i.e., an entity is labeled as a LLP and a LLC), or if you are in doubt as to the proper labeling of an entity, choose the least common denominator (e.g., do not label as LLC, LLP, etc.) It is better to label without a suffix than to label with a wrong suffix. **Please ensure that the commas are included in the data entries.**

**Abbreviations:**

In general, avoid abbreviations (as previously noted, “, Inc.” and “dba” are acceptable abbreviations). Even if the full name does not fit into the displayable width of the cell, do not use abbreviations. However, YMCA and YWCA are acceptable abbreviations. **Do not abbreviate company, apartments, association.**

**Capitalization**

In general, the following words should not be capitalized: for, and, of, at.

**AWARDS (LOAN or GRANT CLOSING)**

**FBNP AWARDS REPORT FORM (Instructions)**

**Non-descriptive Awardees Names**

Avoid non-descriptive or incomplete awardees names. For additional clarity, here are some examples of improper awardees names: Vietnam Assistance For The; Unspecified; Assoc.Derelig.Carmelitas Terc.Desc.De Sta. Teresa De Jesus; VOA NTL SVCS

**Notes**

Avoid inserting notes into the awardees name. For example, the following would not be appropriate: “YWCA of Charleston\*\*;” “YWCA of Charleston (note:...)” When notes are necessary, please provide them in a separate email message to the RD FBCI Coordinator.

**Labeling of Common Awardees**

Within the list of awardees, there are a handful of common recipients. In order to assist in labeling these entities in a consistent manner, we provided the following list. In each instance, the entity name is underlined and the appropriate way to name the entity is on the following line. Although consistency is important, accurately representing recipients is paramount. Hence, please keep in mind the following two points:

(1) If the recipient of funding is a derivative, subsidiary, partner, etc. with one of the common recipients, do not abridge the awardees information in order to fit the guidelines below. For example, *The Salvation Army Clitheroe Center* should not be abridged to *The Salvation Army* or *The Salvation Army of Anchorage*. Or, *The Christian Faith Center, The Salvation Army, Comin’ Home* should not be modified to *The Salvation Army* or *The Salvation Army, The Christian Faith Center*.

(2) Please do not make any changes to the awardees name which jeopardizes its accurate legal representation. For example, if an entity is legally titled *Sun Valley YMCA*, do not change the labeling to *YMCA of Sun Valley*. Or, if an organization is legally called *Berkeley-Albany YMCA*, do not change the labeling to *YMCA of Berkeley-Albany*. In general, the insertion of the word *of* is not a problem. However, substantial re-ordering of the words within the awardees name is a problem (e.g., changing *Gulf Coast YWCA* to *YWCA of the Gulf Coast*).

- Salvation Army The Salvation Army or The Salvation Army of (City/Region/County Name)
- Young Men’s Christian Association YMCA or YMCA of (City/Region/County Name)
- Young Women’s Christian Association YWCA or YWCA of (City/Region/County Name)
- Catholic Social Services Catholic Social Services or Catholic Social Services of (City/Region Name)
- Volunteers of America Volunteers of America or Volunteers of America of (City/Region/County Name)

**AWARDS (LOAN or GRANT CLOSING)**

**FBNP AWARDS REPORT FORM (Instructions)**

- 7. **Amount** = Amount of loan or grant.
- 8. **First time Federal Non-profit** = Yes, if they indicate on EO Survey or SF 424 (if no survey received.) *This question only applies to non-profit awards.*
- 9. **City** = Town or City where the project is located (not the borrower’s address city/town).
- 10. **State** = State where the project is located (not the borrower’s state).
- 11. **DUNS No.** = **Required for all federal funding, including RA Grants.**

**Obtaining a Data Universal Numbering System number (DUNS)**

We request that your organization obtain a DUNS number as preparation for doing business electronically with the Federal Government.

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). You may call D&B at 1-866-705-5711 to register and obtain a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. Please use the following instructions to navigate through the voice prompts:

- 1. Enter "3" to register your business and obtain a DUNS number
- 2. Enter "2" for assistance
- 3. Enter "1" to create a new listing
- 4. Enter "1" for Federal Registration. At this point, a service representative will answer, and suggest that you buy the Credit Builder Service. This is not necessary to do business with the Government. If you want to do business with other vendors outside the government, this is an optional service that allows you to do business using a line of credit.
- 5. Provide answers to the following questions:
  - a) Name of business
  - b) Business address
  - c) Local phone number
  - d) Name of the CEO/business owner
  - e) Legal structure of the business (corporation, partnership, proprietorship)
  - f) Year business started
  - g) Primary line of business
  - h) Total number of employees (full and part time)

You may also register for your DUNS number at Dun & Bradstreet's web site: <https://www.dnb.com/product/eupdate/requestOptions.html>. Be sure to click on the link that reads, "DUNS Number only" at the right hand, bottom corner of the screen to access the free registration page. Please note that registration via the web site may take up to 14 business days to complete.

## FBNP PERIOD REPORT

**FBNP PERIOD REPORT-Once all reporting for your state is complete, please go into the Period Report under the “DATA” section and check that you have completed reporting. The period report is locked at the same time as the other data reports as of the monthly reporting deadline.**

## FBNP OUTREACH REPORTING

**Effective October 1, 2008, all FBNP Outreach must be reported in the RD Contact system. We will no longer accept the FBNP Outreach Forms. All FBNP outreach reports for the Department and White House will be generated by the RD Contact system.**

**DUE:** Run RD Contacts FBCI Outreach Report 5<sup>th</sup> of each month for the preceding month’s activity.

**WHO:** FBNP Coordinator or Alternate

**WHAT:** Review report and contact staff for any missing outreach data.  
**Comments must be completed for each outreach effort.**

RD Contact link: <https://rdcontacts.sc.egov.usda.gov/>

All employees should be entering FBNP outreach efforts as completed in the RD Contact system. The comments section of the must be completed. Information entered should include what you did, any local or state officials that attended. Did you discuss the Equal Opportunity for Religious organizations? Use the talking points? TELL US WHAT OUTREACH YOU DID, not what the participants did or said.

FBNP Reporting Guide with detailed instructions is posted on RD Contacts website, <https://rdcontacts.sc.egov.usda.gov/>, as Guide 4 Outreach Reporting.

**Below are the entries contained in RD Contacts that apply to FBNP Reporting with a brief explanation:**

**Method** - Self Explanatory

**Date** - Self Explanatory

**Duration** - Self Explanatory

**Attendees** - Self Explanatory

**Media Coverage** - Self Explanatory

**Special Emphasis/Initiative** - Self Explanatory

**Participating Organizations** - This is where you will report Participant Involvement at the State/Governor level and/or Local Officials/Mayoral level. These selections are Legislative - State (i.e. governor, representative) and Municipal (i.e. mayor, select board). This is also the point to select whether the outreach is Faith-Based (FB) and/or Community-Based (CB).

**Organization/Entity** - Self Explanatory

**Employee** - Self Explanatory Please select the county!\*

**Target Program** - Self Explanatory (Note: Click **More** and check all program boxes to receive the list to report on all program areas.

- Check BP - RBEG/RBOG to report RBEG.
- CF Direct is not listed. Check CF General if CF is discussed in anyway.
- Farm Labor is not broken down by loan/grant. Check Housing - MFH Labor Housing to represent Farm Labor in both respects.
- HPG, RA, TSA, Self Help, and DLT are listed.

**Equal Treatment Education** will appear below Target Program only if FB or CB is checked in Participating Organizations. Please ensure FB or CB is checked to report Equal Treatment. Check all that apply.

**Comments** – Do not forget to input a description of the outreach in the comments section. Outreach reported without comments are not acceptable and will be returned to the State for corrections.

## **FBNP TALKING POINTS FOR DISCUSSING THE EQUAL TREATMENT RULE**

Recent guidance from the National Office FBNP staff was provided to staff regarding FBCI talking points for discussing the Equal Treatment Rule. You can find this information at the USDA Rural Development FBCI intranet web site [EO Treatment Rule talking points web link](#).

Staff is reminded to include in power point presentations or in packages the FBNP slides and/or the FBNP Fact Sheet at workshops, particularly those events covering the 14 Programs listed on page 5.

## **FBNP TOOLKIT**

USDA Rural Development FBNP Office's web site offers a "Program Toolkit" site to assist you in meeting the Outreach and Technical Assistance component of the Faith-Based and Neighborhood Partnerships (FBNP) and provide the public with a one-stop site to obtain information for Rural Development programs under the FBNP.

The web site link is available from the Rural Development FBNP main page, or can be accessed directly at: <http://www.rurdev.usda.gov/rd/fbnp/index.html>.

A mass mailing to our FBNP contacts was sent out in May 2006 advising organizations and community of this web link.

In addition, the public should be advised of the site as you provide outreach and technical assistance meetings.

## **FBNP EVENT CALENDAR**

The National Office FBNP Events calendar is available to post FBNP technical assistance meetings (Defined as - Technical Assistance Workshops - Outreach activities or events that includes detailed instructions on RD Program application processes for participation in the loan/grant program.)

We encourage you to submit your events for posting by providing, via e-mail: event title, date, time, location, web site address for details (if available), and contact person, phone number, and e-mail address, to the FBNP Coordinator. The information will be forwarded to the National Office FBNP Coordinator.

## **RD FBNP Intranet Web Link (Employee Information)**

<http://teamrd.usda.gov/rd/daom/fbnp/fbnp.html>

## RD FBNP Coordinator/Alternate Responsibilities

The duties and responsibilities of State FBNP Coordinators and Alternates are determined by the State Director.

Rural Development requirements under the FBNP as outlined in the USDA and Rural Development Strategic Plans are as follows:

- ▶ Ensuring that faith-based and neighborhood organizations have equal access to USDA Rural Development programs; (Public Outreach)(Equal Treatment Rule)
- ▶ Educating these organizations about any programs designed to enhance their capacity to serve their communities; (Public Outreach, Technical Assistance Meetings)
- ▶ Continuing to reduce barriers and encourage participation through improved Coordination with State and local organizations; (Public Outreach-Interagency Conferences)
- ▶ Seeking opportunities to meet the needs of communities through USDA Rural Development programs; (Public Outreach-Faith-Based and Neighborhood Organizations Contact List)
- ▶ Reporting on progress to ensure that USDA Rural Development is producing real results for Americans in need. (FBCI Web based reporting system, Public Outreach Reports, Success Stories)

Meeting these requirements means all staff must to be aware of the FBNP and involved in outreach and reporting. The FBNP Coordinator/Alternate are the designated contacts and responsible for reporting. However, to accomplish data and outreach reporting requirements, other staff needs to provide data, be it program or outreach. A strong communication network is the best insurance that correct information is being reported in a timely manner.

Suggestions:

As unnumbered letters are issued regarding the FBNP, ensure that all staff is aware of the contents.

Hold a training session for employees so that you will get the information you need to report monthly.

Print FBNP Reports monthly and circulate to the State Director and Program Directors to ensure accuracy.

Check the RD Intranet website and “Latest News” on the FBNP Report system Welcome Page weekly. This will ensure that you are providing your state with current information on the FBNP.

Work with your Public Information Coordinator/Specialist to put together success stories.

## RD FBNP Reporting Dates

FBNP Web based Data Reports are due for input the 10<sup>th</sup> of each month (unless notified otherwise) for the previous month's activity.

Example: October 2008 program data must be entered in the FBNP Report System by close of business November 10, 2008.

RD Reporting Dates to the Department and White House:

Data Report:

First FBNP Data Report (October 1-June 30 data)-July

Second FBNP Data Report (October 1-August 31 data)-September

Final FBNP Data Report (October 1-September 30 data)-November

Stories of Lives Transformed-"Success Stories"-

Enter in the FBNP web based reporting system as received. The system is not locked to story entry at any time. Remember stories under the initiative would be those involving non-profit (either faith-based or community-based) entities who received funding under one of the 14 programs.

FBNP Quarterly Reports, Deliverables for the Presidents Management Agenda are due to the Department as follows: (note: these reports are completed by the National Office FBCI Coordinator/Assistant)

September

December

March

June

In addition to reporting on meeting Rural Development FBNP goals established with the Department and White House, we are required to submit 5 success stories with each quarterly report. Public Outreach accomplishments are also required information on the report, including specific examples.

## RD FBNP Success Stories

Success stories highlight your state and the organizations that are making a difference in individual lives and communities. No one will tell your stories if you don't!

The Department has specific guidelines for story submissions. Acceptable stories must include:

- 1) Form E (completed in the FBNP web based data entry). Submission date is date you enter in the system.
- 2) Personal Narrative
  - (a) About the Organization-[history and mission statement, if available](#)
  - (b) How the Initiative helped
  - (c) Personal story or quote or, quote from the mayor, town official, staff of the organization, community person affected by the organization
- 3) Photos, if available, in electronic format (emailed)
- 4) Signed LAPAS release form from private individuals for use of photos or quotes. Release forms are not necessary for agency employee quotes or photos.

How the Initiative Helped - this is often difficult to ascertain in that there might not be much of a direct connection with the impact of the financial assistance and the FBCI. In such cases, a brief sentence or two, such as the following examples, will work fine:

- “The Faith-Based and Neighborhood Partnerships is working to connect groups like the International Orthodox Christian Charities with Rural Development programs, such as \_\_\_\_\_.”
- “As part of the President’s Faith-Based and Neighborhood Partnerships, the \_\_\_\_\_ Rural Development Staff has been working to expand the \_\_\_\_\_ program with faith and community based organization in the greater \_\_\_\_\_ area.”
- “Through many USDA Rural Development FBNP outreach campaigns in \_\_\_\_\_, more and more of this community is finding out about the benefits available to them through the government’s \_\_\_\_\_ assistance programs. The \_\_\_\_\_ program has grown considerably, in large part, as the result of this outreach campaign.

Please make sure that all stories submitted have been reviewed by the PIC, Program Director and State Director prior to submission.