



APPLICANT NARRATIVE

Full Legal Name of Applicant: _____
 Applicant's Official Address: _____
 Applicant's Official Phone: _____
 Name of Mayor/President/CEO: _____
 Name of Clerk/Secretary/CFO: _____
 Project Address (if different): _____

1. Applicant Representatives. Complete as applicable, including phone numbers and e-mail address.

Primary Contact for Project: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Legal Representative: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Architect/Engineer: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Bond Counsel: _____
 Address: _____
 Phone: _____
 E-Mail: _____

2. Applicant Board/Council. Please list current board/council members and any other key employees, the city where their personal residence is located, their position, and term of service.

MEMBER	CITY OF RESIDENCE	POSITION	TERM

3. Employee Relationship. Please identify any member(s) or other key employee(s) related to, or closely associated with, an employee of Rural Development (RD).

MEMBER	RD EMPLOYEE	RELATIONSHIP

4. Existing Facility/Services. Briefly describe what facilities you currently have or how the services are currently provided.

5. Proposed Project. Describe in detail what you want to purchase or construct. Identify the specific components of the proposed project.

6. Need for the Project. Indicate why the proposed facility or facility improvements are needed. Identify any outstanding administrative orders or existing facility non-compliance issues. If the project will provide an expansion of services, please explain the need for this and the number of additional people to be served.

7. Service Area. Describe the geographic area served or to be served by the community facility. Indicate the number of people served.

8. Capacity. Describe how management (financial record keeping, facility operation and maintenance) will be accomplished.

9. Current/Planned Capital Projects. Describe any current or planned capital improvement projects that you are in the process of developing.

10. Existing Debt. Do you have any existing debt? (If yes, provide the following information on all debt amounts and future payments on this indebtedness).

FISCAL YEAR	TOTAL DEBT OWED	PRINCIPAL DUE	INTEREST DUE

11. Proposed Project Costs: (Should match SF-424 and Preliminary Arch/Eng. Report)

*Development and Construction	\$ _____
Land and Rights	\$ _____
Legal	\$ _____
Architect/Engineer Fees	\$ _____
*Equipment	\$ _____
Interim Interest	\$ _____
Contingency	\$ _____
Other (describe)	\$ _____
Total Cost	\$ _____

* For Development and Construction and/or Equipment provide below (or attach) an itemized cost estimate for each component of the project. (If an Engineer or Architect is required, their Preliminary Report will satisfy this requirement).

Construction (Item/Cost):

Equipment (Item/Cost):

12. Amount Requested: (All RD funds requests should be rounded down to the nearest hundred.)

Total Amount Requested from RD:	\$ _____
Loan Amount	\$ _____
Grant Amount	\$ _____

13. Other Funding Sources: List other funds that are available or will be used to pay for this project (Applicant contribution, CDBG, private grants, fundraising, etc. Indicate if other sources of funds have been secured or if they are pending).

SOURCE	AMOUNT	SECURED OR PENDING
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	

14. Federal Debt Collection Act of 1990. Are there any outstanding judgments against your organization by the U.S. Government and recorded in a Federal court (other than tax court)?
 Yes No

15. Pending Litigation: Are you party to any pending legal actions? Yes No
(If yes, attach explanation on the nature and status of the action)

16. Number of Jobs: How many jobs, if any, will be created or saved as the result of this project?

Number of Jobs Created
Number of Jobs Saved

Community Facilities Loan Applicants Only

17. Proposed Security. Describe the security available for the loan (i.e. GO Bond, Revenue Bond, Mortgage, Assured Income, Revenues, etc.)

18. Existing and Proposed Rate Schedule. Attach or describe your existing rate structure and budget for the specific enterprise. Discuss if you plan to continue using the same type of structure or will it change.

Certifications:

We certify that, as an applicant for Federal assistance, we are in compliance with all Federal, State, and local requirements, including the following:

- a. Compliance with special laws and regulations.
- b. Compliance with State Pollution Control or Environmental Protection Agency standards.
- c. Consistency with other development plans of the area and State Strategic Plan.
- d. Compliance with the Civil Rights Act of 1964.
- e. Compliance with Title IX of the Education Amendments of 1972.
- f. Compliance with Section 504 of the Rehabilitation Act of 1973.
- g. Compliance with the Age Discrimination Act of 1975.
- h. Compliance with the Single Audit Act.

If our project is selected to receive loan funds, it is our wish to receive the lowest interest rate possible, selecting between the rate at the time of obligation or at the time of closing.

We further certify that we will use small, minority, or women-owned business sources whenever possible in the proposed project.

The undersigned certifies, to the best of their knowledge and belief, that the organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.

To the best of my knowledge and belief, all data included in this document is true and correct.

Signature and Title of Applicant Official

Date