

[DATE]

[CONTACT NAME]

[APPLICANT NAME]

[STREET ADDRESS]

[CITY, STATE ZIPCODE]

Re: Letter of Conditions

Dear Mr./Ms. [CONTACT LAST NAME]:

We are pleased to inform you that your application for the Fiscal Year 2024 Rural Cooperative Development Grant (RCDG) has been selected for funding. This letter establishes the conditions of the award. The State and Area staff of the United States Department of Agriculture, Rural Development, will administer the grant on behalf of the Rural Business-Cooperative Service (RBS).

The award may be completed on the basis of a grant not to exceed [AMOUNT AWARDED]. The project must start no earlier than October 1, 2024, and no later than January 1, 2025, with a one-year grant period. Under extenuating circumstances, RBS may extend the grant period, at its discretion, for up to 12 months. Please keep in mind that extending the grant period on this award may affect the ability to compete for future grant funding. Instructions for requesting an extension are provided in the Grant Agreement.

You must maintain your registration in the System for Award Management at www.sam.gov and also report information about subawards and executive compensation to comply with the Federal Funding Accountability and Transparency Act of 2006.

Through your receipt of federal grant funds, your organization becomes the “recipient” of federal financial assistance. By law, as the recipient of federal assistance your organization becomes responsible for complying with federal civil rights laws in the administration of your programs and activities. It is your responsibility to assure that the beneficiary (i.e., cooperative, etc.) of this award has an equal opportunity to apply for and receive the benefit of your programs or services.

Please complete the following steps for approval of the grant award:

1. Grant Obligation

Before the grant can be obligated, you must execute the following documents and return them the Agency if you wish to accept the award:

- Form RD 1942-46, “Letter of Intent to Meet Conditions.”
- Form RD 1940-1, “Request for Obligation of Funds.”

USDA is an equal opportunity provider, employer and lender.

- Form SF-LLL, ‘Disclosure Form to Report Lobbying,’ if applicable.

2. Grant Approval

Before the Grant Agreement can be fully executed, you must:

- Re-verify that the matching funds provided to the project are still eligible and available during the grant period. The grant award may be withdrawn or the amount of the grant reduced if the appropriate amount of matching funds is not re-verified.
- Provide a copy of your indirect cost rate approved by your cognizant agency, if applicable.
- Provide a new budget and work plan if you were not fully funded.
- Meet all of the terms and conditions of this letter and sign and return the Grant Agreement within 90 days from the date of this letter. RBS reserves the right to withdraw the award if the grant cannot be approved with the 90-day timeframe. An executed copy of the Grant Agreement with both parties’ signatures will be sent to you.

3. Release of Grant Funds

Prior to the release of any grant funds, you must:

- Submit Form SF 270, “Request for Advance or Reimbursement,” to the Agency.

The elimination of some forms was instituted because many forms are now captured during registration or recertification of your account in SAM.gov, thus you have already signed and certified to the requirements identified in the forms above. However, if you have not fully completed the certifications in SAM.gov at time of application, you will be required to complete these certifications using the forms listed PRIOR to the Agency’s obligation of funds.

If you have any questions concerning the conditions set forth above, please contact [CONTACT NAME] at [PHONE NUMBER].

Sincerely,

[APPROVAL OFFICIAL’S NAME]
[APPROVAL OFFICIAL’S TITLE]

Enclosures: Form RD 1942-46
Form RD 1940-1
Form SF-LLL
Grant Agreement