



APPLICATION PACKET

Fiscal Year 2016

RURAL SERVICES BLOCK GRANT PROGRAM (RSBGP)

Deadline: December 4, 2015



**State of Arkansas
Department of Rural Services
Arkansas Rural Development Commission**

For Questions Contact:
RCGP Grants Coordinator
101 East Capitol, Suite 202
Little Rock, AR 72201
(501) 682.6011
1-888-RURALAR
Email: Rural.Arkansas@arkansas.gov
www.RuralServices.Arkansas.gov

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Who are the Department of Rural Services and the Arkansas Rural Development Commission?

The Department of Rural Services (DRS, formerly the Office of Rural Advocacy) is a state agency charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, the Department of Rural Services assists local agencies in rural areas with grant funds and technical assistance.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from around rural Arkansas charged with overseeing the programs of the Department of Rural Services. The Governor appoints seven of the members, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve five-year terms and meet throughout the year to discuss rural issues that affect Arkansans.

The other focus of the agency is to provide funding for worthwhile projects in rural communities. The agency has administered the Rural Community Grant Program for several years, unfortunately many worthy projects remain unfunded due to budget constraints. Recognizing the need for additional resources the Department of Rural Services has begun working to build new partnerships with our sister state agencies and private sector companies. The Rural Services Block Grant Program (RSBGP) is the result of one such partnership with the Arkansas Department of Economic Development.

Who is Eligible to Apply for Funds from the RSBGP?

In accordance with the State of Arkansas Five Year Plan for Arkansas Housing, Community and Economic Development Programs the following entities are eligible for funding under the Rural Services Block Grant Program (RSBGP):

- Incorporated and unincorporated cities and towns in RURAL Arkansas with less than 3,000 people (verifiable by current US census information)
- Population must be at least 51% low to moderate income (LMI). A complete list of Arkansas community LMI percentages is available on the DRS website at www.arkansas.gov/drs.
- In keeping with our enabling legislation, a rural area is defined for the purpose of this program as **“all the territory of the State of Arkansas that **is not within the outer boundary of any city or town having a population of 20,000 or more** according to the latest federal census or within such a city or town’s neighboring urbanized areas.”**

For forms and instructions about determining LMI Eligibility for your area See Attachment 1- Determining and Documenting Benefit to Low and Moderate Income Families which has been extracted from the Arkansas Community and Economic Development Program (ACEDP) Guidelines administered by the Arkansas Economic Development Commission.

Are There Other Eligibility Restrictions?

The Rural Services Block Grant Program (RSBGP) is funded through the U.S. Department of Housing and Urban Development (HUD) Small Cities Community Development Block Grant Program and administered for the State and our agency by the Arkansas Economic Development Commission. Cities not currently a party to one categorical grant and counties that are not currently a party to two categorical grants are eligible to apply under the program. Categorical grants include the Arkansas Community and Economic Development Program (ACEDP) and the Rural Services

Block Grant Program (RSBGP) administered by the Arkansas Economic Development Commission. Active grants in other Department of Rural Services and Arkansas Economic Development Commission programs are not considered in determining eligibility.

What Types of Projects Are Eligible?

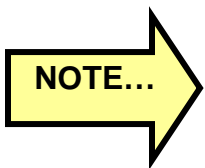
In keeping with the Arkansas Economic Development Commission's 5-Year Consolidated Plan, applications for Rural Services Block Grant Program (RSBGP) grant funds will be accepted for the following type projects (please contact the RSBGP Grants Coordinator to ensure that your project is eligible):

- New construction or renovation of community centers or multi-purpose use buildings for the betterment of the community
- New construction or renovation of fire stations
- Purchase of fire trucks, specialized life-saving equipment such as "jaws of life" and protective clothing worn by fire fighters

Ineligible Projects:

- Municipal buildings (courthouses, city halls, police stations, sheriff's offices, and city or county jails), any general operation of city government;
- Chatting or paving of driveways and parking lots;
- Costs associated with normal day-to-day operations, maintenance, or salaries;
- Debt financing of any kind (new or existing). Debt financing is defined for the purpose of this program as reimbursement of new or existing loans, loan payments, or reimbursement for equipment, facilities, labor or property **already** purchased or constructed;
- County health units, schools, water projects, emergency shelters, libraries;
- Private, non-profit associations

If you have a question about project eligibility please contact the RSBGP Coordinator at 1-888-787-2527.



If the proposed project involves the renovation or rehabilitation of an existing building, you will be required to do the following three things:

- Have an accredited asbestos inspector/management planner conduct a thorough inspection of the building according to the Asbestos Hazard Emergency Response Act (AHERA) guidelines, including sampling and laboratory analysis. Testing costs will depend on the size and design of the building and are the applicant's responsibility. For inspection information please contact:

The Arkansas Department of Environmental Quality
 Air Division
 Asbestos and Lead-Based Paint Branch
 Phone:(501) 682-0718
 E-mail: info@adeq.state.ar.us
 Web: www.adeq.state.ar.us

- Sign a waiver releasing and holding harmless the Department of Rural Services, the Arkansas Economic Development Commission and all employees of the two agencies of any liability, claims, judgments or action whatsoever as a result of allowing grant funds to be used in the renovation of a building containing asbestos.

- Establish adequate justification that the cost and time associated with renovating a building containing asbestos is more cost effective than renovating a building that does not contain asbestos or new construction. This justification must be provided as part of the application.

Each of the above items must be submitted with the application whenever building renovation or rehabilitation is proposed.

Will We Be Required To Have An Architect or Engineer?

Maybe!!! All public building construction or renovation projects exceeding \$100,000 are required to have an architect. All public infrastructure projects exceeding \$25,000 are required to have an engineer. Projects must comply with state plumbing and building code requirements

How much funding is available?

Seven hundred thousand dollars (\$700,000) is available for distribution under the Rural Services Block Grant Program (RSBGP).

What is the Maximum Award?

Eligible projects may submit an application for up to \$75,000.

Is There a Matching Requirement?

The RSBGP is a nine to one matching program. This requires that the applicant must be able to match its grant award with cash, in-kind labor, in-kind materials, or land at a rate of one dollar to every nine grant dollars (10%). **Land used for matching purposes must be owned by the city or county applying.** The value of all matching (including in-kind) must be documented by bank statements for cash, official cost estimates for in-kind materials and labor, or official appraisals for land. Official cost estimates for in-kind materials and professional labor should document what the material or professional labor would cost if it were not being donated. Community labor being donated is equal to \$18.04 per hour. Official appraisals for land may be in the form of an appraisal from a certified appraiser or a copy of the property assessment from the county clerk.

Administrative Costs

Each community that receives the RSBGP is responsible for the administration of the grant. The recipient should work with their local Planning and Development District or hire an outside consultant to complete the application and administer the grant. The fee that the consultant charges can be included in the community's request (this may be done as long as the total request does not exceed the amount for which a community is allowed to apply). The community may use other available funds to pay the administrative fee charged by the consultant. The fee will be a minimum of \$2,000 with a maximum of 10% of the grant. **The administrative consultant must be trained and approved by the Arkansas Economic Development Commission.**

How Do We Apply?

The RSBGP application process requires that communities hold a public hearing and submit an application to be considered for grant funds. The process is as follows:

Public Hearing Requirement

Prior to application submission, applicants will need to hold a public hearing to document the need for the project. All public hearings should be publicized in the appropriate local media at least 7 calendar days before they are to be held, and the hearing should be conducted no later than 2 weeks prior to the application deadline. If the community does not have a local newspaper, the community should post the “RSGBP-1: Notice of Public Hearing” flyer in at least **5** locations around town, 7 days prior to the public hearing.

Application Submission

Applicants must submit an **original** application and **1 complete copy** of the application to the Department of Rural Services by the application deadline. Applications will be reviewed by the Department of Rural Services for completeness and the RSBGP Grant Review Committee will review eligibility and all complete and eligible applications. The grant review committee will formulate funding recommendations, which will be reviewed and approved by the full ARDC and the grants division of the Arkansas Economic Development Commission.

Selected Applications

Applications recommended for funding by the Department of Rural Services will be notified in writing and will work with the Arkansas Economic Development Commission throughout the remainder of the project. **It is imperative that selected communities wait for instructions from AEDC before beginning any part of their project.**

This funding source is subject to many State and Federal rules and regulations, which, if not complied with, could jeopardize your funding. These include, but are not limited to, the National Environmental Policy Act (environmental review requirements) and Davis-Bacon and Related Acts (federal prevailing wage requirements).

Successful applicants must first sign a grant agreement before any work is started or any purchases are made. Selected communities run the risk of forfeiting their grant award for work done or purchases made toward their project before a grant agreement is executed. Please call 1-888-787-2527 if you have any questions.

Unsuccessful Applications

Applications not recommended for funding by the Department of Rural Services will be notified in writing and will be encouraged to schedule a conference with the RSBGP Coordinator to discuss deficiencies and areas requiring or needing improvement if it is the applicants desire to apply the following year.

Department of Rural Services

RSBGP APPLICATION PROPOSAL GUIDELINES

General

Formal proposals must be developed and organized in compliance with the outline and guidelines set fourth in this document to be considered complete and eligible for consideration. Proposals not following all guidelines and in the outline order requested will be considered non-compliant and therefore ineligible for funding consideration. All questions regarding the Proposal Application Outline content and process should be made in writing to the RSBGP Coordinator at the address below.

General Formatting Information

Proposals should be:

- ◆ Typed in 12 point in one the following fonts: Times New Roman, Arial, Courier or Helvetica
- ◆ Single spaced on one side of 8 ½ X 11 paper
- ◆ Sections limited to the recommended page length
- ◆ Organized in the order requested in the outline.

Submission Information

One original and one copy of the proposal must be submitted to the address below by the proposal deadline. Failure to submit the appropriate number of copies will result in the proposal being non-compliant and therefore ineligible for funding consideration.

Mail proposals to:

**Department of Rural Services
ATTN: RSBGP Coordinator
101 East Capitol, Suite 202
Little Rock, Arkansas 72201**

Phone: 1-888-787-2527 (RURAL-AR)

Fax: 501-682-6014

Department of Rural Services

RSBGP APPLICATION PROPOSAL OUTLINE

Application Proposal Outline

I. Application Coversheet

All applicants must fill out the top part of the form, completing all blanks to be considered eligible for funding. Fire departments applying for funding must also complete the lower portion of the form to be considered eligible for funding.

II. RSBGP Applicant Contact Information

III. Project Summary-Brief Description of Project-1 page max.

The Project Summary should briefly describe the project. (Detail information should be included in the Project Narrative Section)

IV. Documentation of Public Support-1-10 pages

Documentation of public support may be a combination of any of the following not to exceed ten (10) pages:

- ◆ Letter of support from the community's state senator **and** representative
- ◆ Letter of support from community's congressional representative
- ◆ Letters from members of the public to be served by the project
- ◆ Petitions of support from citizens to be served by the project.

V. Project Narrative-1-5 pages

The project narrative should cover in detail the following items:

- ◆ Describe the project in detail
- ◆ Describe in detail the demographics of the population to be served
- ◆ Provide detailed information regarding the organizations and individuals involved in the project, their qualifications and past experience.
- ◆ Specify the community's long and short term goals for the project

VI. Needs Assessment-1-5 pages

The needs assessment is the most important section of the proposal and should contain the following:

- ◆ Provide a detailed history and description of the steps the community has taken to document the need for the project.
- ◆ Identify and describe any problems related to community health and safety, which the project would address.
- ◆ Describe any unmet needs currently being experienced by the community that would be alleviated through the fruition of this project.
- ◆ Describe any emergency situation, which you believe is relevant.
- ◆ **(Fire Departments only)** Describe and document impact of project on ISO rating.
- ◆ Explain the community involvement in the Arkansas Community of Excellence (ACE) Program.
- ◆ Identify existing community centers, multi-purpose facilities or fire stations for this area.

VII. Floor Plan of Proposed Project

- ◆ Provide a preliminary floor plan and site map of the proposed project including Front and Side elevations..

VIII. Maps of County/Service Area

- ◆ Provide an 8 ½" X11" map of the county indicating location **and** service area

IX. Required Forms and Documentation

Public Hearing Documentation

- ◆ Public hearings must be publicized at least 7 calendar days before they are held and conducted no later than 2 weeks prior to the application deadline.
- ◆ County applicants must hold the public hearing at the county seat.

1. Form RSBGP-1 Notice of Public Hearing and Proof/Certification of Posting:

- ◆ There is an example posting in the application that you are welcome to fill out and use as your Notice of Public Hearing.
- ◆ The Notice of Public Hearing must indicate that the purpose of the hearing is to allow public participation to determine the needs of the community, to consider applying to the Arkansas Department of Rural Services for funds which are targeted to benefit LMI families or to aid in the prevention of slum and blight or to eliminate and imminent health threat.
- ◆ Examples of publicity include publishing notices in newspapers, posting flyers in at least five visible locations or airing announcements on local radio or television stations. Regardless of the method, hearings must be advertised throughout the jurisdiction and must indicate that technical assistance for developing proposals will be provided to groups representing LMI persons.
- ◆ Proof of Posting must include a copy of the notice with either a written confirmation by the mayor or judge about where and when the notices were posted *or* a signed receipt/proof of publication.

2. Form RSBGP-2 Public Hearing Attendance Roster

3. Minutes from Public Meeting:

- ◆ Discuss the community's needs
- ◆ Identify and prioritize needs which are most crucial to the community.
- ◆ Discuss goals and objectives for meeting the community's needs, including time frames and potential financing resources.
- ◆ Inform the attendees about the RSBGP including requirements and funding objections, types of projects eligible for funding, amount of funds available to the community, and realistic opportunities for the community's participation in the program.
- ◆ It must be noted that the purposes of the RSBGP are as follows:
 1. To benefit low and moderate income families; or
 2. To aid in the prevention or elimination of slums and blight; or
 3. To meet other community development needs having a particular urgency because existing conditions pose a serious threat to the health or welfare of the community and where other financial resources are not available to meet such needs.
- ◆ Persons addressing the meeting should be identified and comments recorded in the minutes.

Documentation of Eligibility and Application Approval Documents

- ◆ Form RSBGP-3 RSBGP Certification of Requirements Form

- ◆ Form RSBGP-4 Resolution

Proposed Project Budget and Disclosure Report

- ◆ Form RSBGP-5 Proposed RSBGP Project Budget
- ◆ Form RSBGP-6 RSBGP Disclosure Report

Additional Miscellaneous Forms

- ◆ Form RSBGP-7 Project Milestone Schedule
- ◆ Standard SF-424 Form Application for Federal Assistance
- ◆ **(Fire Departments Only)** ISO rating documentation
- ◆ Deed or Proof of Public Ownership
- ◆ Asbestos Study Documentation **and** Hold Harmless Waiver (if renovation project)
- ◆ Form RSBGP-8 Excessive Force Resolution
- ◆ Form RSBGP-9 Anti-Displacement Plan Resolution
- ◆ Form RSBGP-10 Fair Housing Plan Resolution
- ◆ Form RSBGP-11 Proposed Beneficiaries Form

X. Required Appendices

Appendix A

Appendix A must contain **in order** all cost estimate documentation as it appears in the budget. Estimates must be confirmed by a professional. Page one of the documentation should contain the reference A-1 and so forth.

Appendix B

Appendix B must contain **in order** the official documentation of the cash match availability, other funding sources and/or appraisal of the match property. Page one of the documentation should contain the reference B-1 and so forth.

Appendix A and B funding documentation should prove exactly how much your project will cost and that your community has the required matching funds to complete the project with RSBGP funds.

XI. SAM.gov Registration

All Applicants must register with the System for Award Management (SAM) website at www.sam.gov. This registration is free and is required for all grant awardees.

RSBGP Required Forms

Rural Services Block Grant Program (RSBGP) Application Coversheet

Project Name _____

Community Name(s) _____ County _____

Physical Address of Project Location: _____

Community Population (must have estimate if an unincorporated area) _____

LMI Percentage for above _____% (if more than one community, give the composite %)

State Senator _____ Senate District Number _____

State Representative _____ House District Number _____

U.S. Senator _____ U.S. Representative _____

Congressional District Number _____

Incorporated area? Yes No If yes, mayor's name _____

If no, county judge's name _____

If an unincorporated area, name the closest city or town and distance _____

Amount for which you are applying \$ _____

Amount to be provided by the community \$ _____

Total project cost \$ _____

Application Preparer _____ Phone Number _____
(Please Print)

FIRE DEPARTMENTS ONLY BELOW THIS LINE

Current ISO Rating _____

What was the date (month/year) of your last ISO inspection? _____ / _____

What is the name of the fire department located closest to this fire department?

How far away is the closest fire department? _____ miles

How many households does the fire department currently cover? _____ households

How much does the fire department charge for a membership fee? \$ _____

What percentage of the households covered in your district pay the membership fee? _____ %

RSBGP CONTACT INFORMATION

Application Preparer:

Name _____

Title/Company
(if applicable) _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Email Address _____

City Mayor or County Judge:

Name _____

Title _____

Mailing Address _____

Physical Address _____
(City Hall/Courthouse)

Physical Address _____
(Of Project)

City, State, Zip _____

Phone _____

Fax _____

Email Address _____

ADDITIONAL INFORMATION NEEDED SHOULD THIS APPLICATION BE CHOSEN FOR FUNDING:

Local Newspaper

Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____

NOTICE OF PUBLIC HEARING

A public hearing will be held on _____, _____ at _____ a.m./p.m. at _____(location) for the purpose of identifying and prioritizing the community needs of _____(City/County), determining whether an application for the Rural Services Block Grant Program (RSBGP) funds should be developed and if so, for what community need. Also, comments on proposed project activities will be discussed, especially those with possible impacts on the community, should the project receive funding.

RSBGP funds are federal assistance received by the State of Arkansas and administered by the Arkansas Economic Development Commission. These funds will be made available to cities and counties according to need and can be used for community facilities, but must address one of the following objectives:

- 1) Provide benefit to low and moderate income families,
- 2) Aid in the prevention of slum and blight, or
- 3) Meet other community needs, which pose a serious, immediate threat to the health or welfare of the community where no other funding is available to meet such needs.

All residents of _____(City/County) are encouraged to attend the hearing and participate in the community development process.

The _____(City/County) will provide technical assistance in developing proposals by groups representing low and moderate-income persons.

**Note: Proof of Posting is also required. Submitting this form without proof of posting is not sufficient. You must also include a signed receipt/proof of publication or written confirmation by the mayor or judge about where and when the notices were posted.*

Form RSBGP-3
RSBGP Certification of Requirements Form

RSBGP CERTIFICATION OF REQUIREMENTS FORM

All applicants for RSBGP funding must submit the following Form, executed by the Mayor, County Judge or City Manager. This Form certifies that all requirements contained below will be completed and documented as conditions of RSBGP funding, should a grant be awarded.

CERTIFICATION

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) Hereby certify that all information contained in this application for community development assistance through the RSBGP Program is true and accurate to the best of my knowledge and that all documentation supporting the information in this application is on file in the official offices of this unit of local government, available for review.

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) Hereby certify that the _____ (City/County) is eligible to apply to the RSBGP and that the _____ (City/County) does not currently have _____ (Enter one for city or two for county) grants currently active under the RSBGP or ACEDP. I further certify that the LMI information provided in this application is verifiable and all documentation of the LMI is on file in the official offices of this unit of local government for review.

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) Hereby certify that the _____ (City/County) owns the property to be improved in this application and that documentation of ownership is available in the official offices of this unit of local government for review.

I, _____ (Name) as _____ (Mayor/Judge) of _____ (City/County) certify that all requirements, listed below, have been or will be met and documented as conditions of grant award, should assistance be provided.

COMMUNITY DEVELOPMENT/CITIZEN PARTICIPATION PLAN

In accordance with Section 104 (a) of the Housing and Community Development Act of 1974, as amended, and RSBGP *Application Guidelines*, a Community Development/Citizen Participation Plan has been/will be completed, documenting all required public participation activities.

AUTHORIZATION RESOLUTION

A resolution has been passed authorizing the applicant's Mayor, County Judge or City Manager to submit an RSBGP application, on its behalf, and to expend funding in conjunction with this application, if funded.

ANTI-DISPLACEMENT PLAN

In accordance with Section 104 (d) (1) of the Housing and Community Development Act of 1974, as amended, a Residential Anti-Displacement Plan will be enacted.

PROTECTION OF INDIVIDUALS ENGAGED IN NONVIOLENT CIVIL RIGHTS DEMONSTRATIONS

In accordance with Section 906 of the Cranston-Gonzalez National Affordable Housing Act of 1990, the applicant will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies, within its jurisdiction, against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location subject to nonviolent civil rights demonstrations within its jurisdiction.

PROHIBITION AGAINST LOBBYING

No federally appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in conjunction with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

IDENTIFICATION AND ABATEMENT OF LEAD-BASED PAINT

Consistent with 42 USC 4831 (b), the Lead-Based Paint Poisoning Prevention Act, will eliminate as far as practical, the hazards of lead poisoning due to the presence of lead-based paint in any existing housing or public buildings assisted or improved with CDBG funds and, shall provide for assured notification to purchasers and tenants of such housing of the various hazards of lead-based paint.

(Typed Name and Title of Mayor or County Judge)

(Date)

(Signature of Mayor or County Judge)

State of Arkansas, __City __County (check which category applies) of_____

Attest:

Subscribed and sworn to before me _____.

My commission expires _____, _____.

(Town Clerk/Notary Public)

(Preparer)

RESOLUTION

Resolution # _____

BE it resolved by the _____ (Governing Body) of _____ State of Arkansas a resolution for a project entitled: _____.

A RESOLUTION authorizing _____ (Governing Official) to apply for a grant on behalf of _____.

WHEREAS, the _____ (Governing Body) has determined that _____ meets eligibility requirements necessary to apply for a grant under the Rural Services Block Grant Program (RSBGP); and

WHEREAS, the _____ (Unit of Government) is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs; and

WHEREAS, the _____ (Governing Body) of _____ recognizes the need for the project, concurs in its importance, and supports _____ in its efforts to proceed with the same; and

WHEREAS, the _____ (Governing Body) has provided proof of ownership of the property to be enhanced by the project; and

WHEREAS, the _____ (Governing Body) has provided proof of the property value in the amount of \$ _____ to be used as match(if applicable); and

NOW THEREFORE, BE IT RESOLVED that the _____ (Governing Body) of _____ hereby appropriates the sum of \$ _____ to complete the local match money requirement for the project entitled: _____ (if applicable); and

NOW THEREFORE, BE IT RESOLVED by the _____ (Governing Body) that the _____ (Governing Body) affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds if _____ is awarded a Rural Services Block Grant, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Arkansas, and all empowered agencies thereof.

ADOPTED this _____ day of _____, _____, at a (regularly or specially) scheduled meeting of the governing body.

APPROVED: _____
Typed Name of Mayor or County Judge

Signature of Mayor or County Judge

Attest:

Subscribed and sworn to before me _____ . My commission expires _____.

(Town Clerk/Notary Public)

Instructions for Completion of Proposed RSBGP Project Budget

Although some costs may not be definite at the time of budget preparation, it is important that the Proposed RSBGP Application Budget contains comprehensive, up-to-date cost estimates. These estimates can then be used to negotiate final budget amounts.

Project Information

Enter the name of the City or County as Applicant. If known, enter the Control Number assigned to the project by DRS. Enter a unique name for the Project Name,. Enter the Project Type e.g. Community Development or Fire Protection.

Cost ClassificationsEngineering/Architectural

If RSBGP funds are requested for professional design services, the following fee scales must be utilized. If needed, these fee schedules may be requested from the ADED at 501-682-1211.

Engineering costs must be in accordance with the USDA-Rural Development engineering service fee schedule.

Architectural costs must be in accordance with the State Building Services fee schedule.

Detailed explanation and justification, including calculation of cost, must be provided for any additional architectural services requested. Usually, no additional services will be approved.

Construction

Local cash contributions to the project must be the first construction dollars spent and will be incorporated as a requirement in any grant agreement executed by the applicant and ADED.

Contingency

A construction contingency not to exceed 5% of the estimated construction cost is allowed. However, design service fees are determined by estimated construction costs without contingencies.

Other

Any funds requested for "Other" must include a discussion of the requested service, including justification and cost calculations. This line item is intended to be used for other costs, such as: fees, permits, testing, etc.

Acquisition

All acquisition costs must be accompanied by a brief discussion of each service to be provided and justification of the necessity of the services, including cost estimates. Each acquisition cost must indicate the unit rate and estimated number of units.

Legal

No RSBGP funds shall be used for Legal Services except for condemnation.

Equipment

List the total for equipment purchases proposed for the project. Attach an itemized list of the equipment to be purchased along with cost estimates for each piece of equipment.

Administrative Fee

The cost to pay a professional consultant to administrator if the grant is funded. The fee is optional. If a community chooses to administer the grant themselves, there will be no administrative fee. If a community chooses to hire a consultant, then estimate the fee close to \$10,000. If the grant is selected for funding, the Arkansas Economic Development Commission will calculate the exact fee and changes will be made to the grant budget to reflect this.

Cross Reference

The final column in the Proposed RSBGP Budget is the Cross Reference column. Each line item of the budget should be cross referenced to the cost estimate documentation contained in Appendix A. (See RSBGP Application Proposal Outline Appendix A instructions for reference numbers.)

**Proposed RSBGP Project Budget for
Building Projects and Equipment Purchases**

Applicant: _____
Project Name: _____
Project Type: _____

Funding Sources

Cost Classifications	RSBGP	Land	Other	Totals	Cross Reference
Engineering/Architectural					
Basic Fee					
Additional Services (Specify on line below)					
Administrative Fee*					
Construction					
Contingency (RSBGP Maximum 5%)					
Other:					
Fees					
Permits					
Testing					
Other (Specify on line below)					
Acquisition (Attach Itemized List)					
Building					
Land					
Abstractor					
Appraiser					
Equipment (Attach Itemized List)					
TOTALS					

For DRS/AEDC Use Only - Please Do Not Write in the Space Below

Administrative Fees				
Contractual				
General				
Audit				
TOTALS				

*Remember, the administrative fee is optional. Only budget money if you plan on using a paid, professional administrator. If you choose to administer this grant on your own do not fill in the box.

EXAMPLE ONLY

Proposed RSBGP Project Budget for Building Projects and Equipment Purchases

Applicant: Name of City or County
 Project Name: Name of City or County Fire Station Construction
 Project Type: Fire Protection

Funding Sources

Cost Classifications	RSBGP	Land	Other	Totals	Cross Reference
Engineering/Architectural					
Basic Fee					
Additional Services (Specify on line below)					
Administrative Fee*	\$2,500			\$2,500	A-1
Construction	\$47,500		\$2,000	\$49,500	A-2, B-1
Contingency (RSBGP Maximum 5%)					
Other:					
Fees					
Permits					
Testing					
Other (Specify on line below)					
Acquisition (Attach Itemized List)					
Building					
Land			\$3,000	\$3,000	B-2
Abstractor					
Appraiser					
Equipment (Attach Itemized List)					
TOTALS	\$50,000		\$5,000	\$55,000	

For DRS/AEDC Use Only - Please Do Not Write in the Space Below

Administrative Fees					
Contractual					
General					
Audit					
TOTALS					

Form RSBGP-6

Instructions for Completion of the RSBGP/CDBG Disclosure Report

The Federal government requires that local governments must complete a CDBG Disclosure Report as a part of applying for Community Development Block Grant (CDBG) funds. This federal reporting requirement is intended to gather information concerning any and all funding sources - public, private and local - participating in any way in project funded, in whole or part, with CDBG funds. The DRS/AEDC is prohibited from awarding grant funds to an applicant until a completed Disclosure Report has been submitted.

If at any time during the grant there is any change in the previously reported sources and uses of funds, an Update Disclosure Report must be submitted within 30 days of the change. Requests for payment will not be honored if forms are not received by the DRS/AEDC in the manner described.

The DRS/AEDC must make all initial and Update Disclosure Reports available to the public for five years. Original documents must be submitted to the DRS/AEDC and copies must be retained in the local government's grant files. The DRS/AEDC will, through publication in the Arkansas Democrat-Gazette or other methods, notify the public that it retains grantee Disclosure Reports for the State-administered CDBG program grantees, and provide guidance on how the public may obtain access to this material.

The initial Disclosure Report, as well as any updates, should be filed with other grant-related financial documents.

Following are step-by-step instructions for completion of the RSBGP/CDBG Disclosure Report:

PART I - APPLICANT/GRANTEE INFORMATION

1. Enter Grantee or Applicant's name, address and phone number.
2. a. Check Initial Report if this is the first Disclosure Report completed relative to the grant or Update Report if an Initial Report is already on file.
 - b. Leave RSBGP Control Number/Fund Year blank for DRS to complete.
3. Enter Federal employer identification number for local unit of government.
4. Enter at least the type of project, activities to be funded, and location.
5. Check whether grant/application is for a community development or fire protection project.
6. Enter amount of RSBGP funds requested if submitted with an application, or amount under grant agreement, if a signed grant exists.
7. This should be left blank unless specifically advised by the DRS/AEDC. However, if the grant is funded from a local ACEDP Revolving Fund, most or all of the grant may be program income.
8. Total of c. and d. above.

PART II - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

Provide name and address of all other State, Federal or Local government agencies either providing assistance with this project or who are being requested to participate in this project. **Program** refers to the name of the program through which assistance is being or will be offered. **Type of Assistance** refers to grant, loan, property donation, etc. **Amount** refers to amount committed or requested by applicant.

PART III - INTERESTED PARTIES

Column (1) Enter an alphabetical listing of all persons with a **reportable** financial interest in the project. A **reportable** (pecuniary) interest is \$50,000 **or** 10% of the amount requested/granted under the RSBGP. Pecuniary interest means any financial involvement in the project, including but not limited to situations in which a person or entity has a 10% or greater equity interest in the project, such as principal officers of a corporation, who share in any profit or resale or any distribution of surplus cash or other assets of the project or receive compensation for any goods or services provided in connection with the project or compensation for any goods or services provided. This list includes consulting engineers, construction contractors, and developers. However, the local RSBGP grant administrator is **not** considered an interested party for the purposes of this report.

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. After grant award, as the project is being implemented, funds will be committed to interested parties, which will necessitate the submission of an updated Disclosure Report.

Column (2) Enter the Social Security number or Employer Identification number for each person listed.

Column (3) Enter type of participation in the project, e.g., developer, contractor, stockholder, company official.

Column (4) Enter **both** dollar amount and percentage of financial interest in the project for each individual or entity listed in column (1).

PART IV - EXPECTED SOURCES AND USES OF FUNDS

Enter all sources of funds listed in Part II above and identify the uses for each source of funds. All funding sources should be cross-referenced with funding source availability documentation in Appendix B. (See RSBGP Application Proposal Outline Appendix B instructions for reference numbers.)

PART V - CERTIFICATION

This certification requires the signature of the chief local elected official.

UPDATED REPORTS

All applicants/grantees who have submitted initial Disclosure Reports are required to submit updated Disclosure Reports whenever any of the following instances occur:

1. The applicant/grantee discovers that information was omitted from its initial report or last Update Report.
2. Additional persons or entities can be identified as interested parties. These are persons or entities that did not have a pecuniary interest when the initial or last Update Report was submitted (for instance, a construction contractor who is not known until bids are opened), but who can now be identified as having a pecuniary interest that is reportable. An updated Disclosure Report will be required at the preconstruction conference prior to release of the RSBGP construction funding.
3. There is an increase in the amount of pecuniary interest of a person or entity identified in the last report.
4. There is a change in other governmental assistance from that which was provided in the last report.
5. There is a change in the source and/or use of funds from that which was provided in the initial or last update report.

Grantees must constantly monitor their projects to ensure that updated Disclosure Reports are submitted within 30 days of any change and meet one of the five criteria discussed above.

DISCLOSURE REPORT

PART I - APPLICANT/GRANTEE INFORMATION

1. Applicant/Grantee: _____ Phone Number: _____
Address: _____

2. Indicate whether this is: (Check one)

a. Initial Report	Update Report	b. RSBGP Control Number/Fund Year:
[]	[]	# _____ / _____ (DRS office use only)

3. Federal employer identification number: _____

4. Brief description of Project Assisted/to be Assisted _____

5. RSBGP Categorical grant type: Community Development Fire Protection

6. Amount requested/awarded(c) \$ _____

7. Program income to be used with c. above*(d) \$ _____

8. Total of c. and d. \$ _____

* N/A for all applicants/grantees except those who have been specifically advised by DRS/ADED or the local government that their projects were funded with program income.

PART II - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

1. Provide the requested information for any other Federal, State and/or local government assistance, on hand or applied for, that will be used in conjunction with the RSBGP grant.

Name and Address of Agency Providing or to Provide Assistance	Program	Type of Assistance	Amount Requested or Provided

PART III - INTERESTED PARTIES

(1) Alphabetical List of All Persons With a Reportable Financial Interest in the Project	(2) Social Security No. Or Employer ID No.	(3) Type of Participation in Project	(4) Financial Interest in Project (\$ and %)

PART IV - EXPECTED SOURCES AND USES OF FUNDS

This part requires that you identify the sources and uses of all assistance, including RSBGP, that have been or may be used in the Project.

Funding Source	Amount	Use	Cross Reference
RSBGP Grant Funds			
Land			
City or County Appropriation			
Act 833 (For Fire Projects Only)			
Other (List Below)			
TOTAL			

PART V - CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that any false information or lack of information knowingly made or omitted may subject me to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware, that if I knowingly and materially violate any required disclosure of information, including intentional nondisclosure, I am subject to a civil penalty not to exceed \$10,000 for each violation.

(Chief Elected Official)

(Date)

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<p>Type of Submission: (Required): Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	<p>Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.</p>
		11.	<p>Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	<p>Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.</p>
		13.	<p>Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p>Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the Federal agency.</p>	15.	<p>Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.</p>		
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.</p>	16.	<p>Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district.</p> <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	<p>Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>		
6.	<p>Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.</p>		
7.	<p>State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.</p>		
8.	<p>Applicant Information: Enter the following in accordance with agency instructions:</p> <p>a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</p> <p>b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</p> <p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the</p>	17.	<p>Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.</p>
		18.	<p>Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.</p>
		19.	<p>Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the</p>

	<p>assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>		<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
20.			<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="154 420 844 997"> <tr> <td data-bbox="154 420 503 997"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td data-bbox="503 420 844 997"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>	21.	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>				

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	*If Revision, select appropriate letter(s): * Other (Specify)
*3. Date Received:		4. Application Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
* a. Legal Name:		
* b. Employer/Taxpayer Identification Number (EIN/TIN):		*c. Organizational DUNS:
d. Address:		
*Street1: Street 2: *City: County: *State: Province: Country: *Zip/ Postal Code:		
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:		First Name:
Middle Name:		
*Last Name:		
Suffix:		
Title:		
Organizational Affiliation:		
*Telephone Number:		Fax Number:
*Email:		

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9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (specify):

*10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*12. Funding Opportunity Number:

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

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16. Congressional Districts Of:

*a. Applicant

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date:

*b. End Date:

18. Estimated Funding (\$):

*a. Federal

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes

No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Title:

*Telephone Number:

Fax Number:

*Email:

*Signature of Authorized Representative:

Date Signed:

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***Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Form RSBGP-7
Project Milestone Schedule

PROJECT MILESTONE SCHEDULE

List below the expected date of the completion of the identified grant activities. This information will be used to develop the milestone schedule for the project.

Project Activity	Completion Date
Initial Visit (Application Invited)	
Submission of a Completed Application	
Grant Signed	
Environmental Review Clearance	
Acquisition Completed	
Plan/Specifications Submitted	
Advertisement for Bids	
Bid Opening	
Contract Awarded	
Pre-Construction Conference	
Start of Construction	
Construction Complete	
Final Inspection	
Closeout Documents Submitted	

Sample Asbestos Waiver

Asbestos Waiver Form

I, _____, do hereby state on behalf of the Community of _____, that we commit this letter as a waiver of hold harmless the Department of Rural Services, the Arkansas Department of Economic Development and all employees of the two agencies of any liability, claims, judgments or action whatsoever as a result of allowing grant funds to be used in the renovation of a building containing asbestos.

(Signature)

(Title)

(Date)

Form RSBGP-8

**Resolution Establishing a Policy Prohibiting the Use of Excessive Force
by Law Enforcement Agencies within the Applicant's Jurisdiction
Against Individuals Engaged in Non-Violent Civil Rights Demonstrations**

Resolution No. _____

Note: The following resolution must be enacted by each City or County as a condition of Arkansas Community and Economic Development Program funding.

Whereas, the _____(City/County) is applying for Arkansas Community and Economic Development Program funding.

Whereas, as required by the Housing and Community Development Act of 1974, as amended, it shall be the policy of _____ (City/County) to ensure that the following are true:

1. The City/County has adopted and is enforcing this policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
2. The City/County will ensure that all law enforcement agencies within its jurisdiction will enforce all applicable State and local laws against physically barring entrance to or exit from a facility or location, which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. In response to non-violent civil rights demonstrations, the City/County will be mindful and protective of the rights of all participants in such demonstrations, as well as any onlookers, bystanders, or any other persons located in the vicinity or owning property in the vicinity.
4. In connection with such demonstrations, the use of force shall be permitted only when necessary to protect the rights of individuals or to uphold the law. In no event shall the use of force in excess of that necessary to achieve the lawful goals of the City or County be permitted.

Now, therefore be it resolved that consistent with the goals and objectives of activities assisted under the Act, as amended, the _____ (City/County) will adopt and enforce the policy contained herein.

Dated: _____

Approved: _____

(Name/Title)

Attest: _____

Sample Anti-Displacement Plan

Resolution No. _____

Note: The following resolution must be enacted by each City or County as a condition of Arkansas Community and Economic Development Program funding.

Whereas the County/City of _____ will replace all occupied and vacant occupiable low and moderate-income dwellings demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and described in 24 CFR 570.606(b)(1). All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Whereas the County/City of _____ will provide relocation assistance as described in 570.606(b)(2), to each low/moderate-income household displaced by demolition or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

If any such project will involve the demolition or conversion of low or moderate dwelling units, the following will be provided:

1. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units as a direct result of the assisted activity; and
2. A time schedule for commencement and completion of the demolition or conversion; and
3. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units; and
4. The source of funding and a time schedule for the provision of replacement dwelling units; and
5. The basis for concluding that each replacement dwelling will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

Now, therefore be it resolved that consistent with the goals and objectives of activities assisted under the Act, as amended, the County/City of _____ will make every effort to minimize the displacement of persons from homes.

Dated: _____

Approved: _____

(Name/Title)

Attest: _____

Sample Fair Housing Ordinance

Section 1. POLICY

It is the policy of the City/County of _____ to provide, within constitutional limitations, for fair housing throughout its jurisdiction. It is hereby declared that this policy of the City/County of _____ assures full and equal opportunity to all residents to obtain fair and adequate housing for themselves and their families without discrimination against them because of race, color, national origin, sex, religion, familial status and disability.

Section 2. DEFINITIONS

- (a) “Dwelling” means any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof.
- (b) “Family” includes a single individual.
- (c) “Person” includes one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, receivers, and fiduciaries.
- (d) “To rent” includes to lease, to sublease, to let and otherwise to grant for a consideration the right to occupy premises not owned by the occupant.
- (e) “Discriminatory housing practice” means an act that is unlawful under Sections 3, 4, & 5.
- (f) “Handicap” means, with respect to a person –
 - (1) a physical or mental impairment which substantially limits one or more of such person's major life activities,
 - (2) a record of having such an impairment, or
 - (3) being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance.
- (g) “Aggrieved person” includes any person who –
 - (1) claims to have been injured by a discriminatory housing practice; or
 - (2) believes that such person will be injured by a discriminatory housing practice that is about to occur.
- (h) “Familial status” means one or more individuals (who have not attained the age of 18 years) being domiciled with –
 - (1) a parent or another person having legal custody of such individual or individuals; or
 - (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person.

The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years.

Section 3. UNLAWFUL PRACTICES

It shall be unlawful for any owner, lessee, sub-lessee, assignee, managing agent, or other person, firm or corporation having the right to sell, rent, lease or sublease any housing accommodation, or any agent of these—

- (a) To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, national origin, religion, sex, familial status, or handicap;
- (b) To discriminate against any person in the price, terms, conditions, or privileges of sale, rental or lease of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, national origin, religion, sex, familial status, or handicap;
- (c) To make, print or publish, or cause to be made, printed or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination;
- (d) To represent to any person because of race, color, religion, sex, handicap, familial status, or national origin that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available;
- (e) For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin;
- (f) To discriminate in the sale or rental, or to otherwise make unavailable or deny, a dwelling to any buyer or renter because of a handicap of--
 - (A) that buyer or renter,
 - (B) a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or
 - (C) any person associated with that buyer or renter;
- (g) To refuse to any renter because of a handicap to make reasonable modifications to the dwelling or common use areas, if necessary for the disabled person to use the housing. (Where reasonable, the owner may permit changes only if the renter/lessee agrees to restore the property to its original condition upon termination of rental agreement.)
- (h) To refuse to any renter because of a handicap to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.
- (i) To deliberately and knowingly refuse examination of any listing of residential real estate to any person because of race, color, national origin, sex, religion, familial status or disability.

Section 4. EXEMPTIONS

The prohibitions against discrimination in the sale or rental of housing set forth in Section 3 shall apply to all dwellings except the following:

- (a) Restricting rental or sale of a housing accommodation to a person of a certain age group when such housing accommodation is authorized, approved, financed, or subsidized in whole or in part for the benefit of that age group by a unit of state, local, or federal government;
- (b) A religious organization, association, or society, or any nonprofit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association or society, from limiting the sale, rental or occupancy of a dwelling which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons of the same religion, unless membership in such religion is restricted on account of race, color or national origin.
- (c) Nor shall anything in this ordinance prohibit a private club not in fact open to the public, which as an incident to its primary purpose or purposes provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.
- (d) Any single-family house sold or rented by an owner: **Provided**, that such private individual owner does not own more than three such single-family houses at any one time; **Provided further**, that in the case of the sale of any such single-family house by a private individual owner not residing in such house at the time of such sale or who was not the most recent resident of such house prior to such sale, the exemption granted by this subsection shall apply only with respect to one such sale within any twenty-four month period; **Provided further**, that such bona fide private individual owner does not own any interest in, nor is there owned or reserved on his behalf, under any express or voluntary agreement, title to or any right to all or a portion of the proceeds from the sale or rental of, more than three such single-family houses at any one time; **Provided further**, that the sale or rental of any such single-family house shall be excepted from the application of this title only if such house is sold or rented:
 - a. Without the use in any manner of the sales or rental facilities or the sales or rental services of any real estate broker, agent, or salesman, or of such facilities or services of any person in the business of selling or renting dwellings, or of any employee or agent of any such broker, agent, salesman, or person and
 - b. Without the publication, posting or mailing, after notice of any advertisement or written notice in violation of Section 3 (c) of this ordinance, but nothing in this provision shall prohibit the use of attorneys, escrow agents, abstractors, title companies, and other such professional assistance as necessary to perfect or transfer title
- (e) Rooms or units in dwellings containing living quarters occupied or intended to be occupied by no more than four families living independently of each other, if the owner actually maintains and occupies one of such living quarters as his residence.

Section 5. DISCRIMINATION IN SEXUAL ORIENTATION, GENDER IDENTITY AND MARITAL STATUS

It shall be unlawful to discriminate in housing on the basis of sexual orientation, gender identity and/or marital status and precludes owners and operators of HUD-assisted housing from inquiring about the sexual orientation or gender identity of an applicant or occupant of a dwelling, whether renter-or owner-occupied.

This does not prohibit any individual from voluntarily self-identifying his or her own sexual orientation or gender identity nor does it prohibit otherwise lawful inquiries of an applicant or occupant's sex for the limited purpose of determining placement or meeting occupancy requirements in temporary or shared housing.

The Arkansas Fair Housing Commission and HUD may pursue an enforcement action upon violations of the Fair Housing Act, such as discrimination based on nonconformity with gender stereotypes or discrimination based on perceived disability.

Section 6. UNFAIR HOUSING/LENDING PRACTICES

It shall be unlawful for any bank, building and loan association, insurance company or other corporation, association, firm or enterprise whose business consists in whole or in part in the making of commercial real estate loans, to:

- (a) Deny a loan or other financial assistance to a person applying for the purpose of purchasing, constructing, improving, repairing, or maintaining a dwelling on account of race, color, national origin, sex, religion, familial status and disability; or
- (b) Discriminate in the fixing of the amount, interest rate, duration, or other terms or conditions of such loan or other financial assistance to the present or prospective owners, lessees, tenants or occupants of the dwelling or dwellings in relation to such loan or other financial assistance to be made or provided because of race, color, national origin, sex, religion, familial status or disability.

Section 7. DISCRIMINATION IN THE PROVISION OF BROKERAGE SERVICES

It shall be unlawful to deny any person access to or membership or participation in any multiple-listing service, real estate brokers organization or other service, organization, or facility relating to the business of selling or renting dwellings, or to discriminate against him in the terms or conditions of such access, membership, or participation, on account of race, color, religion, sex, handicap, familial status, or national origin.

Section 8. ADMINISTRATION

- (a) The authority and responsibility for administering this Act shall be in the Chief Executive Officer of the City/County of _____.
- (b) The Chief Executive Officer may delegate any of these functions, duties, and powers to employees of the City or to boards of such employees, including functions, duties, and powers with respect to investigating, conciliating, hearing, determining, ordering, certifying, reporting or otherwise acting as to any work, business, or matter under this ordinance. The Chief Executive Officer shall by rule prescribe such rights of appeal from the decisions of his hearing examiners to other hearing examiners or to other officers in the City/County, to boards of officers or to himself, as shall be appropriate and in accordance with law.
- (c) All executive departments and agencies shall administer their programs and activities relating to housing and urban development in a manner affirmatively to further the purposes of this ordinance and shall cooperate with the Chief Executive Officer to further such purposes.

Section 9. EDUCATION AND CONCILIATION

Immediately after the enactment of this ordinance, the Chief Executive Officer shall commence such educational and conciliatory activities as will further the purposes of this ordinance. He shall call conferences of persons in the housing industry and other interested parties to acquaint them with the provisions of this ordinance and his suggested means of implementing it, and shall endeavor with their advice to work out programs of voluntary compliance and of enforcement.

Section 10. COMPLAINT PROCEDURE

- (a) An "aggrieved person" who claims to have been injured by a discriminatory housing practice or who believes that he/she will be irrevocably injured by a discriminatory housing practice that is about to occur may file a complaint with the Chief Executive Officer. Complaints shall be in writing and shall contain such information and be in such form, as the Chief Executive Officer requires. Upon receipt of such a complaint, the Chief Executive Officer shall furnish a copy of the same to the person or persons who allegedly committed or was about to commit the alleged discriminatory housing practice. Within thirty days after receiving a complaint, or within thirty days after the expiration of any period of reference under subsection (c), the Chief Executive Officer shall investigate the complaint and give notice in writing to the person aggrieved whether he intends to resolve it. If the Chief Executive Officer decides to resolve the complaints, he shall proceed to try to eliminate or correct the alleged discriminatory housing practice by informal methods of conference, conciliation, and persuasion. Nothing said or done in the course of such informal endeavors may be made public or used as evidence in a subsequent proceeding under this ordinance without the written consent of the persons concerned. Any employee of the Chief Executive Officer who shall make public any information in violation of this provision shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not more than \$1,000 or imprisoned not more than one year.
- (b) A complaint under Sub-section (a) shall be filed within one year after the alleged discriminatory housing practice occurred. Complaints shall be in writing and shall state the facts upon which the allegations of a discriminatory housing practice are based. Complaints may be reasonably and fairly amended at any time. A respondent may file an answer to the complaint against him and with the leave of the Chief Executive Officer, which shall be granted whenever it would be reasonable and fair to do so, may amend his answer at any time. Both complaints and answers shall be verified.
- (c) If within thirty days after a complaint is filed with the Chief Executive Officer, he/she has been unable to obtain voluntary compliance with this ordinance, the person aggrieved may, within thirty days thereafter, file a complaint with the Secretary of the Department of Housing and Urban Development. The Chief Executive Officer will assist in filing.
- (d) If the Chief Executive Officer has been unable to obtain voluntary compliance within thirty days of the complaint, the person aggrieved may, within thirty days hereafter commence a civil action in any appropriate court, against the respondent named in the complaint, to enforce the rights granted or protected by this ordinance, insofar as such rights relate to the subject of the complaint. If the court finds that a discriminatory housing practice has occurred or is about to occur, the court may enjoin the respondent from engaging in such practice or order such affirmative action as may be appropriate.

- (e) In proceedings brought pursuant to this section, the burden of proof shall be on the complainant.
- (f) Whenever an action filed by an individual shall come to trial, the Chief Executive Officer shall immediately terminate all efforts to obtain voluntary compliance.

Section 11. INVESTIGATIONS; SUBPOENAS; GIVING OF EVIDENCE

- (a) In conducting an investigation, the Chief Executive Officer shall have access at all reasonable times to premises, records, documents, individuals, and other evidence or possible sources of evidence and may examine, record, and copy such materials and take and record the testimony or statements of such persons as are reasonably necessary for the furtherance of the investigation: **Provided, however**, that the Chief Executive Officer first complies with the provisions of the Fourth Amendment relating to unreasonable searches and seizures. The Chief Executive Officer may issue subpoenas to compel his access to or the production of such materials, or the appearance of such persons, and may issue interrogatories to a respondent, to the same extent and subject to the same limitations as would apply if the subpoenas or interrogatories were issued or served in aid of a civil action in the United States district court for the district in which the investigation is taking place. The Chief Executive Officer may administer oaths.
- (b) Upon written application to the Chief Executive Officer, a respondent shall be entitled to the issuance of a reasonable number of subpoenas by and in the name of the Chief Executive Officer to the same extent and subject to the same limitations as subpoenas issued by the Chief Executive Officer himself. Subpoenas issued at the request of a respondent shall show on their face the name and address of such respondent and shall state that they were issued at his request.
- (c) Witnesses summoned by subpoena of the Chief Executive Officer shall be entitled to the same witness and mileage fees as are witnesses in proceedings in United States district courts. Fees payable to a witness summoned by a subpoena issued at the request of a respondent shall be paid by him.
- (d) Within five days after service of a subpoena upon any person, such person may petition the Chief Executive Officer to revoke or modify the subpoena. The Chief Executive Officer shall grant the petition if he finds that the subpoena requires appearance or attendance at an unreasonable time or place, that it requires production of evidence which does not relate to any matter under investigation, that it does not describe with sufficient particularity the evidence to be produced, that compliance would be unduly onerous, or for other good reason.
- (e) In case of contumacy or refusal to obey a subpoena, the Chief Executive Officer or person at whose request it was issued may petition for enforcement in the Municipal or State court for the district in which the person to whom the subpoena was addressed resides, was served, etc.
- (f) Any person who willfully fails or neglects to attend and testify or to answer any lawful inquiry or to produce records, documents, or other evidence, if in his power to do so, in obedience to the subpoena or lawful order of the Chief Executive Officer shall be fined not more than \$1,000 or imprisoned not more than one year, or both. Any person who, with intent thereby to mislead the Chief Executive Officer, shall make or cause to be made any false entry or statement of

fact in any report, account, record, or other document submitted to the Chief Executive Officer pursuant to his subpoena or other order, or shall willfully neglect or fail to make or cause to be made full, true, and correct entries in such reports, accounts, records, or other documents, or shall willfully mutilate, alter, or by any other means falsify any documentary evidence, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

- (g) The Grantee's Attorney shall conduct all litigation in which the Chief Executive Officer participates as a party or as amicus pursuant to this ordinance.

Section 12. ENFORCEMENT BY PRIVATE PERSONS

- (a) The rights granted by Sections 3, 4, 5, 6 and 7 may be enforced by civil actions in State or local courts of general jurisdiction. A civil action shall be commenced within two years after the alleged discriminatory housing practice occurred: **Provided, however**, that the court shall continue such civil case brought pursuant to this Section or Section 10 (d) from time to time before bringing it to trial if the court believes that the conciliation efforts of the Chief Executive Officer are likely to result in satisfactory settlement of the discriminatory housing practice complained of in the complaint made to the Chief Executive Officer and which practice forms the basis for the action in court: **And provided, however**, that any sale, encumbrance, or rental consummated prior to the issuance of any court order issued under the authority of this ordinance, and involving a bona fide purchaser, encumbrancer, or tenant without actual notice of the existence of the filing of a complaint or civil action under the provisions of this ordinance shall not be affected.
- (b) The court may grant as relief, as it deems appropriate, any permanent or temporary injunction, temporary restraining order, or other order, and may award to the plaintiff actual damages and not more than \$1,000 in punitive damages, together with court costs and reasonable attorney fees in the case of a prevailing plaintiff: **Provided**, That the said plaintiff in the opinion of the court is not financially able to assume said attorney's fees.

Section 13. SEVERABILITY OF PROVISIONS

If any provision, section, or paragraph of this ordinance is for any reason held invalid or unconstitutional, the remainder of the ordinance and the application of the provision to other persons not similarly situated or to other circumstances shall not be affected thereby.

Section 14. VIOLATION OF ORDINANCE

It shall be unlawful practice for any person(s) to:

- (a) Retaliate or discriminate against a person because the person has opposed a violation or because the person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under this ordinance;
- (b) Attempt, directly or indirectly, to commit an act prohibited by this ordinance;
- (c) Willfully interfere, obstruct, or prevent a person from complying with an order issued or rule promulgated under this ordinance; or

- (d) Discharge, threaten, coerce, intimidate, or take any other adverse action against an employee, broker, agent, or other person because he or she refused to take part in a discriminatory housing practice or because he or she has aided or encouraged any other person in the exercise or enjoyment of any right granted under the provisions of this ordinance; or
- (e) To resist, prevent, impede, or interfere with the enforcing agent(s) in the lawful performance of duty under this ordinance.

Section 15. PENALTY IN UNFAIR HOUSING

Whoever, whether or not acting under color of law, by force or threat of force willfully injures, intimidates or interferes with, or attempts to injure, intimidate or interfere with--

- (a) Any person because of his race, color, religion, sex, handicap, familial status, or national origin and because he is or has been selling, purchasing, renting, financing, occupying, or contracting or negotiating for the sale, purchase, rental, financing or occupation of any dwelling, or applying for or participating in any service, organization, or facility relating to the business of selling or renting dwellings; or
- (b) Any person because he is or has been, or in order to intimidate such person or any other person or any class of persons from:
- Participating, without discrimination on account of race, color, religion, sex, handicap, familial status, or national origin, in any of the activities, services, organizations or facilities described in section (a) above; or
 - Affording another person or class of persons opportunity or protection so to participate; or
- (c) Any citizen because he is or has been, or in order to discourage such citizen or any other citizen from lawfully aiding or encouraging other persons to participate, without discrimination on account of race, color, religion, sex, handicap, familial status, or national origin, in any of the activities, services, organizations or facilities described in subsection (a) above, or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to so participate--

Shall be fined not more than \$1,000, or imprisoned not more than one year, or both; and if bodily injury results shall be fined not more than \$10,000, or imprisoned not more than ten years, or both; and if death results shall be subject to imprisonment for any term of years or for life.

A housing provider found to have violated the Fair Housing Act may be liable for actual damages, injunctive and other equitable relief, civil penalties and attorney's fees.

PASSED AND ADOPTED THIS ____ DAY OF _____, 20__.

***To be completed by ALL applicants, whether or not already submitting LMI survey documentation.**

Use the following websites to find your community information:

- <http://www.hud.gov/offices/cpd/systems/census/ar/index.cfm>
- <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

Form 103: PROPOSED BENEFICIARIES

Date: _____

Applicant: _____

Complete the information below regarding the beneficiaries of the activity/project. Do not leave any item blank; enter a "0" if there are no beneficiaries.

- 1. Project type: _____
- 2. Total **families** served/jobs created: _____
- 3. Total **persons** served: _____
- 4. Total LMI **families**: _____
- 5. Total LMI **persons**/jobs: _____

The following information is a breakdown of the beneficiaries identified above.

6. Racial/Ethnicity Breakdown of persons served:

	Race	Hispanic
White/Caucasian:	_____	_____
Black/African American:	_____	_____
Asian:	_____	_____
Pacific Islander/Native Hawaiian:	_____	_____
American Indian/Alaska Native:	_____	_____
American Indian/Alaska Native & White:	_____	_____
Asian & White:	_____	_____
Black/African American & White:	_____	_____
American Indian/Alaska Native & Black/African American:	_____	_____
Other:	_____	_____
Total	_____	_____

NOTE: Every person should be represented in the race column (number 6 column 1). The total should equal the Total Persons Served (number 3) above.

- 7. Total female heads of household: _____
- 8. Total elderly **persons**: _____
- 9. Total handicapped **persons**: _____

Rural Services Block Grant Application Check List

*Please make sure that you have included **ALL** of the RSBGP application information. If you have not included required information, include a note explaining the situation. This check list is for your benefit only and is not required information for our offices.

1. ___ Application Coversheet
2. ___ RSBGP Applicant Contact Information
3. ___ Project Summary-Brief Description of Project
4. ___ Documentation of Public Support-1-10 pages
5. ___ Project Narrative-1-5 pages
6. ___ Needs Assessment-1-5 pages
7. ___ Preliminary floor plan and site map of the proposed project including front and side elevations.
8. ___ 8 ½" X11" map of the county indicating location **and** service area
9. ___ Form RSBGP-1 Notice of Public Hearing and Proof/Certification of Posting
10. ___ Form RSBGP-2 Public Hearing Attendance Roster
11. ___ Minutes from Public Meeting
12. ___ Form RSBGP-3 RSBGP Certification of Requirements Form
13. ___ Form RSBGP-4 Resolution
14. ___ Form RSBGP-5 Proposed RSBGP Project Budget
15. ___ Form RSBGP-6 RSBGP Disclosure Report
16. ___ Form RSBGP-7 Project Milestone Schedule
17. ___ Standard SF-424 Form Application for Federal Assistance
18. ___ Form RSBGP -8 Resolution about Excessive Force
19. ___ Form RSBGP-9 Resolution about an Anti-Displacement Plan
20. ___ Form RSBGP-10 Resolution about a Fair Housing Plan
21. ___ Form RSBGP-11 Proposed Beneficiaries (Whether or not submitting LMI documentation)
21. ___ (Fire Departments Only) ISO rating documentation
23. ___ Deed or Proof of Public Ownership
24. ___ Asbestos Study Documentation and Hold Harmless Waiver (if renovation project)
25. ___ Appendix A cost estimate documentation
26. ___ Appendix B cost match documentation
27. ___ LMI Documentation (Only if LMI is not based on the 2000 Census)
28. ___ Proof of SAM.gov Registration