

November 29, 2023

Alpena Child and Family Services

**RE: Preapplication for Community Facilities Funding—TBD**

Dear Applicant,

Thank you for your interest in the USDA Rural Development Community Facilities (CF) program. This program provides affordable funding to develop essential community facilities in rural areas. The following list of items are required to be considered for funding through the CF program. The application items should be executed by the highest elected official of the organization unless otherwise documented.

Please return the following items to your local USDA Rural Development office as soon as possible to begin the application process. Please note: A fillable PDF file of these items is available (and attached) for your use.

1. Pre-application for Federal Assistance SF424: Complete highlighted sections.
2. Complete customer contacts sheet: To support the implementation of 2 CFR Parts 180 and 417, which are intended to deter fraud, waste, and abuse in federal non-procurement transactions.
3. Certifications of Compliance with Federal Requirements/Laws: these certifications are fillable
4. Project narrative on signed letterhead to answer the following:
  - a. Date organization was created
  - b. Detailed description of the existing facility's condition
  - c. Scope of project including how funds will be used
  - d. Specify the project service area
  - e. Describe the community need for this project
  - f. Describe the need for USDA's funding
  - g. Describe your intended procurement method. Options include; design/bid/build, design/build or Construction Management (CMc)
5. Environmental: All projects are subject to environmental review. The level of environmental depends on the project scope. To determine the type of environmental that would be required with a full application, please provide a project map, aerial photograph (highlight improvement areas), project description that also includes a summary of any ground disturbing activity (excavation, etc.), identify age and address of any above ground structures that are part of the project. RD will confirm the type of environmental required and provide guidance.
6. Audit Report or financial statements (balance sheet and income & expense statement) for last 5 fiscal years.
7. Recent balance sheet: Less than 90 days old

USDA is an equal opportunity provider, employer and lender.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

8. Operating budget: proposed financial projections for the first full year in operation. Include proposed development and first full year of operation. Identify income resources and expense items.
9. Availability of Other Commercial Credit Certification: CF Michigan Guide 2, Attachment 4 or other format may be submitted.
10. Complete copy of any non-USDA debt instruments: copies of notes, Deeds of Trust, bonds, financing statements/security agreements, and leases, etc.
11. Applicant Contribution: Letter (on signed letterhead) stating that the applicant will provide the remaining funds for the project (if applicable).
12. Other Source of Funds: Documentation of funds leveraged from other sources (if applicable).
13. Existing preliminary architectural information (if available)

**Additional required documents for Nonprofits:**

**14. Organizational Existence Documentation**

- a. Attorney provides “Attorney’s Opinion Relative to Organization, Authority, and Continuous Existence” after reviewing and attaching the following items:
  - Certified copy of the current articles of incorporation with all amendments from the Secretary of State’s office.
  - Certified copy of the complete bylaws for the corporation. The certification must be provided by the corporate secretary or equivalent position, i.e. “I certify this as a true copy of the Articles of Incorporation and By-laws of the (organization legal name).”
  - Copy of the “Certificate of Good Standing” from the State of Michigan.
  - List of board members and their positions in the corporation and community.

**15. Evidence of Community Support - Evidence the non-profit is a broadly-based community organization.**

Ties may be evidenced by items such as:

- a. Association with or control by a local public body or bodies, or
- b. broadly-based ownership and control by members of the community or
- c. substantial public funding through taxes, revenue bonds or other local Government sources, and/or
- d. substantial voluntary community funding, such as would be obtained through a community-wide funding campaign.
- e. Letters of community support from any affected local government body, business, etc., signed by an authorized official of the local government.
  - This letter should include sufficient information to determine that the project will provide needed services to the community and will have no adverse impact on other facilities providing similar services.

The maintenance of a Unique Entity ID (UEI) and active registration in the System for Award Management (SAM) database is required. Renewal can be completed online at: <http://sam.gov>. This registration must be renewed and revalidated every 12 months for as long as there is an active loan or grant with the Agency. To ensure the information is current, accurate and complete, and to prevent the SAM account expiration, the review and updates must be performed within 365 days of the activation date, commonly referred to as the

expiration date. The registration process may take up to 10 business days. (See 2 CFR Part 25 and the “Help” section at <http://sam.gov>).

An internal conflict of interest policy is required to obligate federal funding through the CF program. Please consider beginning your internal conversation and development of this type of policy if a policy does not currently exist.

Rural Development looks forward to reviewing the submission and providing guidance regarding basic eligibility of the applicant and project for funding through the CF Program. Additional information will be requested regarding financial feasibility, the procurement method being proposed (design/bid/build, Construction Management, etc.), and any environmental concerns identified by our State Environmental Coordinator.

Do not proceed with bidding until authorized in writing by the Rural Development area office. Contract plans/specifications and certain legal requirements must be met before bidding is authorized. Environmental issues are as important as design concerns.

Please feel free to contact me if you have any questions or need additional support in providing any of the items listed above. We look forward to working with you on this project.

Sincerely,

Jennifer Wahr  
Area Specialist

Attachment:  
Preapplication Loan Construction.pdf