

## Pre-Application Checklist

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Item No.	Description of Document	Form/Instruction No.	Tab Position	Date Received/ Comments
1	<b>Application for Federal Assistance (For Non-Construction)</b> <i>See Attached Exhibit <u>Link:</u>  <a href="http://www.rd.usda.gov/files/UTP_SF424_2016.pdf">http://www.rd.usda.gov/files/UTP_SF424_2016.pdf</a></i>	1944.410(a) SF 424	1	
2	<b>Intergovernmental Review Submittal</b>	1944.409	1	
3	<b>Previous Experience</b> <i>Cite your previous experience and capacity to carry out the Grant Agreement.</i>	1944.I(a)(1)	2	
4	<b>Organizational Papers</b> (a) Reference to State Law <i>State Statute number and title is usually found in your Articles of Incorporation.</i> (b) Certified Copy of Articles of Incorporation and Bylaws or other evidence of corporate existence (c) Certificate of incorporation for other than public bodies (d) Evidence of Good Standing from the State (e) Names and Addresses of Board of Directors, Officers and Members. (Plus principal business of any member that is an organization) (f) Copy of 501(c) (3) if nonprofit	1944.410(a)(2) 1944.404(d)(1-4)	2	
5	<b>Authorized Representative of Applicant</b>	1944.410(e)(6)	2	
6	<b>Information about Sponsor</b> (If Applicable) (a) Name and Address (b) Experience and Ability (c) Written Agreement to assist.	1944.404(b)(2)	2	
7	<b>Current Financial Statements for Applicant and any Sponsor</b> No more than 12 months old, dated and certified by Board Office.	1944.410(a)(3)	2	

8	<p><b>Narrative Statement</b>  (a) Amount of Request  (b) Areas Served  <i>Include a letter from Rural Development (RD) showing the proposed area(s) eligibility.</i>  (c) Number of houses proposed  (d) Housing conditions of low-income families  (e) Need for self-help housing  <i>Include why families need self-help assistance</i>  (f) Evidence of Community Support  (g) List of low-income person(s) waiting to build self-help houses.  <i>Recommend at least two times the number of houses proposed.</i></p>	1944.410(a)(4)	2	
9	<p><b>Outreach Plan for very low-income</b>  Outline a plan of how the organization proposes to reach very low-income families.</p>	1944.410(a)(5)	2	
10	<p><b>Budget Information (Non-Construction Programs)</b></p>	Form SF-424A & Budget Narrative 1944.410(a)(6)	3	
11	<p><b>Determination of TA Grant Amount</b>  Show formula used to calculate TA cost. Insert a letter from your Rural Development Local Office giving the current (less than 12 months old) equivalent value of comparable contractor-built 502 home. Include total square feet and total living area. The letter should include the actual or projected cost of an acceptable site and site development.</p>	1944.407	3	
12	<p><b>Preliminary Land Survey</b>  Availability of lots and their projected cost (talk to your local RD office for some parameters, example: requirements, typical costs).</p>	1944.410(a)(7)	4	
13	<p><b>Other Applicant Activities if multi-funded:</b>  (a) List of other activities you are engaged in and expect to continue, as well as, funding sources, amounts, and duration.  (b) Statement of other Funding  (c) Existing cost allocation plan or existing indirect cost rate.</p>	1944.410(a)(8)	4	

<b>14</b>	<b>Pre-development Assistance Request</b> If you're requesting pre-development funds (up to \$10,000): <i>(1) Submit a brief narrative identifying the need, amount of funds requested, and a projected time period.</i> <i>(2) Submit a detailed budget and budget narrative showing how you propose to use the Pre-Development funds.</i> Link: <a href="http://www.rd.usda.gov/files/sf424a.pdf">http://www.rd.usda.gov/files/sf424a.pdf</a>	1944.410(a)(9)	4	
<b>15</b>	<b>HUD Fair Housing Marketing Plan</b> See attached Exhibit. Link: <a href="http://www.rd.usda.gov/files/IL_935-2a-HUD.pdf">http://www.rd.usda.gov/files/IL_935-2a-HUD.pdf</a>	HUD Form 935.2B 1944.410(a)(10)	5	
<b>16</b>	<b>Civil Rights Impact Analysis Certification</b>	Form RD 2006-38 RD Inst. 2006-P & 2006.754(b)	RD	
<b>17</b>	<b>Compliance Review (Pre-Award)</b>	Form RD 400-8 RD Inst. 1901-E, 1901.204(a) and 1901.204(c)(3)	RD	
<b>18</b>	<b>Self-Help Technical Assistance Grant Predevelopment Agreement</b> Link: <a href="http://fnph.org/images/RD_Instruction_1944_-_Exhibit_D.pdf">http://fnph.org/images/RD_Instruction_1944_-_Exhibit_D.pdf</a>	1944.410(d) Exhibit D	5	
<b>19</b>	<b>Authorizing Resolution</b>	1944.411(d)	5	
<b>20</b>	<b>Rural Development Manager or Area Manager Recommendation</b>	See further instructions below	RD	
<p>The applicant submits the pre-application containing the above items to the office designated to receive the pre-application in an original and at least one (1) copy. Within 30 days of receipt of the pre-application, the designated official will review for completeness, accuracy and conformance to program policy and regulations. The designated official will then make their recommendation and forward a copy of the pre-application to the Technical and Management Assistance (T&amp;MA) Contractor. For their review. The T&amp;MA Contractor will complete their review within 15 calendar days and submit their findings along with the pre-application to the State Director with a copy of their findings to the designated office. The State Director will then complete the review and submit his/her recommendations along with the necessary documents to the National Office for funding, if a pre-development grant is requested.</p>				
<b>21</b>	<b>T&amp;MA Contractor's Review and Recommendation</b>	Required under National Office Contract with T&MA Contractor	FNPH	
<b>22</b>	<b>OGC Review (if necessary)</b>	1944.410(b)(2)	RD	
<b>23</b>	<b>Review Action and Letter of Conditions</b>	1944.410(c)	RD	
<b>24</b>	<b>Request for Obligation of Funds (pre-development assistance)</b>	Form RD 1940-1 1944.413(a)(1)	5	