

**PRE-APPLICATION
CHECKLIST FOR 523 PROPOSALS
(1944-I)**

Link: <http://rdinit.usda.gov/regs/>

Item No.	Description of Document	Form / Instruction No.	Tab Position	Date Received / Comments
1.	Application for Federal Assistance Link: http://www.epa.gov/ogd/AppKit/form/SF424.pdf	1944.410(a) SF 424.2		
2.	Intergovernmental Review Submittal	1944.409		
3.	Previous Experience <i>State your capacity to carry out this grant.</i>	1944.I (a)(1)		
4.	Organizational Papers (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 Address 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)(104)		
5.	Authorized representative of applicant	1944.410(e)(6)		
6.	Information about Sponsor (If Applicable) (a) Name and Address (b) Experience and Ability (c) Written Agreement to assist	1944.404 (b)(2)		
7.	Current Financial Statement for Applicant and any Sponsor <i>Statement should be no more than 12 months old and signed, dated and certified by a Board Officer.</i>	1944.410(a)(3)		
8.	Narrative Statement (a) Amount of Request (b) Areas Served – <i>Include a letter from Rural Development (RD) showing the proposed areas(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>	1944.410(a)(4)		
9.	Outreach Plan for very low-income <i>Outline a plan of how the organization proposes to reach very low-income families</i>	1944.410(a)(5)		
10.	Budget Information (Non-Construction Programs) Include a 2-year proposed budget worksheet. http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf	Form SF-424A 1944.410(a)(6)		
11.	Determination of TA Grant Amount <i>Insert a letter from your Rural Development Local</i>	1944.407		

	<i>Office stating the current, less than 12 months old, equivalent value of comparable contractor build 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. Show the formula your organization used to calculate TA cost.</i>			
12.	Preliminary Land Survey <i>Show the availability of lots and their projected cost. If development is necessary, show the cost and length of time it will take to develop. Talk to your local RD office for parameters and requirements.</i>	1944.410 (a)(7)		
13.	Other Agency Activities if multi-funded: (a) List of other activities List other funding sources, amounts and duration of the funding. (b) Statement of other Funding (c) Existing cost allocation plan or existing indirect cost rate.	1944.410(a)(8)		
14.	Pre-development Assistance Request (1) submit a brief narrative identifying the need, amount of funds requested, and a projected time period. (2) submit a detailed budget and budget narrative showing how you propose to use the pre-development funds. (3) submit a certified copy of a resolution from your Board of Directors, authorizing the request of the Pre-Development Grant. Link: http://rdinit.usda.gov/regs/regs_toc.html-1944	1944.410(a)(9)		
15.	HUD Fair Housing Marketing Plan Link: http://www.hudclips.org/sub_nonhud/html/pdf/forms/935-2.pdf	HUD Form 935.2B 1944.410(a)(10)		
16.	<u>Civil Rights Impact Analysis Certification</u>	Form RD 2006-38 RD Inst. 2006-P & 2006.754(b)		
17.	Compliance Review (Pre-Award)	Form RD 400-8 RD Inst. 1901-E, 1901.204(a) and 1901.204(c)(3)		
18.	Self-Help Technical Assistance Grant Pre-Development Agreement Link: http://rdinit.usda.gov/regs/regs_toc.html-1944	1944.410(d) Exhibit D		
19.	Authorizing resolution	1944.411(d)		
20.	Rural Development Manager or Area Manager Recommendation	See further instructions below		
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&MA) Contractor. For their review. The T&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.				
21.	T&MA Contractor's Review and Recommendation	Required under National Office Contract with T&MA Contractor		
22.	OGC Review (If necessary)	1944.410(b)(2)		

23.	Review Action and Letter of Conditions	1944.410(c)		
24.	Request for Obligation of Funds (pre-development assistance)	Form RD 1940-1 1944.413 (a)(1)		