



Rural Development

Area 1 Office

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PRE-APPLICATION CHECKLIST COMMUNITY FACILITIES PROGRAM

A pre-application filed with USDA Rural Development includes the following items for review by the Agency. In order to prevent delays in our evaluation of your request, please contact Rural Development if you have any questions about these requirements.

1. **Pre-Application Form** – SF 424.1 (Non-Construction) or SF 424.2 (Construction). Instructions for completing this form are attached to the form itself.
2. **Additional Information to Support Application** – Please provide a brief project narrative and related additional information. Also provide a map of the entity's service area.
3. **Organizational Documents.** Include one copy of your Charter, the order creating your special service district or municipality, or a copy of your articles of incorporation, bylaws, and Certificate of Good Standing, whichever apply to the applicant's organization.
4. **Board Members.** Current certified listing of names and addresses of board members/council persons/officers with their terms.
5. **An opinion letter from your legal counsel is also required and should state that the applicant is duly organized in the State of Hawaii and has the authority and power to execute and obtain loan and grant funds.**
6. **Financial Statements.** Include financial statements/audits for the **last five fiscal years**, a current balance sheet, profit & loss statement, and budget.
7. All applicants must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. Organizations Can receive a DUNS number at no cost by calling the dedicated toll free DUNS Number request line at 1- 866-705-5711, or you can apply online at www.grants.gov.
8. All applicants must provide a System for Award Management (SAM) number when applying. To begin or renew your SAM registration online, go to <https://www.sam.gov>.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at 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 Ave., S.W., Washington, DC 20250-9410,
by fax (202) 690-7442 or email at program.inake@usda.gov.*

After the application materials are submitted to USDA Rural Development, eligibility and funding availability determination will be made, and we will contact you with the results. If determined eligible, we will inform you of the next steps.

The next steps may include:

- *Five years of financial projections
- *Financial Feasibility Report – RD will provide level of required report
- *Preliminary Architectural Report – prepared according to Guide 6
- *Public Information Meeting
- *Several Forms (Assurances and Certifications)
- *2-5 year budget projections