

APPLICATION FOR HEADQUARTERS FACILITIES

INSTRUCTIONS - Submit to RUS an original and four (4) copies and applicable supporting data. See reverse for detailed instructions.

BORROWER DESIGNATION

NAME OF BORROWER

1. PURPOSE OF PROJECT (Purchase, remodel or construct, main or branch facilities)

		BORROWER'S ESTIMATED COST	RUS USE ONLY
2. ESTIMATED COST OF PROJECT:			
a.	PURCHASE PRICE OF PROPERTY (exclude value of land and show in Item p).....	\$	\$
b.	OFFICE PORTION (Construction _____ Sq. Ft. @ _____ Per Sq. Ft.).....		
c.	OFFICE PORTION (Remodeling).....		
d.	SERVICE PORTION (Construction _____ Sq. Ft. @ _____ Per Sq. Ft.).....		
e.	SERVICE PORTION (Remodeling).....		
f.	AIR CONDITIONING.....		
g.	SITE DEVELOPMENT (Grading, roads, drainage structures, etc.).....		
h.	FENCE _____ LINEAR FT. @ _____ PER FT. (Height _____ Ft.).....		
i.	WATER SUPPLY (Well, well house, pump, long connection to main, water treatment, etc.).....		
j.	SEWAGE DISPOSAL (Disposal System, long connection to main, etc.).....		
k.		
l.		
m.	CONTINGENCIES.....		
n.	SUBTOTAL.....	\$	\$
o.	ARCHITECTURAL SERVICES.....		
p.	LAND.....		
q.	LEGAL EXPENSES.....		
r.	TOTAL.....	\$	\$

3. INVESTMENT GUIDELINES (See Paragraph III, RUS Bulletin 86-3, Headquarters Facilities for Electric Borrowers):

*a.	TOTAL DISTRIBUTION PLANT (RUS Form 7a, Part A, Item 12).....	\$	
b.	TOTAL ESTIMATED HEADQUARTERS COST LESS LAND (Item 2r minus 2p above).....		
c.	CURRENT INVESTMENT IN HEADQUARTERS FACILITIES TO BE RETAINED (RUS Account 390, Structures and Improvements).....		
d.	TOTAL ESTIMATED INVESTMENT IN HEADQUARTERS FACILITIES (Item 3b plus 3c).....		
*e.	SEVEN PERCENT OF ITEM 3a.....		
*f.	ITEM 3d MINUS 3e (Explain need for funds in excess of zero under "Remarks" below).....	\$	
*Does not apply to power type borrowers			

4a. NO. OF EMPLOYEES REQUIRING DESK SPACE	4b. NO. OF VEHICLES TO BE GARAGED	6. METHOD OF FINANCING	
		a. RUS LOAN.....	\$
		b. GENERAL FUNDS.....	
5a. DID ARCHITECT ASSIST IN PREP. OF COST ESTIMATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		c. OTHER (Specify).....	
5b. NAME OF ARCHITECT _____		d. TOTAL.....	\$

REMARKS

These data approved in accordance with a resolution adopted by the Board of Directors on _____, 20_____. The facilities described on this application will be designed and constructed to comply with the minimum standards contained in the American National Standards No. A117.1-1961, to insure that the facilities will be made accessible to and usable by the physically handicapped as required by Public Law 90-480 (42 U.S.C. 4151). The following portions of the project need not be made accessible to, or usable by the public or the physically handicapped because of their intended use:
(Insert "None" or describe fully with the supporting data).

SIGNATURE OF MANAGER	DATE	SIGNATURE OF PRESIDENT	DATE
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This page should be copied onto the backside of RUS Form 740g (the first page of this document)

INSTRUCTIONS

See RUS Bulletin 86-3 (Electric) for RUS policy and procedure for obtaining headquarters facilities, and the methods of financing.

Submit to RUS an original and four (4) copies of this form and applicable supporting data, as set forth below.

The cost of items 2(b) and (d) may be determined by multiplying the number of square feet by an appropriate cost per square foot. Include the cost of all mechanical work except air conditioning.

The cost of other construction (except fence) is to be estimated on a lump-sum basis.

Describe any exceptions to the compliance with Public Law 90-480 (42 U.S.C. 4151).

SUPPORTING DATA REQUIRED FOR ELECTRIC BORROWERS

A. If New Construction, furnish:

1. A justification for the need of the proposed facilities. Include a brief description of all presently used facilities. Show the approximate number of square feet of space used for office, garage, and warehouse purposes in the main building and at each branch. State whether they are owned or rented and their present adequacy. Make known also any plans for future additions, adequacy. Make known also any plans for future additions, relocations, replacements, disposal or abandonment of any of the facilities.
2. A description of the site, including:
 - (a) A summary statement, indicating general location of site and information on its availability, adequacy, accessibility, desirability, etc.
 - (b) A plot plan showing size, streets, roads, alleys, existing and proposed structures, distance to nearest town, and other pertinent information.
 - (c) A legal description of the property.
 - (d) Information as to cost of land and evidence of title clearance in accordance with RUS Bulletin 20-8.
3. A floor plan. Show dimensions and identify the rooms.
4. A brief outline of the specifications.
5. An estimate of the annual taxes and insurance costs.

B. If Purchase, furnish:

Same as 1, 2, and 5 of paragraph A.

A floor plan of the facilities to be purchased; inside and outside photographs; and a description of the general condition and type of construction of walls, floors, roof, ceiling, and plumbing, electric and heating systems.

C. If Remodeling, furnish:

A description of the proposed alterations. Where extensive remodeling is planned, furnish plans and specifications similar to 3 and 4, of paragraph A.