

**APPLICATION FOR HEADQUARTERS FACILITIES**

*INSTRUCTIONS - Submit to RUS an original and two (2) copies and applicable supporting data. See attached for detailed instructions.*

BORROWER DESIGNATION

NAME OF BORROWER

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

2. ESTIMATED COST OF PROJECT:	BORROWER'S ESTIMATED COST	RUS USE ONLY
	a. PURCHASE PRICE OF PROPERTY (exclude value of land and show in Items p).....	\$
b. OFFICE PORTION (Construction _____ Sq. Ft. Ca _____ Per Sq. Ft.).....		
c. OFFICE PORTION (Remodeling) .....		
d. SERVICE PORTION (Construction _____ Sq. Ft. Ca _____ Per Sq. Ft.).....		
e. SERVICE PORTION (Remodeling) .....		
f. HVAC .....		
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 .....	\$	\$

Show all cost, in the space to the right, that are associated with additional energy efficiency measures beyond the required Federal, state or local building codes and standards. This cost may or may not be part of the overall building construction cost shown above. Please identify, in the Remarks section, the measure taken, the estimated savings to be realized in addition to the cost.	Energy Efficiency	
	Cost Estimate	

3a. NO. OF EMPLOYEES REQUIRING DESK SPACE	3b. NO. OF VEHICLES TO BE GARAGED	5. METHOD OF FINANCING 740c CODE	\$ _____
4a. DID ARCHITECT ASSIST IN PREP. OF COST ESTIMATE?		a. RUS FINANCING _____	_____
<input type="checkbox"/> YES <input type="checkbox"/> NO 4b. NAME OF ARCHITECT _____		b. GENERAL FUNDS _____	_____
		c. OTHER (Specify) _____	_____
		d. TOTAL _____	\$ _____

REMARKS

**Headquarters Certification:** In compliance with 7 CFR 1724.51 (e), the undersigned certify that the design and construction of the headquarters facility shall comply with all applicable Federal, State, and local laws and regulations, including, but not limited to: (1) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794), which states that no qualified individual with a handicap shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under a program or activity receiving Federal financial assistance. The Uniform Federal Accessibility Standards (41 CFR part 101-19.6, appendix A) are the applicable standards for all new or altered borrower buildings, regardless of the source of financing. (2) The Architectural Barriers Act of 1968 (42 U.S.C. 4151), which requires that buildings financed with Federal funds are designed and constructed to be accessible to the physically handicapped. (3) The Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.), and executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction (3 CFR 1990 Comp., p 2 69). Appropriate seismic provisions are required for new buildings for which RUS provides financial assistance. (See part 1792, subpart C.)

## INSTRUCTIONS

See RUS Regulations 7 CFR 1710, 1724, 1726, 1788, 1792, and 1794 and Bulletin 1724E-400 for RUS policy and procedure for obtaining headquarters facilities, and the methods of financing.

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) is automatically determined when the number of square feet and appropriate cost per square foot are centered in the appropriate locations. 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.
6. If Energy Efficiency, show all costs, in the space provided, that are associated with additional energy efficiency measures beyond the required Federal, State, or local building codes and standards. This cost may or may not be part of the overall building construction cost shown above. Please identify, in the Remarks Section, the measures taken, the estimated savings to be realized in addition to the cost.

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 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.