

## Instructions for Form RD 4280-2

### Rural Business and Cooperative Service Grant Agreement

This form serves as the signed agreement between USDA and the Grantee identifying the terms and conditions to be fulfilled by the Grantee upon award of a grant from the Rural Business Cooperative Service, USDA. A Program Attachment is attached to the Grant Agreement identifying additional programmatic grant provisions specific to the applicable regulation for the type of grant received. The appropriate USDA/RBS official should complete blocks 1-12, attach the applicable Program Attachment and sign in the space on the last page. Grantees should read this Grant Agreement in its entirety, initial on the Grantee initial line under Paragraph II. L. 1. and sign in the space on the last page.

| Block No.  | Instruction   |
|--|---|
| 1 – Case Number  | Provide the case number as identified in the Guaranteed Loan System or successor system if system changes.  |
| 2 – Grant Number   | Provide the grant number identified at obligation of grant funds from the PLAS or CLSS systems as applicable.   |
| 3 – Grantee Name   | Provide the Grantee’s name as identified on the application.  |
| 4 – Address of Grantee                                       | Provide the Grantee’s address as identified on the application.   |
| 5 – DUNS Number  | Provide the Grantee’s DUNS number as identified on the application.   |
| 6 – Agency Approved Eligible Project Costs                   | Provide the Agency approved eligible project costs as determined from the approved budget and application in accordance with the applicable grant program regulation.   |
| 7 – Maximum Amount of Grant Funds                            | Provide the maximum amount of grant funds that the Grantee will receive as determined from the approved budget and application in accordance with the applicable grant program regulation.                      |
| 8 – Grant Amount as Percent of Agency Eligible Project Costs | Divide Block 7 by Block 6 to determine the grant amount as a percent of Agency approved eligible project costs.   |
| 9 – Amount of Matching Funds                                 | Provide the total amount of matching funds provided by the Grantee and other eligible sources.  |
| 10 – Project Description                                     | Indicate the project location or areas to be served, as applicable. A copy of the project description from the approved application may be attached to the Grant Agreement if the description is still current. |
| 11 – Real Property   | Provide the legal description and/or address of where the real property or other property described in Block 12 is located.   |
| 12 – Other Property  | Describe each other property item, its estimated useful life and its value.   |