

## Written Reporting Requirements for 0575-0198

### Reporting Requirements – Non Forms

#### **Documentation of Assistance Provided to Rural Development Employees**

Applicants must identify and report any known relationship or association with a RUS employee such as close personal association, immediate family, close relatives, or business associates. This includes any assistance provided to employees.

#### **Indirect Cost Rate Agreement.**

The applicant's indirect cost rate agreement with a cognizant Federal Agency must be submitted if their proposed budget includes indirect costs.

#### **Statement of Compliance.**

To assure compliance with Title VI of the Civil Rights Act of 1964, the applicant must provide a narrative of how they plan to notify eligible entities of the availability of the service being provided.

#### **Evidence of Legal Existence and Authority.**

The applicant must submit certified copies of organization documents and a certified list of directors and officers as evidence of the applicant's legal existence and authority for the proposed project. The organizational documents can be charters, bylaws, or articles of incorporation. RHS uses the information to determine if the applicant has the proper authority to enter into a binding agreement to use grant funds.

#### **Evidence of Tax Exempt Status.**

Private nonprofit organizations eligible for TAT grants must have 501(c)(3) or 501(c)(4) tax-exempt status, designated by the Internal Revenue Service. An applicant must submit evidence of its tax-exempt status. RHS uses this information to ensure that the applicant meets the eligibility criteria mandated by law.

#### **Narrative - Project Proposal**

Applicants will provide a narrative of experience in providing services similar to those proposed. A brief description of successfully completed projects including the need that was identified and objectives accomplished. The narrative should document ability to administer technical assistance and training, financial resources available to pay operational costs and provide financial assistance to projects, and demonstrate secured commitments of financial support from other sources.

#### **Latest Financial Information.**

The applicant's latest financial statement is used to help determine if the applicant is financially viable to complete their proposed scope of work.

#### **Documentation of Matching Funds**

The applicant is not required to provide matching funds for the projects. Priority will be given to those applicants who do provide at least twenty percent (20%) matching funds.

### **Scope of Work/Work Plan**

RHS asks the applicant to provide a narrative discussing the proposed services to be provided and how the applicant will select projects that will be assisted with the grant funds. RHS uses the information in the scope of work to measure the performance of the grant recipient and the success of the project. The scope of work describes what will happen in a project, when, and what staff will be responsible. It provides details on the activities or tasks to be accomplished, objectives, timetables for task completion, and anticipated results. The applicant will provide a breakdown of costs (direct and indirect) including those costs funded by the grantee as well as any matching funds or other funding sources.

### **Budget Justification.**

The budget justification demonstrates how the funds will be spent and provides details for proposed expenditures, calculations of costs, and explanations of unusual lines in the budget. It discusses how the budget supports the proposed project activities and explains how each budget item is essential to achieving project objectives. RHS uses this information to evaluate the cost effectiveness of the project and the adequacy of funding to carry out the activities of the project. The information will also be used to evaluate a grant recipient's request for payments

### **Evidence of Financial Management System.**

Applicant must provide evidence that a financial management system is in place or proposed. RHS uses the information to determine if the applicant will be able to adequately account for federal funds expended.

### **Documentation of each priority ranking criteria which include:**

- List of beneficiaries to be served
- Type of technical assistance to be provided or contracted
- How the project will be evaluated and provide clearly stated goals and how those goals will be measured
- Need for the proposed service
- Personnel on staff or to be contracted to provide the proposed services
- Statement of how long the project will last
- Cost effectiveness of the project.
- Other factors for consideration such as emergency situation, training need identified, health or safety problems, geographical distribution of funds, State Office recommendations and how the project may address a Secretary's initiative.

### **Reporting Requirements – Non Forms (Awardees)**

#### **Project Performance Report.**

Grant recipients must submit a narrative progress report quarterly. The project performance report summarizes the project's progress for the quarter and includes information needed to

support expenditures claimed for the quarter. The last quarterly report may serve as the final report and must be submitted within 90 days of the project end date. Those items discussed in 3570.270 should be addressed. RHS uses this information to monitor performance, ensure schedules are met, projected work is accomplished, and objectives are achieved.

The project performance report meets the requirements of: OMB 2CFR Chapter 1, and Chapter II, Parts 200, 215, 220, 225, and 230 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”.

**Audit.**

Grantees expending \$750,000 or more Federal funds per fiscal year will submit an audit conducted in accordance with OMB 2 CFR Chapter 1, and Chapter II, Parts 200, 215, 220, 225, and 230 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”.

**Financial Statements.**

Grantees expending less than \$750,000 will provide annual financial statements covering the grant period, consisting of the organization’s statement of income and expense and balance sheet signed by an appropriate official of the organization. Financial statements will be submitted within 90 days after the grantee’s fiscal year