

**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		b. GENERAL FUNDS	
4b. NAME OF ARCHITECT _____		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.)

SIGNATURE OF MANAGER	DATE	SIGNATURE OF PRESIDENT	DATE
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