



Agenda
City of Cornelia Commission Meeting
June 17, 2019

Call to Order

1. USDA Rural Business Development Grant Acceptance
2. Adjourn

Tab 1



Rural Development
Monroe Office
111 E. Spring St.
Monroe, Ga. 30650
770-267-1413

June 5, 2019

Mr. James C. Irby, Mayor
City of Cornelia
PO Box 785
Cornelia, GA 30531

SUBJECT: Letter of Conditions
Rural Business Development Grant
City of Cornelia
Apple Tree Alley Streetscape Improvements
Grant Amount: \$99,990.00

Dear Mr.Irby:

Rural Business-Cooperative Service (RBS) hereby establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. Any changes in project cost, sources of funds, scope of services, and/or any other significant changes in the project or applicant must be reported to and approved by RBS by written amendment to this letter. Any changes not approved by RBS shall be cause to discontinue processing of the application.

This letter is not to be considered as grant approval or as a representation as to the availability of funds. The docket may be completed on the basis of a grant not to exceed \$ 99,990.00 .

The grant will be considered approved on the date a signed copy of Form RD 1940-1, "Request for Obligation of Funds," and Form RD 4280-2, "Rural Business-Cooperative Service Financial Assistance Agreement," is mailed to you.

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," if you desire that further consideration be given your application. **BY SIGNING FORM RD 1942-46, "LETTER OF INTENT TO MEET CONDITIONS," YOU ARE HEREBY AGREEING AND ACKNOWLEDGING THAT THIS RURAL BUSINESS DEVELOPMENT GRANT IS A NON-CONTINUING, NON-RENEWABLE GRANT AND ANY APPROVAL OF THIS GRANT IN NO WAY CONSTITUTES AN ASSURANCE THAT FUTURE GRANTS WILL BE AVAILABLE.**

If the conditions set forth in this letter, except those to be met at grant closing, are not met within 60 days from the date hereof, Rural Business-Cooperative Service reserves the right to discontinue the processing of the application. This is not appealable.

Grantees expecting funds from other sources for use in completing projects partially financed with RBS funds will present evidence of commitment of funds from other sources. This evidence will be made available before grant closing. The funds provided by the applicant or other sources must be spent proportionally, and if leveraged funds are not utilized proportionally with the grant, the Agency reserves the right to take legal action, including terminating the grant.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

The funding period of this grant will begin on the date the grant has been obligated. The projected time frame for completion of this project is June 30, 2020.

FEDERAL INTEGRITY ACT

To assure the high standards of honesty, integrity, and impartiality maintained by Agency employees, we need to identify any Agency assistance to be provided to Agency employees, their relatives, or their business or close personal associates. This includes grants to organizations. If you know of any relationship or association you may have with an Agency employee, please provide this information.

1. REQUIREMENT FOR SYSTEM FOR AWARD MANAGEMENT (SAM)

This grant is further conditioned upon your providing the Agency with evidence of your Dun and Bradstreet Data Universal Numbering System (DUNS) number and evidence that you are registered in the System for Award Management (SAM). Your organization is actively registered with an expiration date of January 3, 2020. Please ensure that this account is kept current.

You as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. USE OF FUNDS

The proposed grant funds will be used to improvements to Apple Tree Alley Streetscape pursuant to the approved Scope of Work. The Project will support the development of small and emerging private business enterprises in rural areas in accordance with the application package as submitted for an enterprise grant project, or as amended and approved by USDA Rural Development.

Any changes in the proposed use of funds must be submitted in writing to USDA Rural Development and receive prior written approval.

3. APPLICANT CONTRIBUTION

The Grantee along with private support agrees to provide \$ 543,030.00 in matching funds to be applied to the project. The matching funds will be applied to the project at the same time grant funds are applied on a prorated basis as follows: 84.45 % matching funds and 15.55 % grant funds. Prior to any release of grant funds, the Grantee will provide documentation sufficient to USDA Rural Development that matching funds have been expended on the approved project.

4. SCOPE OF WORK

Grantee will administer the grant in accordance with the approved Scope of Work. USDA Rural Development comments and required changes, if any, in the Grantee's Scope of Work will be provided by the Grantee.

If the Scope of Work indicates the Grantee will sub-contract for the grant assistance to be provided. The Grantee agrees to not turn the responsibility of the grant project over to the contracting party and will oversee and control the project through completion.

Any changes in the Scope of Work, must be approved in writing by USDA. Should project not be completed by the date indicated in the Scope of Work, Grantee must request in writing, to USDA, and receive approval, for an extension of time to complete the project.

Rural Development may, at its discretion (non-appealable) and under certain conditions, consider a one-time extension of the expiration date of the award of up to 12 months. Grantee must notify Rural Development in writing with the supporting reasons and revised expiration date at least 10 days before the expiration date of the award. This one-time extension may not be exercised merely for the purpose of using unobligated balances. Please refer to 2 CFR 200.308 for additional requirements.

5. GRANTEE INSURANCE AND BONDING

Grantee must maintain sufficient hazard insurance, workman's compensation insurance and liability insurance, as recommended by Grantee's attorney, to protect the interests of the Grantee and the government. Grantee shall provide satisfactory evidence to USDA Rural Development that all officers of Grantee organization authorized to receive and/or disburse Federal funds are covered by such bonding and/or insurance requirements as are normally required by the Grantee and approved by USDA.

6. DISBURSEMENT OF GRANT FUNDS

Grant funds will be disbursed by USDA Rural Development on a **reimbursement** basis not to exceed one reimbursement every 30 days. An original and one copy of Standard Form (SF) 270, "Request for Advance or Reimbursement," will be submitted to USDA Rural Development. The financial management system of the recipient organization shall provide for effective control over and accountability for all funds, property, and other assets.

Grant funds will not be disbursed until all provisions of any phased environmental review process are complete in accordance with USDA Rural Development regulations.

Grant funds will be transferred to the Grantee via Electronic Funds Transfer (EFT). The Grantee will complete and deliver to USDA Rural Development, Form SF-3881, Electronic Funds Transfer Payment Enrollment Form.

It is the intent of the Grantee that all grant funds will be disbursed within one year from the date of this letter or in accordance with the Grantee's approved Scope of Work. In accordance with RD Instruction 4280-E, 4280.451 (b), "any funds not disbursed within 42 months from the date of obligation will be automatically deobligated." This is non-appealable. Copies of paid invoices, receipts, cancelled checks etc., will be required as supporting documentation for the reimbursement.

7. RURAL AREA

You must certify that the Project is located in a rural area as defined by RD Instruction 4280-E and 7.U.S.C. 1991 (a) (13) (a) and (d) et seq., and you must certify that the activities provided under this grant will be benefiting a rural area.

8. CONFLICT OF INTEREST

Grantee will certify that no conflict of interest exists as outlined in RD Instruction 4280-E, 4280.406

9. DEBARMENT

You must execute Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions," to certify that your organization is not debarred or suspended from Government assistance. You also must obtain a certification on Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," from any person or entity you do business with as a result of this Government assistance that they are not debarred or suspended from Government assistance.

(FOR CORPORATIONS ONLY)

By accepting this Letter of Conditions, the signatory, a corporation, attests that NON-PROFIT CORPORATION has not been convicted of a felony criminal violation under Federal law in the 24 months preceding the date of signature, nor has any officers or executive director of NON-PROFIT CORPORATION been convicted of a felony criminal violation under Federal law in the 24 months preceding the date of signature.

By accepting this Letter of Conditions, the signatory, a corporation, attests that NON-PROFIT CORPORATION does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

10. DRUG-FREE WORKPLACE

You must execute Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals," to certify that you will provide a drug-free awareness program for employees.

11. EQUAL OPPORTUNITY AND NONDISCRIMINATION REQUIREMENTS

The Grantee will comply with Title VI of the Civil Rights Act of 1964, "Nondiscrimination in Federally Assisted Programs," 42 U.S.C. 2000d, Section 504 of the Rehabilitation Act for Federally Conducted Programs and Activities, the Age Discrimination Act of 1975 and the Americans with Disabilities Act, Executive Order 13166 and Executive Order 11246. RD Forms 400-1, "Equal Opportunity Agreement" and 400-4, "Assurance Agreement", must be completed by the Grantee. The Grantee will be subject to Agency compliance reviews.

RD Instruction 1970-E, "Rural Development Environmental Justice (EJ) and Civil Rights Impact Analysis (CRIA) Certification" provides guidance on how to implement and integrate environmental justice considerations into all Agency programs' environmental reviews as part of the public involvement process. Form RD 2006-38 "Civil Rights Assessment" is to be completed prior to obligation of grant funds and completion of grant project to assure that the major civil rights impacts of imposed actions are identified and the potential for negative effects are addressed prior to approval of the Agency's financial assistance.

Prior to the obligation of funds, RD Instruction 2006-P (2006.754(a) and (b), requests certifying officials to identify and address major civil rights impacts of proposed policy actions and the potential for negative effects based on race, color, sex, national origin, religion, age, disability, or marital and/or familial status; and to complete Form RD 2006-38 to assure the Agency that a civil rights impact analysis has been completed and the potential effects of each proposed policy action have been considered before the proposed policy action is approved and implemented.

The policies contained in subpart E of part 1901 apply to grantees. As recipients of Federal financial assistance, RBCS grant and loan program recipients are required to comply with the applicable Federal, State and local laws. Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance. Grant recipients are required to adhere to specific outreach activities. These outreach activities include, contacting community organizations and leaders that include minority leaders, advertising in local newspapers and other media throughout the entire service area, and including the nondiscrimination slogan. "This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law, "in methods that may include, but not be limited to, advertisements, public broadcasts, and printed materials, such as brochures and pamphlets. **All borrowers and applicants must submit and have on file a valid Form RD 400-1, "Equal Opportunity Agreement," and Form 400-4, "Assurance Agreement" (attached).**

By signing Form 400-4, "Assurance Agreement" recipients affirm that they will operate the program free from discrimination. The recipient will maintain the race and ethnic data on the board members and beneficiaries of the program. The recipient will provide alternative forms of communication to persons with Limited English Proficiency.

12. COMPLIANCE REVIEWS

In addition to the "Equal Opportunity and NonDiscrimination Requirements" stated above, Each grantee must keep and provide data on race, gender, national origin, and any such records, accounts, and other sources of information and facilities as may be pertinent for USDA RBS to determine whether the Grantee has complied or are complying with the regulations. Grantees should have available, for USDA RBS review, racial and ethnic data showing the extent to which members of minority groups are beneficiaries of Federal assistance program. In addition, the compliance review will ensure that equal access to the Program benefits and activities are provided for persons with disabilities and language barriers.

13. NONDISCRIMINATION STATEMENT

The Nondiscrimination Statement set out below shall be posted in all USDA offices and included on all materials produced by USDA and its Agencies for public information, public education, or public distribution. The statement below lists all the prohibited bases for discrimination contained in the USDA Civil Rights Policy Statement. The statement shall be made available in English, in other languages appropriate to the local population served or directly affected by any USDA program or activity, and in alternative means of communication (e.g., Braille, large print, audiotape, etc.). All laws, regulations, Executive Orders, and policies.

a. USDA's Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the

responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

b. Exceptions to Including the Full USDA Nondiscrimination Statement

If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in print in the same size as the text:

“USDA is an equal opportunity provider, employer, and lender.”

Where appropriate, a recipient may state:

“This institution is an equal opportunity provider.”

Similarly, when an audio or video presentation does not reasonably lend itself to including the full statement, the presentation will, at a minimum include the following statement, presented in a conspicuous and meaningful manner:

“USDA is an equal opportunity provider, employer, and lender.”

Alternatively, where appropriate, a recipient may state:

“This institution is an equal opportunity provider.”

c. Recipients

The recipient will post the Nondiscrimination Statement in its entirety containing only those protected bases mandated in applicable Federal law. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, disability, age, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

The full Nondiscrimination Statement must be included on all print and non-print materials (including but not limited to, audio, video, website, brochures, newsletters, by-laws, etc.). If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in print in the same size as the text:

“This institution is an equal opportunity provider.”

Recipients are required to notify applicants with disabilities and LEP persons of their right to free language assistance and accommodations and provide free language assistance and accommodations upon request.

d. And Justice for All Posters

The USDA poster “And Justice for All” will be the primary method utilized to inform customers of their rights. The poster will be used for this purpose except when appropriate substitutes in outdoor areas are necessary. There are three versions of the “And Justice for All” poster: Form AD-475-A is the poster that displays information relevant to your program. The grantee must also post “Equal Opportunity Employment is the Law” poster (attached).

The appropriate (assisted, conducted, or FNS SNAP and FDPIR) “And Justice for All” poster is to be prominently displayed in all offices where there is a USDA presence and where it may be read by customers.

Please note that institutions participating in or administering USDA programs are required to display the appropriate “And Justice for All” poster in their facilities where it can be viewed by customers.

All “And Justice for All” posters must be displayed in a specific size: 11” width x 17” height. The minimum text size that will be used on the “And Justice for All” posters is 14 point. Agency officials can obtain “And Justice for All” posters by contacting the Office of Communications. However, recipients must contact the sponsoring Agencies’ Civil Rights Division in order to obtain “And Justice for All” posters.

(1) Form AD-475-A Assisted Poster (revised 2014)

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provided in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (a) mail: U.S. Department of Agriculture
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Washington, D.C. 20250-9410;
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- (c) email: program.intake@usda.gov

“This institution is an equal opportunity provider.”

(2) Form AD-475-B SNAP and FDPPIR Poster (revised 2014)

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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- (c) email: program.intake@usda.gov

“This institution is an equal opportunity provider.”

(3) Form AD-475-C Conducted Poster (revised 2014)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/ parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, this information is available in languages other than English.

To file a complaint alleging discrimination, please complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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"USDA is an equal opportunity provider, employer, and lender."

14. REPORTING

Per RD Instruction 4280-E, 4280.449 and 2 CFR 200.328, forms SF-425, "Federal Financial Report" (attached) and a Project Performance Activity Report (template attached) will be required on a quarterly basis (due 30 working days after end of quarter) until all grant funds have been disbursed. Project reporting will begin when the grant is closed which is the date all parties have executed Form RD 1940-1. A final Project Performance Activity Report will be required after all grant funds have been expended or the term of the grant expires, with the last SF-425. The final report may serve as the last quarterly report. Grantees shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved. **NO USDA FUNDS WILL BE RELEASED WITHOUT ALL REPORTING REQUIREMENTS BEING UP TO DATE.**

Grantee Project Performance Activity Report. The Grantee Project Performance Activity Report shall include, but not be limited to, the following:

- a. A comparison of actual accomplishments to the objectives established for that period.
- b. Reasons why established objectives were not met, if any.
- c. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established item periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation; and
- d. Objectives and timetable established for the next reporting period.

Final Report

A final project performance report will be required with the final Federal Financial Report. The final report must provide the Grantee's assessment and evaluation of the success of the project.

Other Report

RBS may require the Grantee to prepare a report suitable for public distribution describing the accomplishments made through the use of the grant and, in the case where the grant funded the development or application of a "best practice," to describe that "best practice."

"For RBDG where grant funds are used to acquire or improve an asset, such as a business incubator, real estate, or equipment, the grantee will verify and report to RBS the performance measures annually for 3 full grantee's fiscal years after the project completion."

15. AUDITS BASED UPON FEDERAL FINANCIAL ASSISTANCE RECEIVED

An annual audit is required in accordance with the Code of Federal Regulations, 2 CFR 200 Subpart F, 2 CFR 200.500-521 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards.

Grantees expending \$750,000 or more of Federal assistance per year must submit an audit in accordance with the provisions of 2 CFR 200.500-200.521. Grantees that expend less than \$750,000 a year in Federal awards are exempt from the Federal audit requirements for that year except as noted in 2 CFR 200.503. Additionally, a Federal Agency, Inspectors General or Government Accountability Office (GAO) may conduct or arrange for additional audits, which are necessary to carry out its responsibilities under Federal statute or regulation. All audit records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office.

16. RESPONSIBILITIES OF THE GRANTEE

1. The Grantee must comply with the requirements set forth in RD Instruction 4280-E and Form RD 4280-2 Rural Business-Cooperative Financial Assistance Agreement.
2. Grantee will certify in writing, that they are in compliance with and will continue to comply with all applicable laws; regulations; Executive Orders; and other generally applicable requirements, including those contained in 2 CFR 200 and 2 CFR 400 in effect on the date of grant approval; and the approved "Letter of Conditions"
3. Grantee must certify in writing as being in compliance with the procurement requirements of 2 CFR Part 200 Subpart D, as required in 2 CFR 200.324 C (2), as well as compliance with all applicable State, Local, and Tribal laws and regulations relating to contracting and procurement as identified in 2 CFR Part 200.318.

17. START OF PROJECT

The Grantee is cautioned that expenditures should not be undertaken for which reimbursement is anticipated under this grant application if the Agency has not given written approval to the grantee prior to the receipt of a full application. It is the Agency's policy not to grant prior written approval for any cost incurred prior to 90 days before the receipt of a full application.

18. PROGRAMMATIC CHANGES

The Grantee shall obtain prior approval for any change to the scope or objectives of the approved project. Failure to obtain prior approval of changes to the scope or budget the Agency may suspend, terminate, and recover the grant funds.

19. OTHER REQUIREMENTS

The Grantee will be responsible for any additional requirements of federal, state or local governments that may apply in accordance with RD Instruction 4280-E and 2 CFR Part 200.

20. CLOSING INSTRUCTIONS

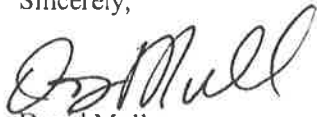
The above conditions are based on the proposed use of funds as outlined and financing arrangements as stated. The conditions as stated may be modified if the scope or cost of the Project is changed or the financial arrangements are adjusted. Any change or modification of the conditions of the Project must have prior approval by USDA Rural Development.

21. GRANT MONITORING AND SERVICING

Grant will be monitored and serviced in accordance with RD Instruction 4280-E, part 4280.443, Form RD 4280-2, "Rural Business-Cooperative Service Financial Assistance Agreement," and 2 CFR Chapter IV.

If you have any questions concerning this letter, please contact Kathy Forster at this office. 770-267-1413 ext 114.

Sincerely,



David Mull
Area Director

Enclosures

ENCLOSURES FOR LETTER OF CONDITIONS

- ◆ RD 1940-1, "Request for Obligation of Funds"
- ◆ RD 1942-46, "Letter of Intent To Meet Conditions"
- ◆ Scope of Work (Approved)
- ◆ SF 425, "Federal Financial Report"
- ◆ Procurement Standards Handbook (**if applicable**)
- ◆ SF 270, "Request For Advance or Reimbursement"
- ◆ SF-3881, "Electronic Funds Transfer Payment Enrollment Form"
- ◆ Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions"
- ◆ Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions"
- ◆ Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I For Grantees Other Than Individuals"
- ◆ RBDG Applicant/Grantee Certification
- ◆ Form RD 400-4, "Assurance Agreement"
- ◆ "And Justice for All" Poster
- ◆ "Equal Employment Opportunity is the Law" Poster
- ◆ "Sample" Project Performance Report

REAL ESTATE AND EQUIPMENT ATTACHMENT TO THE LOC

1. CONSTRUCTION CONTRACT DOCUMENTS AND BIDDING

Final plans and specifications and contract documents will be prepared following the Rural Development approval preliminary engineering report in accordance with Rural Development Instructions. Please reference RD Instruction 1942-A for additional information and guidance. Rural Development approval must be obtained prior to advertising for bids. Final plans and all addenda must be approved prior to release to the contractors. Rural Development concurrence must be obtained prior to the award of the contract.

Construction will be performed by one general contractor. RD Guide 18, "Farmers Home Administration Supplemental General Conditions," and Guide 19, "Agreement," with the appropriate attachments will be used for the construction documents. However, should you elect, contract documents such as those of the American Institute of Architects (AIA) may be used when modified to comply with Rural Development regulations and by including RD Supplemental General Conditions, noted above.

2. CONTRACTOR INSURANCE

The contractor shall provide the insurance coverage required by the contract documents.

3. TITLE TO PROPERTY

Prior to the release of grant funds, the Grantee must document ownership of the subject property to be developed with grant funds. Your attorney will provide an opinion that good and marketable title is vested in the City of Cornelia. The opinion will disclose any and all liens, encumbrances, reservations, exceptions and defects to the subject property. Form RD 1927-9,

"Preliminary Title Opinion" or Form RD 1927-10, "Final Title Opinion", may be used for this purpose.

4. RIGHTS-OF-WAY

The engineer, prior to contract bids, will prepare a rights-of-way map showing location of all structures, pipelines, ditches and of the property descriptions contained in the rights-of-way instruments. The map should be color-coded, with a legend and certification by the Engineer and the Mayor on the map. The map should show that rights-of-way are continuous with no gaps.

Initial certifying that you have read and understand all conditions:

_____ Grantee _____ Grantee _____ Grantee

5. EQUIPMENT RECORD

The Grantee must comply with the requirements contained within 2 CFR 200 as they may pertain to property management standards for equipment acquired with Federal funds. For all equipment purchased with these grant funds.

6. RESPONSIBILITIES OF THE GRANTEE

The Grantee must comply with the requirements set forth in RD Instruction [insert instruction and section], which includes property management standards, pro rata return of sales proceeds to the Government if real property acquired with grant funds is sold, record retention and availability to the Government, provision of an audit report, and relinquishing copyrights to the Government. USDA will take a Notice of Federal Interest in any Real Estate property acquired with grant funds. USDA will also file a UCC or its equivalent along with a security agreement for all chattel property whose value exceeds \$5,000.

Initial certifying that you have read and understand all conditions:

_____ Grantee _____ Grantee _____ Grantee

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED () Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.			
1. CASE NUMBER ST CO BORROWER ID 11-068-847123508		LOAN NUMBER 05	FISCAL YEAR 2019
2. BORROWER NAME Cornelia, City of		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)	
PO Box 785		4. STATE NAME Georgia	
Cornelia		5. COUNTY NAME Habersham	
GENERAL BORROWER/LOAN INFORMATION			
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 2 - BLACK 3 - AIJAN 4 - HISPANIC 5 - A/P/	7. TYPE OF APPLICANT 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION 4 - PUBLIC BODY 5 - ASSOC OF FARMERS 6 - ORG OF FARMERS 7 - NONPROFIT-SECULAR 8 - NONPROFIT-FAITH BASED 9 - INDIAN TRIBE 10 - PUBLIC COLLEGE/UNIVERSITY 11 - OTHER		8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONLY 5 - LIVESTOCK ONLY 6 - CROPS ONLY 7 - SECURED BY BONDS 8 - R/LF ACCT
9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC	10. SEX CODE 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN MALE OWNED 5 - ORGAN FEMALE OWNED 6 - PUBLIC BODY	11. MARITAL STATUS 1 - MARRIED 2 - SEPARATED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED)	12. VETERAN CODE 1 - YES 2 - NO
13. CREDIT REPORT 1 - YES 2 - NO	14. DIRECT PAYMENT (See FMI)	15. TYPE OF PAYMENT 1 - MONTHLY 2 - ANNUALLY 3 - SEMI-ANNUALLY 4 - QUARTERLY	16. FEE INSPECTION 1 - YES 2 - NO
17. COMMUNITY SIZE 1 - 10 000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10 000		18. USE OF FUNDS CODE (See FMI)	
COMPLETE FOR OBLIGATION OF FUNDS			
19. TYPE OF ASSISTANCE 694 (See FMI)	20. PURPOSE CODE	21. SOURCE OF FUNDS	22. TYPE OF ACTION 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION
23. TYPE OF SUBMISSION 1 - INITIAL 2 - SUBSEQUENT	24. AMOUNT OF LOAN		25. AMOUNT OF GRANT \$99,990.00
26. AMOUNT OF IMMEDIATE ADVANCE	27. DATE OF APPROVAL MO DAY YR	28. INTEREST RATE %	29. REPAYMENT TERMS
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS			
30. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT			
COMPLETE FOR EM LOANS ONLY		COMPLETE FOR CREDIT SALE-ASSUMPTION	
31. DISASTER DESIGNATION NUMBER (See FMI)	32. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUBSEQUENT LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN		
FINANCE OFFICE USE ONLY		COMPLETE FOR FP LOANS ONLY	
33. OBLIGATION DATE MO DA YR	34. BEGINNING FARMER/RANCHER (See FMI)		

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0061 and 0570-0062. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date June 17, 20 19 James C. Irby, Mayor (Signature of Applicant)

Date _____, 20 _____ (Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: David L. Mull

Date Approved: _____ Title: Area Director

38. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

LETTER OF INTENT TO MEET CONDITIONS

Date 06-17-2019

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

111 East Spring Street, Suite B
Monroe, GA 30655

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 06-17-2019. It is our intent to meet all of them not later than 06-17-2020.

City of Cornelia

(Name of Association)

BY

James C. Irby, Mayor

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015, 0570-0021, 0570-0061, 0570-0062 and 0572-0137. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.

Scope of Work
Rural Business Development Grant

CITY OF CORNELIA

The City of Cornelia is applying for a Rural Business Development Grant (RBDG) from Rural Development (hereafter referred to as "grantor"), an Agency of the USDA. The following Scope of work will be used to measure the performance of the City of Cornelia (hereafter referred to as "grantee").

1) **The specific purposes for which grant funds will be utilized:**

The Appletree Alley Streetscape Project includes the relocation of power lines from the back of several buildings along Hodges Street to the island that is in the middle of the Alley. It also includes demolishing the existing parking area and expanding it to add approximately 20 new parking spaces as well as ADA accessible spaces and ramps. The island median will be widened to include tables, lighting, and landscaping to create a more inviting and walkable atmosphere for the existing and future businesses along the Alley. Planters for ornamental trees and trash receptacles will complete the project.

The following is a proposed detailed scope of work:

- Relocation of 3 power poles and power lines
- 4,800 square yards of asphalt/concrete including base to be removed
- 580 linear feet of existing curb and gutter to be removed
- 16 existing trees to be removed
- 4 manhole frames and drop inlets to be adjusted
- 9 meter boxes to be adjusted
- 4,100 square yards of asphalt overlay
- 1 curb cut for a type D wheelchair ramp
- 1,000 linear feet of concrete curb and gutter
- 6 wheelstops
- 900 square yards of decorative concrete brick stamp and tint
- 13 new ornamental trees
- 12 planters
- 5 32 gallon trash receptacles
- 1,150 linear feet of string lights
- 7 wooden air conditioning enclosures
- Striping and signage
- Erosion control

2) **Timeframes or dates by which action surrounding the use of funds will be accomplished.**

The grantee anticipates having all award documentation signed and returned to USDA within three (3) months of notification of award. The grantee completed the procurement of an engineering consultant in January 2019, and therefore anticipates being able to immediately begin the design and bidding phases of the project upon notification of award. Georgia Power contractors must relocate the power lines prior to the start of the construction phase. The grantee expects the construction phase to be

completed within twelve (12) months after GA Power relocates the powerlines, or eighteen (18) months from notification of award.

3) Who will be carrying out the purpose for which the grant is made (key personnel should be identified).

The Appletree Alley Streetscape project will be administered by Jessie Owensby, Community Development Manager for the City of Cornelia with oversight by Donald Anderson, City Manager for Cornelia. Chase West, P.E., with Carter & Sloope Consulting Engineers will provide design, bidding and construction administration for this project.

Jessie Owensby is the Community Development Manager for the City of Cornelia since 2015. She is responsible for business and economic development as well as the tourism aspects of the city. She works closely with the Downtown Development Authority to develop and implement future plans and projects within the downtown district. She also works closely with the City Manager to develop and implement a top notch incentives program for small business in Cornelia. Ms. Owensby holds a Bachelor of Arts in Mass Communications from Piedmont College, and is currently working to earn a Masters of Public Administration through the University of North Georgia, as well as complete her certification to be designated a Georgia Certified Economic Developer.

Donald Anderson Jr. has served as City Manager of the City of Cornelia since November 2006. Prior to joining the City, Mr. Anderson served as Assistant City Manager for the City of Tybee Island, Georgia, from September 2002 to November 2006. Mr. Anderson received a Bachelor of Science degree in Criminal Justice from Armstrong Atlantic State University and a Master's degree in Public Administration from Savannah State University.

Chase West, P.E., with Carter & Sloope Consulting Engineers is the primary engineer working on this project with the City.

4) How the grant purposes will be accomplished.

As stated in 3) above, the project will be administered by Jessie Owensby. Her department is the economic development arm of the City and has an excellent track record. In 2018, Downtown Cornelia saw 11 new businesses, 8 property transfers, 72 new jobs, and \$1.2 million in private investment. Additionally, the Downtown has an average occupancy rate of 77%, and the Central Business District's (CBD's) occupancy rate is 63%.

The City and Ms. Owensby are actively working to recruit businesses to the CBD. Based on previous and current economic development activity, the City believes that the relocation of the power lines and the redevelopment of Appletree Alley will achieve the goal of making the 9 buildings along Hodges Street more attractive to businesses; thereby creating new jobs.

5) Documentation regarding the availability and amount of other funds to be used in conjunction with the grant funds.

The City of Cornelia will contribute ^{543,030} ~~517,410~~ of Special Purpose Local Option Sales Tax (SPLOST) funds to the Appletree Alley Streetscape Project; in addition to the \$10,448 it has already spent on preliminary engineering and desing services. Verification of these funds is provided in the form of a Resolution

passed by the Cornelia City Commission at its March 5, 2019 regular Commission meeting. The Resolution from the meeting is attached in *Appendix D*.

6) Project Budget.

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
1	Consulting Services	07/2019	06/2021		\$64,700	\$64,700
2	Electrical Relocation	10/2019	02/2020		\$135,990	\$135,990
3	Construction	03/2020	12/2020	\$99,990	\$316,720	\$416,710
					342,340	442,330
	TOTAL PROJECT			\$99,990	\$517,410	\$617,400
					543,030	643,020

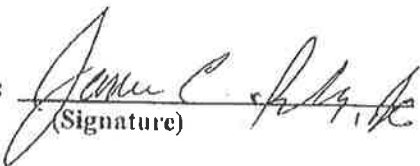
Activity #1 -- Consulting services include an engineer to complete design, bidding, and construction administration; and a consultant that will conduct on site construction observation. The City issued an RFQ for engineering consulting services in late 2018. After vetting all respondents, the City selected Carter & Sloope Consulting Engineers in January 2019. They have prepared preliminary site plans and an opinion of probable costs, which are included in the *Attachments* section of this grant application.

Activity #2 -- Georgia Power contractors will relocate the power lines and poles from directly behind the Hodges Street buildings to the center island of Appletree Alley. As the power lines and poles are owned by Georgia Power, the City must contract directly with Georgia Power to complete the relocation. The relocation includes design, permitting and construction.

Activity #3 -- Upon award of this grant, the City will issue a request for bid and contract with a licensed and insured contractor to perform the work as outlined in the attached opinion of probable costs.


This Scope of Work is submitted by the grantee. Upon approval by the grantor, the grantee agrees that no changes will be made to the Scope of Work without prior written approval by the grantor.

CITY OF CORNELIA (GRANTEE)

By:  Mayor 3/28/19
 (Signature) (Title) (Date)

This Scope of Work is hereby approved by USDA - Rural Development.

USDA - RURAL DEVELOPMENT

By:  Katherine Forster 4/18/19
 (Signature) (Title) (Date)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted USDA Rural Development 111 East Spring St Suite B Monroe, GA 30655		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1	of pages	
3. Recipient Organization (Name and complete address including Zip code) Cornelia, City of PO Box 785 Cornelia, GA 30531							
4a. DUNS Number 082168774	4b. EIN 58-6000550	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 847123508		6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative		
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:				
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
				14. Agency use only:			

Standard Form 425
 OMB Approval Number: 0348-0061
 Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO PAGE 1 OF 1 PAGES
0348-0004

1 TYPE OF PAYMENT REQUESTED

a "X" one or both boxes
 ADVANCE REIMBURSEMENT

b "X" the applicable box
 FINAL PARTIAL

2 BASIS OF REQUEST
 CASH
 ACCRUAL

3 FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED
USDA Rural Development

4 FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY
RBDG 694

5 PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6 EMPLOYER IDENTIFICATION NUMBER
58-6000550

7 RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER
847123508

8. PERIOD COVERED BY THIS REQUEST
 FROM (month day year) TO (month day year)

9 RECIPIENT ORGANIZATION
 Name: Cornelia, City of
 Number and Street: PO Box 785
 City, State and ZIP Code: Cornelia, GA 30531

10. PAYEE (Where check is to be sent if different than item 9)
 Name:
 Number and Street:
 City, State and ZIP Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <small>(As of date)</small>	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income				0.00
c. Net program outlays (Line a minus line b)	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total (Sum of lines c & d)	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			0.00
	2nd month			0.00
	3rd month			0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$ 0.00

CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE NUMBER EXTENSION)

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

- | <u>Item</u> | <u>Entry</u> | <u>Item</u> | <u>Entry</u> |
|-------------|--|-------------|---|
| 2 | Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis. | | |
| 4 | Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement. | | |
| 6 | Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency. | | |
| 7 | This space is reserved for an account number or other identifying number that may be assigned by the recipient. | | |
| 8 | Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested. | | |
| 11 | The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or | | |
| | | 11a | Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees. |
| | | 11b | Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement. |
| | | 11d | Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance. |
| | | 13 | Complete the certification before submitting this request. |

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See Page 2 for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY: USDA Rural Development		
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT: <input type="checkbox"/> CCD+ <input type="checkbox"/> CTX
ADDRESS: 111 East Spring Street Suite B Monroe GA 30655		
CONTACT PERSON NAME: Kathy Forster		TELEPHONE NUMBER (Include Area Code): (770) 267-1413
ADDITIONAL INFORMATION:		

PAYEE / COMPANY INFORMATION

NAME Cornelia, City of	SSN NO. OR TAXPAYER ID NO.: 58-6000550
ADDRESS: PO Box 785 Cornelia, GA 30531	
CONTACT PERSON NAME: Donald Anderson, City Manager	TELEPHONE NUMBER (Include Area code): (706) 778-2234

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER (Include Area code):
NINE-DIGIT ROUTING TRANSIT NUMBER	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator):	TELEPHONE NUMBER (Include Area code):

AUTHORIZED FOR LOCAL REPRODUCTION

SF 3881 (Rev 2/2003)
Prescribed by Department of Treasury
31 US C 3322; 31 CFR 21 0

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CORNELIA CITY OF

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CORNELIA CITY OF

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date



United States Department of Agriculture

AD-1049

**Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

(Read Instructions On Page Three Before Completing Certification)

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A.1.).
 4. Notifying the employee in the statement required by paragraph (A.1.) that, as a condition of employment under grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (A.4.b.) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (A.4.b.), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A.1. through A.6.).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE *(Street Address, City, County, State, Zip Code)*

Apple Tree Alley, Cornelia, Habersham, Georgia 30531

Check [] if there are workplaces on file that are not identified here.

ORGANIZATION NAME

Cornelia, City of

PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Mr. James C. Irby, Mayor

SIGNATURE(S)

DATE

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.
- (2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

RBDG APPLICANT CERTIFICATIONS

I certify that this project is located in a rural area as defined by RD Instruction 4280-E, and 7.U.S.C 1991 (a) (13) (a) and (d) et seq., and the activities provided under this grant will assist and benefit a rural area.

I certify that there is no known relationship or association with a Rural Development employee, their relatives, or their business or close personal associates.

I certify that no conflict of interest exists as outlined in RD Instruction 4280-E, 4280.406.

I certify that Cornelia, City of is in compliance with and will continue to comply with all applicable laws: regulations; Executive Orders; and other generally applicable requirements, including those contained in 2 CFR 200 and 2 CFR 400 in effect on the date of grant approval; and the approved "Letter of Conditions".

I certify that Cornelia, City of will comply with the procurement requirements of 2 CFR Part 200 Subpart D, as required in 2 CFR 200.324 (c) (2), as well as comply with all applicable State, Local and Tribal laws and regulations relating to contracting and procurement.

Applicant's Name: Cornelia, City of

(Signature)

DATE

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

The City of Cornelia

(name of recipient)

181 Larkin Street, P.O. Box 785, Cornelia, GA 30531

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City of Cornelia on this _____

(name of recipient)

date has caused this agreement to be executed by duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.



(SEAL)

City of Cornelia
James C. Irby Recipient
 3/27/19 Date
 James C. Irby, Mayor
 Title

Attest: Sonja P. Tanner Utility Billing

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0018, 0570-0061, 0570-0062, and 0572-0137. The time required to complete this information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

PREPARATION OF THE “RBDG PROJECT BUDGET REPORT”

Specialty Programs Division has developed an “RBDG Project Budget Report” for use in the disbursement of funds in the RBDG program. It will assist the field in accomplishing the following:

- Regular monitoring of project funds by category
- Verification of all project expenses so that Rural Development grant funds may be released
- Ensures that the recipient is adhering to their approved budget

RBDG regulation requires the use of the SF 270 for grant fund requests. The SF 425 is used as the quarterly report for monitoring purposes during the disbursement phase of the RBDG project. Neither form is useful in assisting staff in reviewing requests for grant funds to ensure that the recipient is adhering to their budget. This budget report addresses this issue and will make it significantly easier for RD staff to track their RBDG projects.

When to Complete

The report should be updated and submitted along with the SF 270 and the backup data as needed.

Who Prepares

We recommend that it be prepared by the recipient and reviewed by Rural Development staff.

No matter who prepares the form, it is the recipient’s responsibility to accurately keep track of their project expenses.

How to Complete

The budget report should be created initially based on the approved budget submitted as part of the grant application along with the agreed upon funding sources other than Rural Development, if any.

The budget report has several prefilled budget categories to incorporate most of the line items you will see for most RBDG projects. Additional line items are available for you to add or expand as needed for your project.

The budget report should be considered as a summary sheet of the back-up data, **not** the back-up data. Include all **paid** invoices with the report. All RBDG grants with the exception of projects that capitalize a revolving loan fund are purely on a reimbursement basis. **You are prevented by regulation from releasing funds to a recipient without concrete evidence that the recipient has paid for a budget item.** The only exception to

this would be in the case of a real estate purchase. The total of the invoices must equal the amount reported on the budget report as "Requested this Period".

With respect to advances for revolving loan fund ultimate recipient loans, after loan closing the grant recipient should provide a copy of the cancelled check used to advance funds to the borrower once the check has cleared the bank. This will document that the amount of funds approved for the borrower were received by the borrower.

If more than one invoice is included for a particular budget item, you should advise the recipient to group them together to make it easier for staff to review.

Make sure to have the recipient show how they arrived at totals and have them keep the line items separate which will allow you to process the reimbursement more quickly.

Once totals have been determined for each category, they should be entered in the appropriate "Requested this Period" column. Add "Earned to Date" and "Requested this Period" to get "Total Earned to Date".

"Balance to Finish" is calculated by subtracting "Total Earned to Date" from "Revised Budget". "Contingency" is a balancing figure and usually does not have an amount in "Requested this Period". Instead, it is used to add to the "Revised Budget" figure if it changes.

Please be sure that there are no negative numbers in the "Balance to Finish" column. If there are, funds should be transferred to "Revised Budget" from "Contingency" in an amount sufficient to cover the difference. For construction projects, if the figures in the sections change, approved amendments and/or change orders must be in the file.

Any revision to the original budget must always be approved in advance by your Delegated Approval Authority

The total amount in "Requested this Period" should be carried to the "Funding Sources" section and divided among the various categories.

"Project Totals" **MUST** match "Funding Sources Totals." Rural Development's "Balance to Finish" must match the undisbursed balance in our system.

For subsequent reports, the "Total Earned to Date" figures are transferred to the "Earned to Date" column for the subsequent report. This budget report is a cumulative report and was put into Excel format to allow each separate report to be viewed as one continuous file. Best practice would be to create a copy of the current report and move it to the end so that the next report can be completed based on the prior report.

Report Calculations

The RBDG Project Budget Report will add all budget items into a total and will also do so for funding sources. It will add the 'Earned to Date' totals with the 'Requested this Period' totals to arrive at the "Total Earned to Date". It will also subtract the "Total Earned to Date" from the "Revised Budget" to obtain the "Balance to Finish" total. When initially completing the report, the original budget figures should be entered as the revised budget figures as well so that the calculations work.

The report will not calculate the projects pro-rated share between different funding sources. You will have to calculate this yourself.

RBDG PROJECT BUDGET REPORT

PROJECT:

DATE:

OWNER'S SIGNATURE:

RURAL DEVELOPMENT SIGNATURE:

	Original Budget	Revised Budget	Earned to Date	Requested This Period	Total Earned to Date	Balance to Finish
Administrative					\$0.00	\$0.00
Salaries					\$0.00	\$0.00
Benefits					\$0.00	\$0.00
Travel					\$0.00	\$0.00
Planning					\$0.00	\$0.00
Construction					\$0.00	\$0.00
Real Estate					\$0.00	\$0.00
Supplies					\$0.00	\$0.00
Legal					\$0.00	\$0.00
Equipment					\$0.00	\$0.00
Contingency					\$0.00	\$0.00
Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
FUNDING SOURCES						
Rural Development					\$0.00	\$0.00
Loan					\$0.00	\$0.00
Grant					\$0.00	\$0.00
State					\$0.00	\$0.00
Ultimate Recipient/Other					\$0.00	\$0.00
CDBG					\$0.00	\$0.00
Total	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

RURAL BUSINESS-COOPERATIVE SERVICE FINANCIAL ASSISTANCE AGREEMENT

This Agreement, which includes Attachments A and B, for the Project and Amount described below (the "Project Description") and for the Program identified below, is between the Recipient (you) and the United States of America acting through the Rural Business-Cooperative Service (RBS or we).

- | | |
|---------------------------|--|
| Type of Award (mark one): | Program and CFDA Number (mark one): |
| Cooperative Agreement | Rural Energy for America Program (REAP) – 10.868 |
| ✓ Grant | Rural Economic Development Grant (REDG)–10.854 |
| | ✓ Rural Business Development Grant (RBDG) – 10.351 |
| | Rural Microenterprise Assistance Program (RMAP) – 10.870 |
| | Agricultural Marketing Resource Center (AgMRC) – 10.352 |
| | Appropriate Technology Transfer for Rural Areas (ATTRA) – 10.782 |
| | Delta Health Care Services (DHCS) – 10.874 |
| | Federal-State Research on Cooperatives (RSRC) – 10.350 |
| | Rural Cooperative Development Grant (RCDG) – 10.771 |
| | Rural Development Cooperative Agreement (RDCA) - 0.890 |
| | Socially-Disadvantaged Groups Grant (SDGG) – 10.871 |
| | Value Added Producer Grant (VAPG) – 10.352 |
| | Other |

I. GENERAL AWARD INFORMATION

1. Recipient Name & Address Cornelia, City of PO Box 785 Cornelia GA 30531	2. DUNS No. 082168774	3. SAM No. 5R0L5
5. Federal Award Identification Number (FAIN)	4. Case No. 11-068-847123508	
7. Performance Start Date 06-17-2019	6. Award Date 06-17-2019	
9. Amount of Federal Funds Obligated for this Action, and Total Amount of Federal Funds Obligated \$99,990.00	8. Performance End Date 06-17-2020	
11. Total Project Cost (Budget Approved Amount) \$643,020.00	10. Amount of Matching/Other Funds (if applicable) \$543,030.00	
13. Indirect Cost Rate (if applicable)	12. Award as Percentage of Total Project Cost 15.55%	
15. Recipient Contact (Name, Title, Contact Info) Donald Anderson, City Manager 706-778-8585	14. Does this award involve Research & Development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	16. Agency Contact (Name, Title, Contact Info) Kathy Forster, Area Specialist 770-267-1413 ext 114	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is [0570-0050]. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

II. RESPONSIBILITIES

A. Recipient. The Recipient shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement including 2 CFR parts 200, 400, 415, 416, 417, 418, 421, and 422. The most commonly-referenced provisions are identified below.

1. **Financial and Program Management.** You must follow the financial and performance management requirements in 2 CFR §§ 200.300-.309.
 - a. **Financial Management.** You must maintain a financial management system in compliance with 2 CFR § 200.302.
 - b. **Internal Controls.** You must maintain internal controls in compliance with 2 CFR § 200.303.
 - c. **Payments.** You must comply with the payment requirements described in 2 CFR § 200.305. Payment must be requested by using the SF-270, "Request for Advance or Reimbursement" or SF-271, "Request for Reimbursement for Construction Programs" (as applicable). Receipts, hourly wage rate, personnel payroll records, or other documentation must be provided upon request from RBS if the request is for an advance; otherwise, the documentation must be provided at the time of the request. Requests for payment must be sent to the Agency contact listed in Section I.16.
 - d. **Revisions of the Work Plan and Budget.** You must complete all elements of the Work Plan in Attachment B in accordance with that Attachment and must use project funds only for the purposes and activities specified in Attachment B - Approved Work Plan and Budget. You must further complete the outcomes shown for each Work Plan items within the time and scope constraints shown in Attachment B. You must report any changes and request prior approvals in accordance with 2 CFR § 200.308.
 - e. **Period of Performance.** You may only incur costs chargeable to the award in accordance with 2 CFR § 200.309.
 - f. **Bonding.** You must maintain your fidelity bond coverage in the amount of \$ 99,990.00 for the Period of Performance of the award. (See 2 CFR § 200.304.)
 - g. **Program Income.** You must comply with the requirements of 2 CFR § 200.307. Additionally, if program income is earned during the period of performance, you may use it in accordance with 2 CFR § 200.307(e)(2), provided that you inform us in writing of your intent prior to the award date. However, if you earn program income in excess of what can be used under 2

CFR § 200.307(e)(2) or if you earn unanticipated program income, you must comply with 2 CFR § 200.307(e)(1). Costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

2. **Procurement and Property Standards.** You must follow the procurement standards requirements in 2 CFR §§ 200.310-326.
3. **Performance and Financial Monitoring and Reporting.** You must follow the requirements in 2 CFR Part 170, including Appendix A, and 2 CFR §§ 200.327-.329, and submit reports as outlined below. Unless otherwise directed in the addendum to this Agreement, the reports are due as indicated below.
 - a. **Form SF-425, "Financial Status Report."** Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):
 - Semi-Annually: January 1 – June 30 and July 1 – December 31
 - Semi-Annually: April 1 – September 30 and October 1 – March 31
 - ✓ Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31
 - b. **Performance Reports.** Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):
 - Semi-Annually: January 1 – June 30 and July 1 – December 31
 - Semi-Annually: April 1 – September 30 and October 1 – March 31
 - ✓ Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31
4. **Subrecipient Monitoring and Management.** You must monitor and manage any subrecipients in accordance with 2 CFR §§ 200.330-.332.

5. **Record Retention and Access.** You must retain records related to this work performed under this Agreement and allow access to them in accordance with 2 CFR §§ 200.333-.337.
 6. **Closeout.** You must comply with the closeout requirements in 2 CFR § 200.343.
 7. **Post-Closeout Adjustments and Continuing Responsibilities.** You must continue to comply with the requirements in 2 CFR § 200.344 even after the Period of Performance for this Agreement has ended.
 8. **Cost Principles.** You must comply with the provisions in 2 CFR Part 200, most of which are contained in Subpart E.
 9. **Audits.** You must comply with the provisions in 2 CFR Part 200, Subpart F.
 10. **Civil Rights Compliance.** Unless otherwise provided in the addendum, you must comply with Executive Order 12898, Executive Order 13166- Limited English Proficient, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 as applicable. Your compliance, shall include collection and maintenance of data on race, sex, and national origin of your membership, ownership, and employees. These data must be available to us for Civil Rights Compliance Reviews. Unless otherwise provided in Attachment A, you must submit to a post-award compliance review conducted after the final disbursement of grant funds have occurred.
 11. **Universal Identifier and Central Contractor Registration.** You must comply with 2 CFR Part 25, including Appendix A. Note that the Central Contractor Registration is now available through the System for Award Management at www.sam.gov.
 12. **Special Conditions.** You must comply with any special conditions identified in Attachment A – Program Addendum.
- B. Rural Business-Cooperative Service (RBS).** RBS shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement. The most commonly-referenced provisions are identified below.
1. **Payments.** We will advance or reimburse funds up to the Award Amount identified in Section I.9 upon the Recipient's proper request according to Section II.A.1.c.

2. **Monitoring and Enforcement.** We will monitor the project to ensure that you are in compliance with the terms of the award. If we find that you are not in compliance, we will enforce the terms of this Agreement using the provisions of 2 CFR §§ 200.338-.342.

C. **Both Parties.** The Recipient and RBS agree to the following:

1. **Invalid Clauses.** The invalidity of any one or more phrases, clauses, sentences, paragraphs, or provisions of this Agreement shall not affect the remaining portions of the Agreement.
2. **Conflict between this Agreement and Other Applicable Regulations or Laws.** If there is a conflict between this Agreement and the applicable Program Regulation, the applicable Program Regulation shall prevail. If there is a conflict between this Agreement and another law or regulation, RBS shall seek a legal opinion to determine which provision applies.
3. **Dates.** When the date fixed for the performance of an act under this Agreement is on a weekend or Federal holiday, then the performance by the close of business on the next Federal work day shall have the same force and effect as if made performed or exercised on the specified date.

The signatories below certify that they have authority to enter into this Agreement.

Approved by an Authorized Representative of the Recipient:

James C. Irby

Name (Please Print)

Mayor

Title (Please Print)

Signature

06-17-2015

Date

Approved by the United States of America, Rural Business-Cooperative Service by:

David L. Mull

Name (Please Print)

Area Director

Title (Please Print)

Signature

Date

Attachment A – Program Addendum
Attachment B – Approved Work Plan and Budget

Attachment A – Program Addendum

PROGRAM NAME:

- Rural Business Development Grant Program (RBDG)
- Rural Economic Development Grant Program (REDG)
- Rural Microenterprise Assistance Program (RMAP)

AUTHORITY: RBDG (7 USC 1932(c)); REDG (7 USC 940c); RMAP (7 USC 2008s).

APPLICABLE PROGRAM REGULATIONS: RBDG (7 CFR part 4280 subpart E); REDG (7 CFR 4280 subpart A); RMAP (7 CFR part 4280 subpart D).

APPLICABLE FEDERAL REGISTER NOTICE: [INSERT FR REFERENCE]

ADDITIONAL PROGRAMMATIC AWARD PROVISIONS:

RBS and the Recipient agree to the following additional provisions:

Section II, Paragraph A.1.g. is retained and the following language is added:

Program income funds must be spent prior to grantee or Agency funds whenever possible. Otherwise, a program income account must be established and utilized in the following manner:

[INSERT WHAT PROGRAM INCOME CAN BE USED FOR AS RELATED TO THIS SPECIFIC PROJECT. EXAMPLES MAY INCLUDE BUT ARE NOT LIMITED TO, EQUIPMENT MAINTENANCE AND REPAIRS. THE EXPENDITURE OF THESE FUNDS SHOULD BE PROJECT SPECIFIC];

See attached Scope of Work

Real property acquired or improved with Award Funds. (Provide the legal description and/or address of where the real property or other property described in block below is located. Use continuation sheets as necessary.)

See attached Deed

Scope of Work
Rural Business Development Grant

CITY OF CORNELIA

The City of Cornelia is applying for a Rural Business Development Grant (RBDG) from Rural Development (hereafter referred to as "grantor"), an Agency of the USDA. The following Scope of work will be used to measure the performance of the City of Cornelia (hereafter referred to as "grantee").

1) **The specific purposes for which grant funds will be utilized:**

The Appletree Alley Streetscape Project includes the relocation of power lines from the back of several buildings along Hodges Street to the island that is in the middle of the Alley. It also includes demolishing the existing parking area and expanding it to add approximately 20 new parking spaces as well as ADA accessible spaces and ramps. The island median will be widened to include tables, lighting, and landscaping to create a more inviting and walkable atmosphere for the existing and future businesses along the Alley. Planters for ornamental trees and trash receptacles will complete the project.

The following is a proposed detailed scope of work:

- Relocation of 3 power poles and power lines
- 4,800 square yards of asphalt/concrete including base to be removed
- 580 linear feet of existing curb and gutter to be removed
- 16 exiting trees to be removed
- 4 manhole frames and drop inlets to be adjusted
- 9 meter boxes to be adjusted
- 4,100 square yards of asphalt overlay
- 1 curb cut for a type D wheelchar ramp
- 1,000 linear feet of concrete curb and gutter
- 6 wheelstops
- 900 square yards of decorative concrete brick stamp and tint
- 13 new ornamental trees
- 12 planters
- 5 32 gallon trash receptables
- 1,150 linear feet of string lights
- 7 wooden air conditioning enclosures
- Striping and signage
- Erosion control

2) **Timeframes or dates by which action surrounding the use of funds will be accomplished.**

The grantee anticipates having all award documentation signed and returned to USDA within three (3) months of notification of award. The grantee completed the procurement of an engineering consultant in January 2019, and therefore anticipates being able to immediately begin the design and bidding phases of the project upon notification of award. Georgia Power contractors must relocate the power lines prior to the start of the construction phase. The grantee expects the construction phase to be

completed within twelve (12) months after GA Power relocates the powerlines, or eighteen (18) months from notification of award.

3) Who will be carrying out the purpose for which the grant is made (key personnel should be identified).

The Appletree Alley Streetscape project will be administered by Jessie Owensby, Community Development Manager for the City of Cornelia with oversight by Donald Anderson, City Manager for Cornelia. Chase West, P.E., with Carter & Sloope Consulting Engineers will provide design, bidding and construction administration for this project.

Jessie Owensby is the Community Development Manager for the City of Cornelia since 2015. She is responsible for business and economic development as well as the tourism aspects of the city. She works closely with the Downtown Development Authority to develop and implement future plans and projects within the downtown district. She also works closely with the City Manager to develop and implement a top notch incentives program for small business in Cornelia. Ms. Owensby holds a Bachelor of Arts in Mass Communications from Piedmont College, and is currently working to earn a Masters of Public Administration through the University of North Georgia, as well as complete her certification to be designated a Georgia Certified Economic Developer.

Donald Anderson Jr. has served as City Manager of the City of Cornelia since November 2006. Prior to joining the City, Mr. Anderson served as Assistant City Manager for the City of Tybee Island, Georgia, from September 2002 to November 2006. Mr. Anderson received a Bachelor of Science degree in Criminal Justice from Armstrong Atlantic State University and a Master's degree in Public Administration from Savannah State University.

Chase West, P.E., with Carter & Sloope Consulting Engineers is the primary engineer working on this project with the City.

4) How the grant purposes will be accomplished.

As stated in 3) above, the project will be administered by Jessie Owensby. Her department is the economic development arm of the City and has an excellent track record. In 2018, Downtown Cornelia saw 11 new businesses, 8 property transfers, 72 new jobs, and \$1.2 million in private investment. Additionally, the Downtown has an average occupancy rate of 77%, and the Central Business District's (CBD's) occupancy rate is 63%.

The City and Ms. Owensby are actively working to recruit businesses to the CBD. Based on previous and current economic development activity, the City believes that the relocation of the power lines and the redevelopment of Appletree Alley will achieve the goal of making the 9 buildings along Hodges Street more attractive to businesses; thereby creating new jobs.

5) Documentation regarding the availability and amount of other funds to be used in conjunction with the grant funds.

The City of Cornelia will contribute ^{543,030} ~~517,410~~ of Special Purpose Local Option Sales Tax (SPLOST) funds to the Appletree Alley Streetscape Project; in addition to the \$10,448 it has already spent on preliminary engineering and desing services. Verification of these funds is provided in the form of a Resolution

passed by the Cornelia City Commission at its March 5, 2019 regular Commission meeting. The Resolution from the meeting is attached in *Appendix D*.

6) **Project Budget.**

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
1	Consulting Services	07/2019	06/2021		\$64,700	\$64,700
2	Electrical Relocation	10/2019	02/2020		\$135,990	\$135,990
3	Construction	03/2020	12/2020	\$99,990	\$316,720	\$416,710
					342,340	442,330
	TOTAL PROJECT			\$99,990	\$517,410	\$617,400
					543,030	643,020

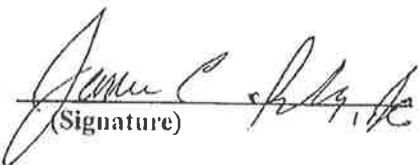
Activity #1 – Consulting services include an engineer to complete design, bidding, and construction administration; and a consultant that will conduct on-site construction observation. The City issued an RFQ for engineering consulting services in late 2018. After vetting all respondents, the City selected Carter & Sloope Consulting Engineers in January 2019. They have prepared preliminary site plans and an opinion of probable costs, which are included in the *Attachments* section of this grant application.

Activity #2 – Georgia Power contractors will relocate the power lines and poles from directly behind the Hodges Street buildings to the center island of Appletree Alley. As the power lines and poles are owned by Georgia Power, the City must contract directly with Georgia Power to complete the relocation. The relocation includes design, permitting and construction.

Activity #3 – Upon award of this grant, the City will issue a request for bid and contract with a licensed and insured contractor to perform the work as outlined in the attached opinion of probable costs.


This Scope of Work is submitted by the grantee. Upon approval by the grantor, the grantee agrees that no changes will be made to the Scope of Work without prior written approval by the grantor.

CITY OF CORNELIA (GRANTEE)

By:  Mayor 3/28/19
 (Signature) (Title) (Date)

This Scope of Work is hereby approved by USDA - Rural Development.

USDA - RURAL DEVELOPMENT

By:  Katherine Forster 4/18/19
 (Signature) (Title) (Date)

752

STATE OF GEORGIA,
HABERSHAM COUNTY.

THIS INDENTURE, made this 22nd day of JANUARY in the year of our Lord One Thousand Nine Hundred and SEVENTY-THREE between NATHAN BURGEN of the State of GEORGIA and County of HABERSHAM, of the first part and THE CITY OF CORNELIA, A MUNICIPAL CORPORATION OF THE STATE OF GEORGIA and County of HABERSHAM, of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of Other Good and Valuable Considerations and One (\$1.00)-----Dollar in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said party of the second part, its successors and assigns, all that tract or parcel of land lying and being in the City of Cornelia, County of Habersham and State of Georgia, as follows:

STARTING at a point on the northerly side of Appletree Alley, formerly Wall Street, a distance of 206 feet from the northwesterly corner of the intersection of Appletree Alley and Main Street; thence S. 61° West along the northerly side of Apple Tree Alley a distance of 72 feet to a corner; thence N. 29° West a distance of 60 feet to a corner on the southerly side of Stovall Street; thence easterly along the southerly side of Stovall Street a distance of 72 feet to a corner; thence S. 29° East a distance of 79 feet to the point of Beginning.

ALSO: All that tract or parcel of land lying and being in Land Lot 149 of the 10th Land District of Habersham County, Georgia, and being in the City of Cornelia and being more particularly described as follows:

-CONTINUED-

BOUNDED on the East by lands of Joel C. Gross, on the West by lands of Clarence Irvin and Conntle Irvin Little, on the South by Appletree Alley and on the North by Stovall Street. The land herein described and hereby conveyed is all the land now or formerly owned by Ben Crow lying and being between Wall Street and Stovall Street in the City of Cornelia, Habersham County, Georgia.

ALSO: All that tract or parcel of land lying and being in Land Lot Number 149 of the 10th Land District of Habersham County, Georgia, and in the City of Cornelia, more fully described as follows:

COMMENCING at a corner marked by a hole in the concrete with property of Standard Oil Company on the Northwest side of Wall Street; thence S. 58° 33' W. along the northwest side of Wall Street to corner marked by a hole in the concrete with lands now or formerly owned by Ben Crow; thence N. 31° 27' W. a distance of 116.79 feet with lands now or formerly owned by Ben Crow to an iron pin corner on the south side of King and Sellers alley; thence N. 87° 16' E. a distance of 34.21 feet along the south side of said alley to an iron pin corner with the lands of Standard Oil Company; thence S. 31° 27' E. a distance of 100.35 feet to the Beginning corner. Said lot of land is more fully shown by a Plat of Survey prepared by John F. Carey, which appears of record among the plat records of Habersham County, Georgia, in Plat Book 6, Page 42.

ALSO: All that tract or parcel of land lying and being in Land Lot Number 149 of the 10th Land District of Habersham County, Georgia, and in the City of Cornelia, and being more fully described as follows:

BEGINNING at a corner on North Main Street, formerly O street, in the City of Cornelia, at the intersection of the King and Kimzey Alley; thence along the south side of said alley 84° 56' W. 81 feet to corner; thence

-CONTINUED-

Other property (e.g. equipment) acquired with Award Funds. (Describe each item, estimated useful life, and the value of equipment. Use continuation sheets as necessary.)

Item	Estimated Useful Life	Value

Section II, Paragraph A.2 is retained and the following language is added:

In addition, you must list any real property and equipment purchases made with project funds in the tables below. Finally, you must provide status reports on any real property in which we retain an interest, in accordance with 2 CFR § 200.329.

Section II, Paragraph A.5 is retained and the following language is added:

The Recipient, upon request, will provide non-confidential information resulting from its activities to the general public on an equal basis.

Section II, Paragraph A.13. is added with the following language:

Cost Sharing. You must comply with the requirements of 2 CFR § 200.306. Matching funds must be available at the same time award funds are expected to be spent and expenditures of matching funds will be pro-rated or spent in advance of award funds.

AD-3031

U.S. Department of Agriculture
ASSURANCE REGARDING FELONY CONVICTION
OR TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552(a)-as amended). The authority for requesting the following information for USDA agencies and offices is in sections 745 and 746 of the Consolidated Appropriations Act, 2016, Pub. L. 114-113, as amended and/or subsequently enacted. The information will be used to document compliance with appropriations restrictions.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 0505-0025. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

This award is subject to the provisions contained in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, Division E, Title VII, sections 745 and 746, as amended and/or subsequently enacted for U.S. Department of Agriculture (USDA) agencies and offices regarding corporate felony convictions and corporate federal tax delinquencies.

Accordingly, by accepting this award the corporation recipient acknowledges: (1) that it does not have a Federal tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, **and** (2) that it has not been convicted of a felony criminal violation under any Federal law within 24 months preceding the award, unless a suspending and debarring official of the USDA has considered suspension or debarment of the recipient corporation based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the agency will annul this agreement and may recover any funds the recipient has expended in violation of the above cited statutory provisions.

APPLICANT'S SIGNATURE (BY)

TITLE RELATIONSHIP OF THE INDIVIDUAL, IF SIGNING IN A REPRESENTATIVE CAPACITY

BUSINESS NAME

DATE SIGNED (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

**NOTICE OF FEDERAL INTEREST
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**

On _____, the Rural Business and Cooperative Service an agency in the United States Department of Agriculture (Agency) awarded Grant No. _____ (Grant) to Cornelia, City of (Grantee). The Grant was awarded under the Rural Business Development Grant -RBDG (Grant Program) and provides funds for improvements to Apple Tree Alley Streetscape, which is located on the land described in Attachment A (Grant Property).

The Grant Program and Grant include conditions on use of the Grant Property and in conjunction with USDA regulations at 2 CFR parts 200 and 400 (Departmental Regulations), and other applicable statutes and regulations, provides for a continuing, perpetual Federal interest in the Grant Property that is real property (including fixtures). Specifically, the Grant Property may not be:

- (1) used for any purpose inconsistent with applicable Grant Program statutes and regulations governing the Grant under which the Grant Property was acquired;
- (2) mortgaged or otherwise used as collateral without the written permission of the Agency;
or
- (3) sold or transferred to another party without the written permission of the Agency.

In addition, other Grant Program and restrictions under the Departmental Regulations may affect the use and disposition of the Grant Property.

These Grant conditions and requirements cannot be nullified or voided through a transfer of ownership or other violation of Grant requirements. In accordance with Grant Program and Departmental Regulations, Agency approval is required, among other things, for any proposed change in usage, ownership, or use of the Grant Property for third party collateral.

Inquiries regarding the Agency's interest in the Grant Property should be directed to:

Administrator
Rural Business and Cooperative Service
1400 Independence Avenue, SW, Stop 3225
Washington, DC 20250

This Notice of Federal Interest is acknowledged and agreed to by the undersigned Grantee on behalf of the Grantee and its successors in interest. All references to the Agency will include its successors in interest.

Grantee:

Signature: _____

Typed Name: _____

Title: _____

Date: _____

(EXAMPLE OF NOTARIZED AFFIRMATION. THIS SHOULD BE CONFORMED AS NEEDED TO THE SITUATION OR STATE LAW.)

STATE OF _____ COUNTY OF _____ On this ___ day of _____, 20___, before me, the undersigned, a Notary Public for the County/City of _____, (State), personally appeared before me and is known to be the person who executed this instrument on behalf of said Grantee, _____, and acknowledged to me that he/she executed the same as their free act and deed in either their individual or other capacity described above.

Witness my hand and official seal.

Notary Public in and for the County of _____, State of _____.

ATTACHMENT A

(INSERT LEGAL DESCRIPTION OF PROPERTY INCLUDING THE CITY/TOWN/COUNTY
AND STATE OF PROPERTY)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL BUSINESS-COOPERATIVE SERVICE

**Rural Business Development Grant (RBDG) Program
GRANT SECURITY AGREEMENT**

THIS SECURITY AGREEMENT dated _____ is made between the United States of America, acting through the United States Department of Agriculture (hereinafter called "Government"), and Cornelia, City of (hereinafter called "RBDG Recipient").

Partial consideration for RBDG Recipient's receipt of grant funds includes the agreement to subject real property, or personal property where a unit of property exceeds \$5,000 in value and has a useful life of one year or more acquired with RBDG grant funds to certain restrictions.

NOW THEREFORE, in consideration of said grant:

Section I. Personal Property.

N/A _____

1. RBDG Recipient grants to Government a security interest in the personal property (machinery and equipment) as described below, purchased or to be purchased with RBDG grant funds, until such time as the unit value of all equipment falls below \$5,000 and/or has less than one year of useful life:
2. RBDG Recipient further agrees with regard to personal property that:
 - a. It will return to the Government all personal property *furnished by* the Government, or *purchased wholly* with Federal grant funds when such property is no longer needed. In the case of property purchased *in part* with Federal grant funds, RBDG Grant Recipient may be permitted to take title to the federal interest therein upon compensating the Government for its fair share of the property. The federal share of the property shall be the amount computed by applying the percentage of the federal participation in the total cost of the grant program for which the property was acquired to the current fair market value of the property.
 - b. In accordance with 2 CFR 200 for personal property, the Government reserves the right to transfer the title to the Government or to a third party by the Government, when such third party is otherwise eligible under existing statutes to use nonexpendable personal property for which the RBDG Recipient has title; or dispose of nonexpendable personal property. These options are addressed in full detail in 2 CFR 200.

Section II. Real Property.

1. RBDG Recipient grants to Government a continuing, perpetual security interest in the real property (including fixtures and accessions and improvements) as described below, to be purchased with RBDG grant funds (Grant Property). The Grant Property is subject to any other Grant Program requirements and restrictions imposed under the Departmental Regulations (defined below) that may affect the use and disposition of the Grant Property.

N Main Street, Cornelia, GA (see attached Deed)

RBDG Recipient will execute and file in the appropriate land title records a Notice of Federal Interest that the RBDG Recipient has subjected the Grant Property to the terms and conditions of the grant program.

2. Further, it is agreed that:
 - a. The Rural business development grant includes conditions on use of the Grant Property, and in conjunction with 7 CFR Parts 4280 and 2 CFR 200, and other applicable statutes and regulations, provides for a continuing, perpetual Federal interest in the Grant Property that is real property (including fixtures). Specifically, the Grant Property may not be:

- (1) used for any purpose inconsistent with applicable Program statutes and regulations governing the Grant under which the Grant Property was acquired;
 - (2) mortgaged or otherwise used as collateral without the written permission of the Government;
 - or
 - (3) sold or transferred to another party without the written permission of the Government.
- b. The Grant conditions and requirements cannot be nullified or voided through a transfer of ownership of the Grant Property or other violation of Grant requirements. In accordance with Program and Departmental Regulations, Government approval is required, among other things, for any proposed change in usage, ownership, or use of the Grant Property for third party collateral.
- c. In the case of Grant Property purchased *in part* with Federal grant funds, RBDG Recipient may be permitted to take title to the Federal interest therein upon compensating the Government for its fair share of the property. The Federal share of the property shall be the amount computed by applying the percentage of the Federal participation in the total cost of the grant program for which the Grant Property was acquired to the current fair market value of the Grant Property.

Section III. Additional Provisions.

1. RBDG Recipient may not and will not encumber, transfer, or dispose of the real or personal property or any part thereof, furnished by the Government or acquired wholly or in part with grantor funds without the written consent of the Government, except as provided in 2 CFR 200 in respect to personal property.
2. Default shall exist if RBDG Recipient fails to perform or discharge any obligation or to observe or perform any covenants or agreements in this instrument or the Letter of Conditions dated June 5, 2019 or if any of RBDG Recipient's representations or warranties prove false or misleading.
3. In the event of default, RBDG Recipient (a) shall make the collateral available to Government at such time(s) and place(s) as designated by Government, and (b) waives all notices, exemptions, compulsory disposition and redemption rights.
4. RBDG Recipient is subject to the present regulations of the Government RBDG program and to its future regulations not inconsistent with the express provisions of this instrument.
5. Failure by the Government to exercise any right – whether once or often – shall not be construed as a waiver of any covenant or condition or of the breach of such covenant or condition. Such failure shall also not affect the exercise of such right without notice upon any subsequent breach of the same or any other covenant or condition.

RBDG Recipient:

Name: City of Cornelia
(Name)

By _____
(Signature of Official)

James C. Irby
(Printed or typed name of Official)

Title Mayor