USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Water and Waste Disposal Technical Assistance and Training Grant Program | Fiscal Year 2027 Application Guide

Instructions and notice to applicants:

- This guide is intended to help you, but you don't have to use it in order to submit an application.
- Using the application guide will not favorably impact your application.
- Regardless of whether or not you use the guide, you must complete and submit all required federal forms and registrations and include documentation that supports applicant and project eligibility claims, priority points, and verifications of reserved and matching funds.
- You also must ensure you provide complete responses to all questions in the application.
- Incomplete applications or applications missing any authorizing or organizational documents **will not** be considered for funding.
- The total application package, including all addendums, except financial audits, must be no more than 50 pages.
- Certifications, statements, and other standard terms used in this guide (examples include "you," "I," "we," "it," "applicant," "entity," and "grantee," among others) refer to the **legal entity** applying for the Technical Assistance and Training Grant program. By checking, signing, or otherwise acknowledging these elements, you confirm they are true and correct.
- To be considered for Technical Assistance and Training Grant program funding, you must submit your complete, signed application and all required documents on grants.gov no later than **11:59 p.m. eastern time on December 31, 2026.**

A note about website links: For ease of reference, this guide provides links to relevant, useful information hosted outside the USDA domain. Please be aware that, when you access information through a link provided in this document, you are subject to the copyright and licensing restrictions of those sites. All links in this document were active as of October 2026.

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Section 1: Technical Assistance and Training Grant

1.1 Introduction

The Water and Waste Disposal Technical Assistance and Training Grant (TAT) program is designed to assist communities with water or wastewater systems through technical assistance and training provided by grant recipients to rural water and wastewater organizations. Qualified private, nonprofit organizations receive TAT program funds to identify and evaluate solutions to water and waste disposal problems in rural areas, assist applicants in preparing applications for water and waste grants made at state-level offices, and improve the operation and maintenance of existing water and waste disposal facilities in rural areas.

In this guide, you will find information to help you with the:

- Application process and deadlines
- Components of a completed application
- Scoring criteria and application review process

1.2 Authorization

The Consolidated Farm and Rural Development Act (CONACT) Section 306(a)(14)(A) authorizes the TAT program (see 7 U.S.C. 1926(a)).

The regulation implementing the TAT program is found in the Code of Federal Regulations (CFR). Should any differences result in the interpretation of these guidelines and 7 CFR Part 1775 – Technical Assistance Grants, the regulation will take precedence over information contained in this guide. This guide is to be used in conjunction with 7 CFR Part 1775.

1.3 Fiscal Year 2027 Funding Availability

The funding amount available for Fiscal Year 2027 will be determined when the budget is approved by Congress.

1.4 Contact

USDA Rural Development's Rural Utilities Service, Water and Environmental Programs (WEP) staff administers the TAT program. If you have questions, contact the WEP staff early in your application process.

Email: Water-RD@usda.gov

Phone: (315) 403 - 3112

1.5 Online Resources

Additional information about the TAT program is available at https://www.rd.usda.gov/programs-services/water-environmental-programs/water-waste-disposal-technical-assistance-training-grants

Additional application guidance is available in the Fiscal Year 2027 Notice of Funding Opportunity (NOFO) available on https://www.grants.gov/.

Section 2: Requirements for a Complete Grant Application

2.1 Preparing the Application

To be considered for funding, you must submit sufficient documentation to be determined as an eligible entity and submit a complete application by the deadline date. You should consult the cost principles and general administrative requirements for grants pertaining to their organizational type in order to prepare the budget and complete other parts of the application. You also must demonstrate compliance (or intent to comply), through certification or other means, with a number of public policy requirements.

2.2 Required Forms

Applicants must complete and submit the following forms to apply for a TAT. The total application package, including all addendums except financial audits, must be no more than 50 pages. **Note:** Forms are available via www.sam.gov or www.grants.gov. All forms are required regardless of the method of submittal. All applications must include all items outlined in 7 CFR 1775.10 (c) and (d). This includes, but is not limited to, the following items that are often missing, or are submitted and incomplete:

1. Certified copies of current authorizing and organizational documents, including but not limited to: articles of incorporation with amendments, by laws or rules of procedure with amendments, and federal tax-exempt status IRS letter. If any authorizing or organizational documents are missing, the application will NOT be considered for funding. If you previously received funding under the TAT grant program you may provide a certification that no changes have been made in authorizing or organizing documents since receipt of the last grant.
2. Certificate of good standing from the Secretary of State that is dated within 12 months prior to the date of application submission,
3. SF 424, Application for Federal Assistance,

4. SF 424A, Budget Information Non-Construction Programs,
5. Project Proposal addressing all items identified in the current TAT Application Guide. Proposal must meet the intent outlined in 7 CFR § 1775.33, Objectives. To be determined an eligible project, grant requests must be made for the purposes listed within 7 CFR § 1775.36, Purpose. Proposals with any ineligible components will not be considered for funding. Proposals must be no more than 20 pages as further defined in the FY 2027 TAT Application Processing Guide, and clearly identify language that supports priority scoring elements.

The items at 7 CFR §1775.10(c)(3), (4), and (5) are no longer required to be separately submitted as part of the application as they are covered under the USDA Terms & Conditions and the System for Award Management and Unique Entity Identifier.

2.3 Project Proposal

The project proposal must outline the project in sufficient detail to provide the reader with a complete understanding of how the proposed project will work. Explain what your project will accomplish by utilizing the grant funds. Demonstrate the feasibility of the proposed project in meeting the objectives of this grant program.

Proposals must be no more than 20 pages, single-sided, using a font size of 12 points (Times New Roman font is preferred).

Total application package, including addendums but excluding financials, must be no more than 50 pages.

Please refrain from submitting duplicate documentation with your application. The proposal must cover the following elements:

2.3.1 Project Summary

Present a brief project overview. Explain the purpose of the project, how it relates to USDA Rural Development's purposes, how you will carry out the project, what the project will produce, and who will direct it.

2.3.2 Needs Assessment

Describe why the project or service is necessary. Demonstrate why eligible entities need grant funds. Quantify the number of prospective communities or provide statistical or narrative evidence that enough communities exist to justify the grant award. Describe the service area, including the names of communities to be served, population, and median household income (MHI). Address the specific needs of the proposed service area.

2.3.3 Project Goals and Objectives

Clearly state your project goals. Your objectives must clearly describe these goals and be concrete and specific enough to be quantitative or observable. They must also be feasible and relate to the purpose of the project.

2.3.4 Project Narrative

The narrative must cover in more detail the items briefly described in the Project Summary. It must establish the basis for any claims that you have substantial expertise in providing effective Technical Assistance and Trainings. In describing what the project will achieve, explain if it also will have a broader influence. The narrative must address the following points:

A. Work Plan

The work plan must describe the tasks and activities that will be accomplished with available resources during the grant period. It must show the work you plan to do to achieve the anticipated outcomes, goals, and objectives set out for the TAT program. The plan must include:

- The benefits of technical assistance or training
- A brief description of how the service will be provided, and whether currently employed personnel or contracted personnel will be used.

B. Budget and Budget Justification

The written justification for projected costs must explain how budget figures were determined for each category. It also must indicate which costs are to be covered by grant funds, and which costs will be met by your organization or other entities. The justification must account for all expenditures discussed in the narrative. It must reflect appropriate cost-sharing contributions. The budget justification also must explain the budget and accounting system proposed or already in place.

The administrative costs for operating the budget must be expressed as a percentage of the overall budget.

The budget justification must provide specific budget figures, rounding-off figures to the nearest dollar.

For each budget category you must itemize the related expenses. For example: Supplies must list out each supply item with the associated cost; Salaries must break out each position.

Applicants must consult 2 CFR Part 200, Subpart E "Cost Principles," (available at this link: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E) for information about appropriate costs for each budget category.

C. Area(s) to be Served

As defined by 7 CFR Part 1775.2, Definitions (available at this link: https://www.ecfr.gov/current/title-7/section-1775.2), list the associations to be served and the State or States where assistance will be provided. Identify associations by name, or other characteristics such as size, income, location, and provide MHI and population. Also describe the method used to select the association(s) that will receive the service.

The example tables below present the population, as outlined in the accompanying narrative, categorized by population and median household income. The table information will be used for the related scoring criteria sections.

Multiple States Population:				
	Below 2,500	Below 5,500	5,500 or More	Total
OK	50	30	20	100
NM	10	20	15	45
Total	60	50	35	145

Mulitple State MHI:				
	Below 80%	80-100%	More than 100%	Total
OK	60	25	15	100
NM	45	0	0	45
Total	105	25	15	145

D. Summary of Experience

Summarize the organization's experience with delivering the proposed service. Resumes of key staff members and person(s) providing technical assistance and training should include years of experience providing similar services. Further information can be provided in an appendix.

E. Evaluation Method(s)

Describe the evaluation method(s) you will use to determine whether your objective(s) for the proposed activity is being accomplished.

F. Duration of Project or Service

Briefly describe the duration of the project or service, and the estimated time from grant approval to beginning of project or service, not to exceed 12 months. The grant period generally begins on October 1 of each year and ends September 30 of the following year.

G. Sustainability

Briefly describe the plans for increased self-sustainability for the project or service in future years, demonstrating how the project will continue after the grant performance period ends without federal award, using a financial analysis, to include cash on hand, projected revenues, outside source contributions, and shows a steady increase to sustainability, without federal funds, within five years.

H. Administrative Points

To be considered for Administrator Points, the proposal must include a separate section titled: "Administrator Points." Only include if the applicant would like to be considered for administrative points on the factors listed in Section 4.3.

I. Contracting with Affiliated Organizations

If you contract with an affiliated organization, provide documentation of the affiliation between the contractor and your organization.

WEP's definition of an affiliated organization is as follows: In corporate law and taxes, an affiliate is a company that is related to another company, usually by being in the position of a member or a subordinate role (must be verified by organizational documentation). Two companies may be affiliated if one company has control over the other, or if both are controlled by a third company. One corporation can be affiliated with another corporation by shareholdings, by holding a minority interest, or one corporation might be a subsidiary of another.

2.4 Required Information Not Found on Standard Application Forms

In addition to completing the standard application forms, you must submit the following supplementary materials:

1. **Evidence of Legal Existence**. Demonstrate that your organization is legally recognized under state and federal law. Examples of satisfactory documentation include certified copies of current authorizing and organizational documents, including but not limited to articles of incorporation with amendments, by-laws with amendments, and federal tax-

exempt status IRS letter. If any of these documents are missing, the application will NOT be considered for funding. If you previously received funding under the TAT grant program you may provide a certification that no changes have been made in authorizing or organizing documents since receipt of the last grant.

2. **List of Directors and Officers**. Submit a current certified list of directors' and officers' full legal names *including* their respective terms.
3. **Certificate of good standing** from the Secretary of State that is dated within 12 months prior to the date of application submission**.**
4. **A list of Entity Principals' legal names and their respective terms**. Refer to the chart below for the *minimum* principals to be included, listed by entity type.

Principals Table.

Entity Type	Minimum Principals to be Screened
Institutions of Higher Education	President/Dean and any person accepting/distributing the federal funds; plus, Chairman/President and Treasurer of the governing board
Federal tribes	Tribal Chairman or equivalent, plus Treasurer or any person who will be accepting and distributing the Federal funds
Non-profits	Chief Executive Officer (CEO)/Director/Executive Director, Chief Financial Officer (CFO), and any person who will be accepting/distributing the Federal funds; plus, Chairman/President and Treasurer of the governing board
Private Entities (other than those listed elsewhere)	Director/Executive Director and person who will be accepting/distributing the federal funds
Public bodies such as towns, counties, or districts	Mayor/Town Manager/Executive Director and Person accepting and distributing the Federal funds; plus, Chair of the city, town or county council and Treasurer

5. Entity Website. List the entity website.
6. **Audit**. Submit a copy of the most recent audit of your organization. A link for website access to an audit is not acceptable.
7. **Financial statements**. Submit the following financial statements:
    - Balance sheets for the last three years.
    - Income and cash flow statements for the last three years.
    - If the applicant organization was formed fewer than three years ago, financial statements must be submitted for the periods from inception to the present, including the pro-forma balance sheet at start-up and for at least three additional years.
8. **Other Organizational Documents**. If you contract with an affiliated organization, provide the contract or legal documents that illustrate the affiliation between the contractor and your organization. For additional information, contact the WEP staff at Water-RD@usda.gov.

2.5 Additional Information Not Found on Standard Application Forms

You can present additional information to support and describe your plan for achieving the grant objectives. This information, which can include such things as letters of support, resolutions, and policies, can be regarded as essential for understanding and evaluating your proposed project. Such supplements can be presented in appendices to your proposal.

Section 3: Application Submission Process

3.1 Electronic Filing

Applications must be filed electronically at https://www.grants.gov. The TAT program application package can be found by searching for the grant opportunity number located on the Notice of Funding Opportunity (NOFO) available at this link: https://www.rd.usda.gov/programs-services/water-environmental-programs/water-waste-disposal-technical-assistance-training-grants.

NOTE: USDA Rural Development will not accept applications by email or fax. If you have questions, see Section 1.4 for contact information.

3.2 Actions Required Prior to Submitting Your Application

You are required to get a Unique Entity ID (UEI) and maintain active registration in the U.S. Government's System for Award Management (SAM) database, available at this link: https://sam.gov/content/home. Your registration must be renewed and revalidated every 12 months for as long as you have an active loan, guaranteed loan, or grant with USDA Rural Development's Rural Utilities Service.

To ensure your information is current, accurate, and complete, and to prevent SAM account expiration, reviews and updates must be performed within one year of the initial account activation date. The registration process can take up to 10 business days to complete. Additional information about the SAM is available in 2 CFR Part 25, Unique Entity Identifier and System for Award Management, available at this link: https://sam.gov/. You can also check the "Help" section at SAM.gov.

3.3 Application Window

The FY 2027 application window opens on October 1, 2026. To be considered for FY 2027 funding, your application must be time-stamped electronically on www.grants.gov no later than 11:59 p.m. Eastern Standard Time on the filing deadline December 31, 2026.

NOTE: If a receipt date falls on a weekend or a federal holiday, the deadline will be extended to

the next business day.

Section 4: The Application Review Process

4.1 Acknowledging Receipt of your Application

An acknowledgment receipt of the application will be automatically emailed to the applicant by the grants.gov platform once the Agency has downloaded and acknowledged the application. It will be reviewed for completeness to determine if you included all required items.

4.2 Evaluating your Application

A review team, composed of at least two WEP staff members, will independently evaluate all applications and proposals. This team will make overall recommendations based on factors such as eligibility, clarity, detailed information, application completeness, and conformity to application requirements. They will score the applications based on criteria in the next section.

4.3 Scoring Criteria

All applications that are complete and eligible will be scored and ranked competitively. Only information presented within the project proposal and documents required in 1775.10(c)(1) and (2) will be considered for scoring. All applications will be reviewed and scored for funding priority in accordance with this application guide. **IMPORTANT: Points will be given only for factors that are well documented in the application package** and, in the opinion of the reviewers, meet the objective outlined under each factor, as guided by 7 CFR Part 1775.11, Priority (available at this link: https://www.ecfr.gov/current/title-7/section-1775.11) and outlined below. Criteria Numbers 7, 8, and 9 contain key factors that must be addressed independently, as applicable to the proposed scope of work.

1. **Applicant Status** (5 points possible)

Multi-State and National Organization	(5 points)
Single-State Organization	(3 points)

2. **Applicant experience at developing and implementing successful technical assistance or training programs** (10 points max earned or deducted)

More than ten years of experience	(10 points)
One to ten years of experience	(5 points)
Any previous RUS TAT awards within the past 3 years that received a no-cost time extension,	(-5 points deducted)

were not fully expended within the period of performance, or declined when awarded.

Any previous RUS TAT awards within the past 3 years that failed to meet the approved scope of work or had other performance-related issues. (-10 points deducted)

3. **Applicant resources: Use of grant funds for grantee's staff or affiliated staff versus contract personnel to carry out the proposed project** (10 points max)

At least 75 percent staff	(10 points)
Between 50 percent and 74.99 percent staff	(5 points)
Less than 50 percent staff *	(Ineligible)

4. **Population of the targeted area(s) to be served - based on the 2020 Decennial Census data** – available at this link: Census Bureau Data (P1 Table for population) (10 points max)

Less than 2,500	(up to 10 points)
Between 2,501 and 5,499	(up to 5 points)
5,500 or more	(0 points)

5. **State Nonmetropolitan Median Household Income (SNMHI) of the targeted area(s) to be served based on American Community Survey data from 2017-2021 5-year period**, available at this link Census Bureau Data (S1903 or B19013 tables) (up to 10 points max)

Less than 80 percent of the SNMHI	(up to 10 points)
80 percent to 100 percent of the SNMHI	(up to 5 points)
More than 100 percent of the SNMHI	(0 points)

6. **Project Duration** (up to 5 points max)

Projects meeting the objective within a 12-months or less timeframe	(5 points)
Projects that last more than 12 months	(0 points)

7. **Needs Assessment: The problems or issues being addressed are clearly defined, supported by data, and justify the need.** Points may be awarded for adequately addressing the following: (1) up to 10 points to support the remediation of lead emerging contaminants, such as PFAS; (2) up to 10 points for capital financing application development support, including project alternative analysis; (3) up to 5 points for improvements to system operations, maintenance and sustainability; and (4) up to 5 points to identify, and evaluate alternative solutions to problems relating to the

obtaining, storage, treatment, purification, or distribution of water or the collection, treatment, or disposal of waste in rural areas. (up to 20 points)

8. **Goals and objectives are clearly defined, tied to the need as defined in the work plan, and are measurable.** Points may be awarded for adequately addressing the following: (1) up to 10 points to support the remediation of lead emerging contaminants, such as PFAS; (2) up to 10 points for capital financing application development support, including project alternative analysis; (3) up to 5 points for improvements to system operations, maintenance and sustainability; and (4) up to 5 points to identify, and evaluate alternative solutions to problems relating to the obtaining, storage, treatment, purification, or distribution of water or the collection, treatment, or disposal of waste in rural areas. (up to 20 points)

9. **Work plan: Clearly articulates a well-thought-out approach to accomplishing objectives and clearly identifies who will be served by the project.** Points may be awarded for adequately addressing the following: (1) up to 20 points to support the remediation of lead emerging contaminants, such as PFAS; (2) up to 20 points for capital financing application development support, including project alternative analysis; (3) up to 10 points for improvements to system operations, maintenance and sustainability; and (4) up to 10 points to identify, and evaluate alternative solutions to problems relating to the obtaining, storage, treatment, purification, or distribution of water or the collection, treatment, or disposal of waste in rural areas. (up to 40 points)

10. **Descriptive explanation of the actual assistance provided** (up to 30 points max)

    Applicant is providing "hands on" or on-site technical assistance and training to water and waste systems managers and operators to improve operation, maintenance, and sustainability. This includes support applications for capital financing. (15 points)

    Applicant provides technical assistance to address the contamination of drinking water and surface water supplies by, including but not be limited to, lead and emerging contaminants, including per-and polyfluoroalkyl substances (PFAS). (10 points)

    Applicant is providing technical assistance through the distribution of educational materials and other outreach methods. (5 points)

11. **Evaluation methods are specific to the activity, clearly defined, measurable, and with expected project outcomes** (up to 20 points)

12. **Matching Funds and In-kind Support** (15 points max)

Demonstrated commitment of non-federal resources of 25% or more of the total budget.	(15 points)
Demonstrated commitment of non-federal resources of 10% to 24.99% of the total budget	(10 points)
Between 1% and 9.99% of non-federal resources committed toward total budget	(5 points)
No matching funds or in-kind support	(0 points)

13. **Sustainability:** The applicant demonstrates ability to sustain the project **without Federal awards** using a thorough financial analysis to include: cash on hand, projected revenues, and outside source contributions, and shows a steady increase to sustainability, without federal funds, within 5 years. (up to 10 points)
14. **Administrator discretion: T**he RUS Administrator may provide additional points based on the factors below ** (up to 15 points)

* 7 CFR 1775.35, Eligibility - Pursuant to 7 CFR 1775.35(e)(3), Applicants may contract with a nonaffiliated organization for not more than 49 percent of the grant to provide the proposed assistance. RUS's definition of an affiliated organization is as follows:

In corporate law and taxes, an affiliate is a company that is related to another company, usually by being in the position of a member or a subordinate role (must be verified by organizational documentation). Two companies may be affiliated if one company has control over the other or if both are controlled by a third company. One corporation can be affiliated with another corporation by shareholdings, by holding a minority interest, or one corporation might be a subsidiary of another.

Administrator Discretion Points – To be considered for Administrator Points, the applicant's work plan must include a separate section titled: "Administrator Points." To be considered, each individual Administrative Discretion Points item must include clear references to the type of technical assistance and training to be provided, content focus, measurable deliverables and outcomes, such as timeframes and the number of systems to receive support, and demonstrated subject-matter expertise. **Any organization submitting multiple applications under this program must ensure that each application independently meets the criteria for administrative points. Administrator Points may be considered only for applications that address one or more of the following:

- The project proposal identifies or addresses contamination of drinking and surface water supplies by, to include but not be limited to, lead or emerging contaminants, such as Per- and polyfluoroalkyl substances (PFAS) and lead remediation.
- The proposed project assists with improving the operation, maintenance, and sustainability of water and waste facilities in eligible rural areas, including cybersecurity and disaster recovery support, revenue enhancements, and other operational improvements. This may be achieved through the delivery of Workshop in a Box: Sustainable Management of Rural and Small Systems Workshops.
    - The Sustainable Management of Rural and Small System workshops must utilize the two key tools: The Rural and Small Systems Guidebook to Sustainable Utility Management and Workshop in a Box: Sustainable Management of Rural and Small Systems Workshops. Tools and resources can be found at www.rd.usda.gov/programs-services/services/sustainable-management-tools.
    - **To receive administrative points, projects must meet these requirements. If grant funds are awarded, work completed under the project must meet the Workshop In A Box requirement.**
        - National: 2 workshops per state (50 total) during the grant period.
        - Multistate: 2 workshops per state for the grant period.
        - Single State: 2 workshops for the grant period.

      * Note: Multi-state workshops count as only one workshop. *

- The proposed project helps rural communities prepare applications for water and waste disposal loans and grants. This incorporates the evaluation of capital project alternatives, including analysis of possibilities to regionalize or consolidate, or to implement cost-effective decentralized solutions.

The Administrator Points will be awarded solely on the aforementioned factors, with up to 5 points for each category and a cumulative total of 15 points.

4.4 Application Selection

USDA Rural Development will rank all qualifying applications by their final average score. Applications will be selected for funding, based on the highest scores and the availability of funding for TAT program. USDA reserves the right to make no grant awards if all applications are incomplete or score too low, in the opinion of USDA. All applicants will be notified of their selection status by email.

4.5 Possible Application Actions

USDA Rural Development will decide among the following:

- Eligible, and selected for funding
- Eligible, but offered fewer funds than requested
- Eligible, but not selected for funding
- Ineligible for the grant

4.6 Appeals Process

In accordance with 7 CFR Part 1900, Subpart B (available at this link: https://www.ecfr.gov/current/title-7/part-1900/subpart-B), applicants generally have the right to appeal adverse decisions. However, some adverse decisions, such as a denial due to lack of available TAT program funds, cannot be appealed.

Applicants can request review by the National Appeals Division (NAD). The appeal must be received within the proper timeframe, in writing, and filed with the appropriate NAD regional office. A list of regional offices is available at this link: https://www.usda.gov/oha/nad/contact. You can call NAD toll-free at (877) 487-3262.

Appendix: Rules and Regulations

- 7 CFR Part 1775, "Technical Assistance Grants" – available at this link: https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XVII/part-1775
- 7 CFR Part 1900, Subpart B: Adverse Decisions and Administrative Appeals – available at this link: https://www.ecfr.gov/current/title-7/part-1900/subpart-B
- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – available at this link: https://www.ecfr.gov/current/title-2/part-200
- 2 CFR Part 400: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – available at this link: https://www.ecfr.gov/current/title-2/part-400
- Code of Federal Regulations – available at this link: https://www.ecfr.gov/

Civil Rights Information

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, 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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). 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 usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint 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:

(a) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW, Mail Stop 9410

Washington, D.C. 20250-9410;

(b) fax: (202) 690-7442; or

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

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

Issued October 2026

The following application forms have been included for your convenience:

- Certification regarding Forest Service grant template.

- Attachment regarding assistance provided to Rural Development Employees as required by RD Instruction 1900-D.

- State Nonmetropolitan Median Household Income (SNMHI) listed by State.

For guidance on preparing an application, you may view a recorded webinar on USDA Rural Development's YouTube channel. Webinar Recording | Webinar Presentation

CERTIFICATION REGARDING FOREST SERVICE GRANTS

DATE: _____

APPLICANT NAME: _____

RD GRANT PROGRAM: _____

In submission of our application to the United State Department of Agriculture, Rural Development for the above subject grant program please be advised that in relation to the proposed project in this grant application:

☐ We have applied for or received a Forest Service grant within the past 5 years.

☐ We have not applied for or received a Forest Service grant within the past 5 years.

SIGNATURE (Electronic or Ink only. Cursive font will not be accepted.):

_____

_____

PRINT AUTHORIZED REPRESENTATIVE NAME AND TITLE

CERTIFICATION REGARDING THE IDENTIFICATION AND REPORTING RURAL DEVELOPMENT ASSISTANCE TO RURAL DEVELOPMENT EMPLOYEES, RELATIVES, ASSOCIATES AND TRANSACTION CONFLICT OF INTEREST

This certification is required by 2 CFR 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and 7 CFR 1900, Subpart D, Processing and Servicing Rural Development Assistance to employees, Relatives, and Associates, and all guidance related thereto.

Rural Development (RD) prohibits any elected or appointed official, agent, or employee of a recipient from having any financial or personal interest in any transaction or activity funded. Recipients are required to identify, in writing, any known relationship or association with an RD employee in accordance with 7 CFR 1900, Subpart D. To ensure the highest standards of honesty, integrity, and impartiality by RD employees, the applicant must identify any RD assistance benefiting an RD employee in any of the following circumstances:

1. RD employee is the recipient.

2. RD employee's family member(s) or known close relative(s) are the recipient.

3. RD employee has an immediate working relationship with the recipient, the employee related to the recipient, or the employee who would normally conduct the activity.

4. RD employee has a business or close personal association with the recipient.

Following 2 CFR 400, all participating non-Federal entities must maintain written standards of conduct covering conflicts of interest. The standards of conduct must include disciplinary actions in the event of a violation by officers, employees, or agents of the non-Federal entity. Any non-Federal entity that has a parent, affiliate, or subsidiary organization that is not a state or local government or Indian Tribe is subject to the standards identified herein. Policies and any accompanying documents shall be furnished to RD upon request.

I hereby certify in this disclosure letter, in accordance with 2 CFR 400 and 7 CFR 1900, Subpart D, that a written, up-to-date conflict of interest policy is in place and any known relationships or close associates of an RD employee, real or potential conflicts, or conflicts in transactions, if any, are listed below or will be disclosed immediately upon discovery:

_____

Applicant/Organization Name

_____

Authorized Representative Signature Date

_____

Typed Name and Title

State FIPs	State	SNMHI (in 2021 inflation dollars)	80% of SNMHI
01	Alabama	$54,917	43,934
02	Alaska	$76,635	61,308
04	Arizona	$59,162	47,330
05	Arkansas	$51,140	40,912
06	California	$80,546	64,437
08	Colorado	$85,215	68,172
09	Connecticut	$107,889	86,311
10	Delaware	$72,918	58,334
12	Florida	$61,350	49,080
13	Georgia	$59,749	47,799
15	Hawaii	$79,035	63,228
16	Idaho	$64,456	51,565
17	Illinois	$71,666	57,333
18	Indiana	$68,848	55,079
19	Iowa	$69,760	55,808
20	Kansas	$64,872	51,898
21	Kentucky	$52,682	42,146
22	Louisiana	$52,876	42,301
23	Maine	$64,922	51,938
24	Maryland	$100,458	80,367
25	Massachusetts	$102,078	81,662
26	Michigan	$66,815	53,452
27	Minnesota	$75,750	60,600
28	Mississippi	$49,562	39,649
29	Missouri	$59,382	47,505
30	Montana	$63,617	50,894
31	Nebraska	$67,460	53,968
32	Nevada	$78,174	62,540
33	New Hampshire	$86,505	69,204
34	New Jersey	$104,710	83,768
35	New Mexico	$52,849	42,279
36	New York	$73,275	58,620
37	North Carolina	$56,252	45,002
38	North Dakota	$73,192	58,554
39	Ohio	$67,287	53,829
40	Oklahoma	$58,347	46,678
41	Oregon	$68,883	55,106
42	Pennsylvania	$69,288	55,430
72	Puerto Rico	$18,553	14,843
44	Rhode Island	$101,692	81,354
45	South Carolina	$52,840	42,272
46	South Dakota	$66,360	53,088

47	Tennessee	$57,241	45,793
48	Texas	$67,486	53,988
49	Utah	$81,970	65,576
50	Vermont	$71,180	56,944
51	Virginia	$68,524	54,819
53	Washington	$78,874	63,099
54	West Virginia	$51,181	40,945
55	Wisconsin	$72,873	58,298
56	Wyoming	$75,151	60,121
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