

Typical Federal or State funding applications consists of:

- Several Standard Forms to be executed by the County, (Project Summary Information, Operating Budget and Equal Opportunity Agreement).
- Copy of Intergovernmental Review comments.
- The PER (Preliminary Engineering Report) for the project.
- An Environmental Report for the project area.
- Several signed certifications and assurances, including:
  - That other credit is not available,
  - That the County understands Federal Debt Collection Policies,
  - Compliance with the Civil Rights Act,
  - That the County and its contractors/subcontractors have not been debarred from federal work,
  - The project's workplaces will be maintained drug-free,
  - Federal Funds will not be used to lobby for federal funds.
- Supporting documentation to make eligibility determination such as audit, financial statements, organizational documents or existing debt instruments.

In the case of applications to the Department of Agriculture, Rural Development (USDA RD), within 60 days of filing an application with the Agency, the applicant must publish a Notice of Intent to apply for a Rural Utilities Service loan or grant. The Notice of Intent must be published in a newspaper of general circulation in the proposed area to be served. Publication must be properly documented to USDA.

We must demonstrate adequate customer base to support the project financially, which includes either signed user agreements with at least 80% of the potential customers within the defined service areas or existence of mandatory connection policies.

After USDA RD receives the application at the Service Center in Courtland Virginia it is reviewed and sent to the Richmond office. The Richmond office

reviews all applications for projects in Virginia. The Underwriter in the Richmond office packages projects for transmittal to Washington DC. Once in the national USDA office all projects are ranked and those funded will be notified. Ms. Peggy Jordan the Area Specialist that has responsibility for Northampton County advises that the amount of time for decisions to be made at the national office is unpredictable.

The County must maintain a project filing system that will be open to inspection by the granting agency. The files will include materials necessary to document compliance with all grant requirements, including documents associated with all of the certifications and assurances listed above.

Other funding sources include the Virginia Department of Environmental Quality (DEQ) and the Virginia Department of Housing and Community Development (DHCD). Each of the agencies have similar application requirements so critical documents created for one application, such as the PER, Intergovernmental Review Comments, and the Environmental Report will be used for other applications.

Additional questions:

Contact your representatives to the Project Management Team or  
Katie Nunez, Northampton County Administrator – 757-678-0440