

RURAL BUSINESS-COOPERATIVE SERVICE FINANCIAL ASSISTANCE AGREEMENT

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

Type of Award (mark one): Cooperative Agreement Grant

Program and Assistance Listing Number:

If "Other" please specify: _____

I. GENERAL AWARD INFORMATION

1. Recipient Name: Address:	2. UEI No.
	3. Agency Recipient No.
	4. Federal Award Identification Number (FAIN) <small>(Alternative location in Program Addendum)</small>
5. Period of Performance Start Date: End Date:	6. Budget Period for This Action Start Date: End Date:
7. Amount of Federal Funds Obligated This Action: Total:	8. Cost Share Amount (if applicable) This Action: Total:
9. Total Project Cost	10. Approved Budget Amount
11. Award as Percentage of Total Project Cost	12. Indirect Cost Rate and Base (if applicable) Rate: Base:
13. Does this award involve Research & Development? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. Award Date Upon Execution of this Agreement
15. Recipient Contact Name: Title: Phone: Email:	16. Agency Contact Name: Title: Phone: Email:

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0570-0067. Public reporting for this collection of information is estimated to be approximately 21 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are voluntary, however in order to obtain or retain a benefit the information in this form is required (citing authority). Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at ICRMTRRequests@usda.gov.

II. RESPONSIBILITIES

A. Recipient. The Recipient shall remain in compliance with all applicable laws, regulations, Executive Orders, and the [United States Department of Agriculture General Terms and Conditions for Federal Awards](https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions) (available at [usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions](https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions)), effective December 31, 2025, for the duration of the Agreement, including but not limited to 2 CFR parts 25, 170, 175, 176, 180, 182, 183, 184, 200, 400, 415, 416, 417, 418, 421, and 422. The most commonly referenced provisions are identified below.

1. **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 to show when the expense was incurred must be provided upon request from RBCS 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.
2. **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.
3. **Period of Performance.** You may only incur costs chargeable to the award in accordance with 2 CFR § 200.309.
4. **Bonding.** You must maintain your fidelity bond coverage in the amount of \$_____ for the Period of Performance of the award. (See 2 CFR § 200.304.)
5. **Performance and Financial Monitoring and Reporting.** You must submit Form SF-425, “Financial Status Report” and Performance Reports as indicated below. Note that all reporting periods are aligned with the Federal government’s fiscal year.

Quarterly and semi-annual reports are due 30 calendar days after the reporting period ends. Annual reports are due 90 calendar days after the reporting period ends. The final report is due within 120 days after the end of the Period of Performance specified in Section I.5. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):

- Quarterly: October 1 – December 31
January 1 – March 31
April 1 – June 30
July 1 – September 30
- Semi-Annually: October 1 – March 31
April 1 – September 30
- Annually: October 1 – September 30
- See Attachment A – Program Addendum

6. **Civil Rights Compliance.** You must comply with applicable civil rights requirements as included in the RD 400-4 Civil Rights Assurance Agreement. Your compliance shall include collection of demographic data on participants and beneficiaries in the Federally assisted program and cooperation during civil rights compliance reviews.
7. **Special Conditions.** You must comply with any special conditions identified in Attachment A – Program Addendum.

B. Both Parties. The Recipient and RBCS 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. **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.

Approved by an Authorized Representative of the Recipient:

Name (Please Print)

Title (Please Print)

Signature and Date

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

Name (Please Print)

Title (Please Print)

Signature and Date

ATTACHMENTS:

Attachment A – Program Addendum

Attachment B – Approved Work Plan and Budget

Attachment C – U.S. Department of Agriculture General Terms and Conditions for
Federal Awards