

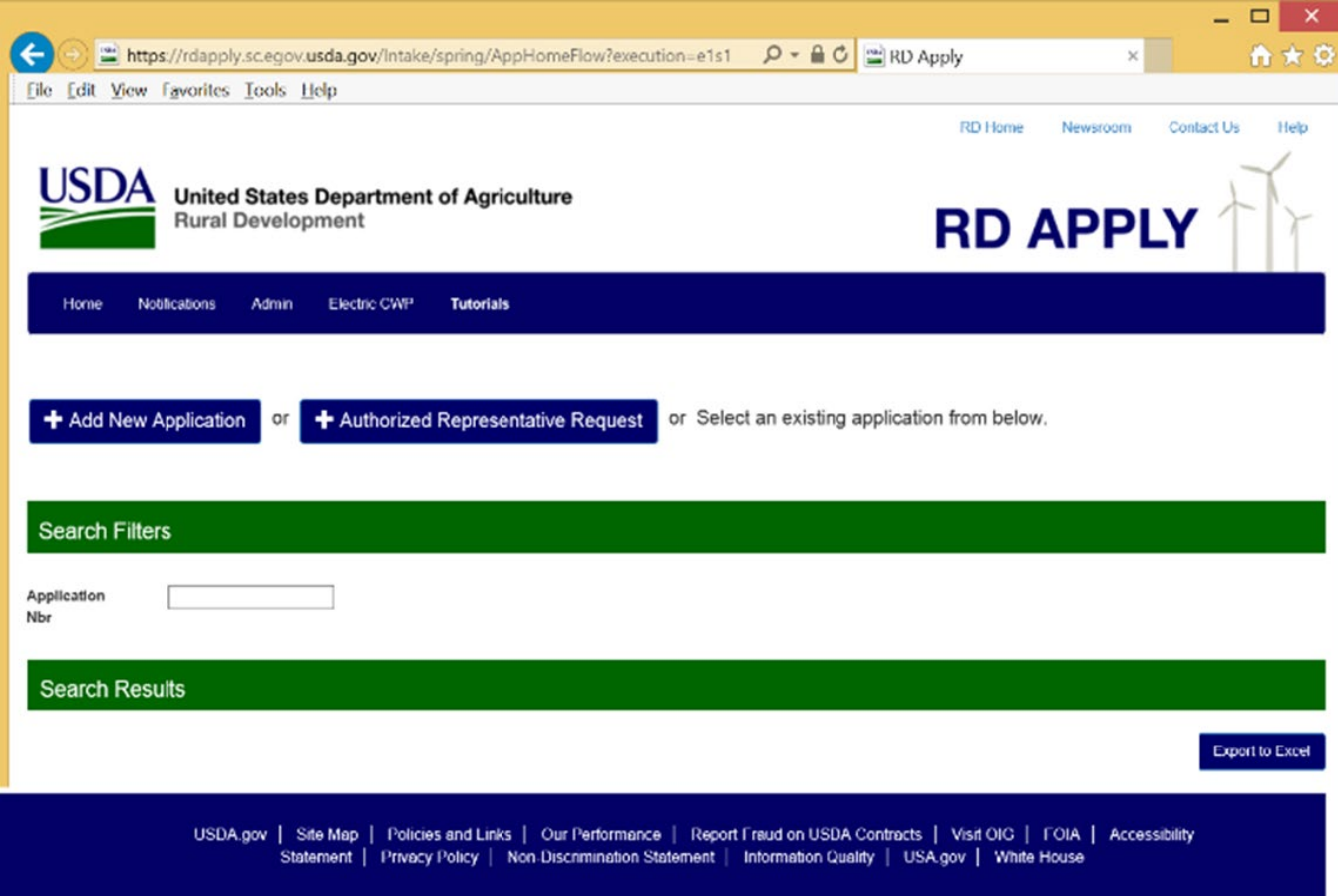


RD APPLY 2021 Updates

EFC SU : GoToWebinar - USDA Rural Development
Update for Engineers and Fiscal Advisors
June 3, 2021

RD Apply

- Water & Waste Disposal program applicants apply online with RD Apply.
- Safe and secure
- Convenient and available 24/7
- Faster processing with less paper
- The Supervisor/Mayor along with the person inputting the application will need to have a level 2 EAuth ID. Roles will be assigned to the **individuals** working on the application.

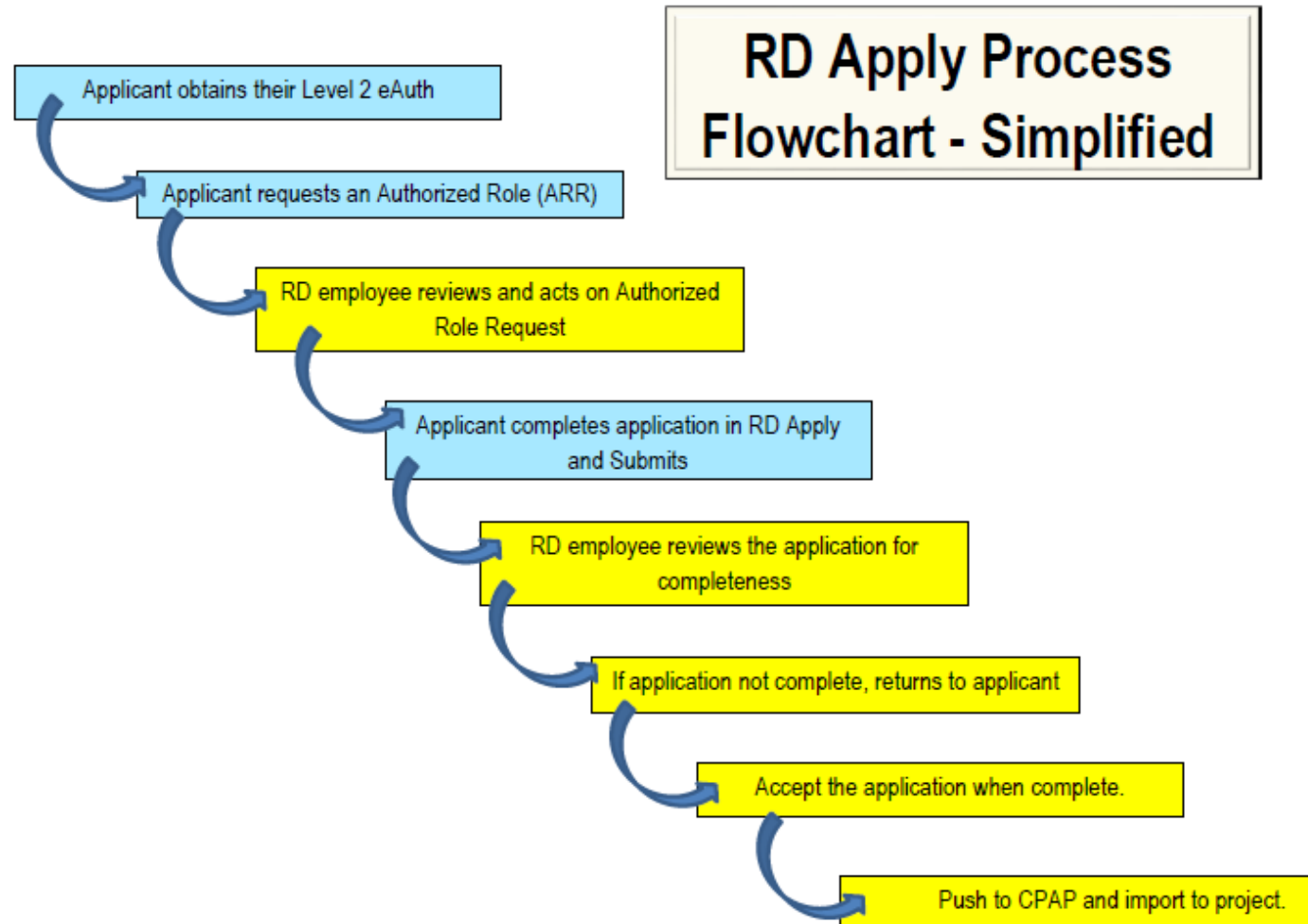


The screenshot displays the RD Apply web application interface. The browser address bar shows the URL: <https://rdapply.sc.e.gov.usda.gov/Intake/spring/AppHomeFlow?execution=e1s1>. The page features the USDA logo and the text "United States Department of Agriculture Rural Development" on the left, and "RD APPLY" with a wind turbine icon on the right. A navigation menu includes "RD Home", "Newsroom", "Contact Us", and "Help". Below the logo, a dark blue navigation bar contains "Home", "Notifications", "Admin", "Electric CWP", and "Tutorials". The main content area has two primary buttons: "+ Add New Application" and "+ Authorized Representative Request", followed by the text "or Select an existing application from below.". A "Search Filters" section includes a text input field labeled "Application Nbr". Below this is a "Search Results" section, which is currently empty. An "Export to Excel" button is located in the bottom right corner of the search results area. The footer contains a list of links: "USDA.gov", "Site Map", "Policies and Links", "Our Performance", "Report Fraud on USDA Contracts", "Visit OIG", "FOIA", "Accessibility Statement", "Privacy Policy", "Non Discrimination Statement", "Information Quality", "USA.gov", and "White House".

RD Apply – Role Assignments

- Authorized Representative Request (ARR) – required to create an application
 - ARR request – one person and one role
- Available security roles – Determines amount of access allowed in the application
 - Administrator: Update application. Grant roles to users assigned to same Tax ID
 - Representative-Signature-Certify: Users can only receive this role by submitting an ARR. Update, submit and sign application. Grant roles to users assigned to same Tax ID. (Supervisor / Mayor)
 - Representative-Update Data: Update application
 - Engineering Consultant: Update engineer sections of application only
 - Construction Consultant: Update construction sections of application only
 - Financial Consultant: Update financial sections of application only
 - Legal Consultant: View application. Upload and delete attachments
 - Viewer: View application with no update access

RD Apply



RD Apply Application

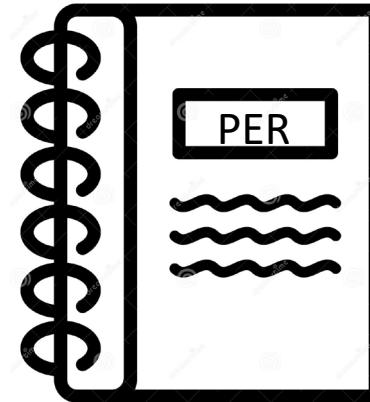
- Documents required for online application submission:
 - Preliminary Engineering Report (PER) - complete
 - Environmental Report (ER) – draft if waiting on agency responses
 - Notice of Intent to File Application – need newspaper ad along with affidavit of publication
 - 3 most year annual financial statements – (most recent 2 NYS Comptroller AUDs)
 - DOH/DEC – if health and sanitary issues are present, we must have this documentation to determine if it meets our H&S requirements for additional points and possible lower interest rate
- **The most common reason an application is returned is because the information input into RD Apply does not agree with the information in the PER.**

Answers to interview questions determine which RD Apply screens will be required to complete the application.

Question	Answer
Which Rural Utilities Service (RUS), Rural Development (RD) Program Area are you requesting funds from?	Water And Environmental
Please validate the Legal Name is correct for the application you are creating.	Danny Test
Is this your entity's first application with Rural Utilities Service (RUS), Rural Development (RD)?	Yes
Please validate the State and County are correct for the application you are creating.	Calhoun, Florida
What type of loan/grant are you applying for?	Drinking Water, Wastewater
Do you have a current loan with Rural Utilities Service (RUS), Rural Development (RD)?	No
Will these funds be used for Construction?	Yes
Are you requesting funds due to Hurricane Harvey, Irma, and Maria?	Yes
Which Hurricane are you requesting funds from:	Irma
Will project enlarge, extend or otherwise modify existing Drinking Water facilities?	No
Will project enlarge, extend or otherwise modify existing Wastewater facilities?	No
Will the project serve additional rural residents with Drinking Water facilities?	No
Will the project serve additional rural residents with Wastewater facilities?	No
Is project necessary to alleviate a health or sanitary issue for Drinking Water?	Yes
Is project necessary to alleviate a health or sanitary issue for Wastewater?	No
Select the one that best describes your organization:	Public Body

RD Apply Application Reminders

- Project cost rounded to the nearest thousandth
- PER and RD Apply must match
- Project name – match district formation name
- PER - no RD loan/grant funding offer
- High water cost or usage – document in PER
- Short Lived Assets (SLA)
 - Remove any O&M expenses
 - Remove any replacement costs over 15 years



O&M Expenses

The total O&M cost for each developed property will be \$357 per year.

Not acceptable



O&M Expense Item	User Desc	Annual Expense
Administrative/Office		5,000
Contract Water Purchase	water purchase	41,340
Utilities	electric	2,424
Salaries/Benefits	labor	20,025

O&M costs must be broken out



Are proposed costs reasonable? Total user cost affordable?



Connection and Usage Information Required:

- Do NOT submit Equivalent Dwelling Units (EDUs)
- Total gallons sold to residential & other customers (excluding wholesale) for most current 12-month period.
 - Total Gallons sold to Single Family Dwellings (residential)
- Total **number** of existing connections (hook-ups) on the system
 - Total Single Family Dwelling (residential) connections
- Total annual revenue from same 12-month period
- Total new connections (Complete this only for already *existing* systems with new connections)
 - Total Single Family Dwelling new connections
 - Anticipated annual gallons to be sold to all new connections
 - Anticipated annual gallons to be sold to new Single Family Dwellings connections
- Wholesale, if sold to another entity for resale
- Total vacant parcels (provided in PER)
- Total non-buildable parcels (provided in PER)

Connection and Usage Information Required:

- A single-family house (SFH) equals 1 residential hook-up.
- A business or commercial building equals 1 other hook-up.
- A multi-family building or mobile home park is either:
 - Equates to 1 other hook-up if there is only one water meter for the house/park (typical); or
 - Equates to the # (of apartments/homes) as residential hook-ups if each apartment/home has a separate water meter.
- A vacant house equals 1 residential hook-up
- A vacant commercial building equals 1 other hook-up.
- A vacant parcel is a plot of land that has no building.
- A non-buildable parcel is a plot of land that is not buildable due to ag district or zoning restrictions. The parcel must be noted in the PER but is **NOT** included as a hook-up.
- Seasonal residential home equals 1 residential hook-up.

Income Surveys

- If the census data for the service area is inaccurate
- Justify reason for request...may not be to get lower interest rate
- Submit request to RD in advance
- RD concurrence on request
- Who may conduct the survey?
- Survey results must include map (show all users and identify who responded)
- RD concurrence on survey results
- Income survey results used regardless of outcome

Area Office Contact Information

Batavia Service Center - Voice: (585) 343-9167, ext. 4

Bath Service Center - Voice: (607) 776-7398, ext. 4

Canandaigua Service Center - Voice: (585) 394 0525 ext. 4

Canton Service Center - Voice: (315) 386-2401, ext. 4

Cortland Service Center – Voice: (607) 753-0851 x4

Watertown Service Center - Voice: (315) 782-7289, ext. 4

Marcy Service Center - Voice: (315) 736-3316, ext. 4

Greenwich Service Center - Voice: (518) 692-9940, ext. 4

Schoharie Service Center - Voice: (518) 295-8600, ext. 4

Middletown Service Center - Voice: (845) 343-1872, ext. 4

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QUESTIONS?

Application

SLA

eAuthorization

Income Survey



RD Apply

ARR

PER

O&M Costs