

Attachment 4-C Performance Standards Borrower Self-Certification Letter

Date

USDA Rural Development Office
Address
Address

In accordance with the criteria specified in Section 5; Paragraph 4.32 C. of the USDA Rural Development Handbook (HB-2-3560) for the year ended **DATE, YEAR**, the borrower must self-certify that **PROJECT NAME** is in compliance with the nine performance standards. The following is a summary of our compliance with the performance standards.

1. The required accounts are (*are not*) properly maintained and tracked separately. The accounts we maintain are marked below:
 Operating Account(s) Security Deposit Account
 Tax & Insurance Account Reserve Account
 Other Accounts: _____
2. The payments from operating account(s) are (*are not*) disclosed and accurately represented.
3. The reserve account(s):
 - a. is on (*not on*) schedule with the Agency required minimum funding requirements;
 - b. is (*is not*) maintained in a supervised bank account that requires the Agency's countersignature on all withdrawals;
 - c. is on (*not on*) schedule with contributions to the reserve account for the current year with the Agency required minimum funding; and
 - d. has no (*has*) encumbrances on the reserve funds.
4. The tenant security deposits accounts are (*are not*) fully funded and are (*are not*) maintained in separate accounts.
5. The payment of owner return was:
 paid in the amount of \$_____ for 20XX fiscal year and was (was not) in accordance with the Agency's requirements OR
 not paid during the reporting year OR
 not allowable due to our nonprofit status OR

__not allowable due to our nonprofit status. However, an asset management fee in the amount of \$_____ was paid for 20XX fiscal year.

6. The borrower has (*has not*) maintained proper insurance in accordance with the requirements in 7 CFR 3560.105. Coverage maintained for **PROJECT NAME** is as follows:

Liability Insurance Flood Insurance
 Property Insurance Earthquake Insurance
 Fidelity Bond Other: _____

7. All financial records are (*are not*) adequate and suitable for examination.
8. There have been no changes in the ownership of **PROJECT NAME**, other than those approved by the Agency and identified in the certification. **For non-profit borrowers:** The Board of Directors is (*is not*) active and maintains oversight responsibilities for the project.
9. The real estate taxes (property taxes) are paid in accordance with state and/or local requirements. As of **YEAR END DATE**, there are no delinquent real estate taxes (property taxes).

I certify that the above is true, accurate and is properly supported by documentation kept in our files.

[Signature of GP or Mgmt Agent]

PRINTED SIGNATURE
BORROWER NAME

NOTE TO BORROWER: *If the project is not in compliance with any of the above Performance Standards, you must state that you are not in compliance with the standard and provide the Agency with a statement about the non-compliance and the methods taken to correct the non-compliance.*
