

## 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 \_\_\_\_\_ the borrower must self-certify that \_\_\_\_\_ 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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.

The real estate taxes (property taxes) are paid in accordance with state and/or local requirements. As of \_\_\_\_\_, 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.

\_\_\_\_\_  
\_\_\_\_\_  
*Printed Signature*

\_\_\_\_\_