

RD AN No. 4653(1942-A)  
(3570-B)  
(3575-A)  
May 29, 2012

TO: State Directors  
Rural Development

ATTN: Community Programs Directors

FROM: Tammye Treviño (Signed by Tammye Treviño)  
Administrator  
Housing and Community Facilities Programs

SUBJECT: Use of Community Facilities Funds for Buildings with Leased Space

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice (AN) is being issued to provide uniform and consistent Agency interpretation on issues regarding Community Facilities (CF) loans and grants for projects that lease space to ineligible organizations or purposes.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces RD AN No. 4445 (1942-A, 3570-B, and 3575-A) dated May 20, 2009, which expires on May 31, 2010.

**IMPLEMENTATION RESPONSIBILITIES:**

We continue to receive a number of inquiries about financing office buildings primarily to serve State or Federal agencies with CF funds. CF funds may only be used for services customarily provided by a local unit of government. While a building used primarily by Federal and State agencies may well be considered a public service facility, in most instances, we do not consider it an eligible facility for CF programs. However, if the facility is one that the Federal or State agencies rely on communities to provide, the facility may be eligible. In a situation such as this, the applicant MUST provide supporting documentation. The Agency recognizes that, in many parts of the country, it is customary for local governments to provide limited office space to other local, State, or Federal agencies.

EXPIRATION DATE:  
June 30, 2013

FILING INSTRUCTIONS:  
Preceding RD Instructions 1942-A;  
3570-B; and 3575-A

We have also received inquiries from the field concerning the lease of a small portion of an eligible community facility to organizations involved in a commercial activity. Facilities will remain eligible for CF funding provided the space occupied by ineligible organizations or activities is insignificant. For purposes of uniform administration, we have determined that a facility with less than 25 percent of its floor space occupied by ineligible organizations or activities is insignificant. The ineligible organization and the ineligible commercial activity must be related to and enhance the primary purpose for which the facility is being established by our borrower.

If you have any questions concerning eligibility of CF projects, please contact, Joseph Ben-Israel, Director, Community Programs, (202) 720-1490, or Fax (202) 690-0471.