

USDA FORM RD 1905-11 (Rev. 3-98)		APPLICATION AND PROCESSING CARD -- ASSOCIATION 19 _____ (Fiscal Year)				COUNTY _____		<input type="checkbox"/> Initial <input type="checkbox"/> Subsequent ASSN: <input type="checkbox"/> Guarantee <input type="checkbox"/> Loan <input type="checkbox"/> WS <input type="checkbox"/> RHS <input type="checkbox"/> RCD <input type="checkbox"/> <input type="checkbox"/> Grant <input type="checkbox"/> RRH <input type="checkbox"/> LH <input type="checkbox"/> BI <input type="checkbox"/>						
NAME	DATE APPLICATION RECEIVED	TAX EXEMPT	TYPE	DATE	ACTION	COMM-REVIEW	FINAL DISPOSITION			AMOUNT	APPROVAL OFFICIAL	DATE OF CHECK	DATE CLOSED	PENDING ACTION
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

Form to be used for listing applications for Rural Development assistance from associations, organizations and cooperatives

PROCEDURE FOR PREPARATION : RD Instruction 1905-A.

PREPARED BY : Local and Area Offices.

NUMBER OF COPIES : Original Only.

SIGNATURES REQUIRED : None.

DISTRIBUTION OF COPIES : Retained in Management System box during current year, then placed in operational files. If desired and when an 8" x 5-1/4" form will provide sufficient space, the card may be cut on the score line to make two single cards.

Applications from associations and organizations for which Rural Development assumes jurisdiction will be maintained by initial loans subsequent loans, initial development grants and subsequent development grants. An application from an association for a loan and development grant will be listed on both of the appropriate loan and grant forms.

Applications from organizations for Labor Housing will be maintained by initial assistance and subsequent assistance without respect to loans and grants. For example, an application for an initial LH grant from an organization indebted for a loan will be considered subsequent assistance. An application for both a loan and grant will be considered one application.

A separate Form RD 1905-11 will be established for Business and Industrial applicants requesting assistance under the provisions of the Guaranteed Loan Program and for Industrial Development Grant applicants even though they are an organization or association.

New cards will be started at the beginning of each fiscal year as needed for each specific type of assistance. First loans approved but not closed and then pending applications will be transferred to the new card; a line will be drawn across the card beneath the last such entry to clearly separate carry-over applications from those received during the current fiscal year. The procedure outlined in FSA Transferred Instruction 1910-A and related Instructions will be followed with respect to the period during which an application will remain in effect.

Columns 1 and 2 will be completed when application is received. When a Local Office serves more than one county and applications are not maintained on a county basis, the county may be identified in column by an appropriate abbreviation following the name of the applicant.

Column 3 will be checked if applicant is a tax exempt body.

Column 4 enter the appropriate code:

Code

D - Domestic water system only
W - Waste disposal system only
 Circle "W" if application includes solid waste disposal
B - Both domestic water and waste disposal
 Circle "B" if application includes solid waste disposal
G - Grazing and other shifts in land use
R - Recreation
O - Irrigation, drainage or soil conservation

Code

C - Community facility loans
S - Watershed
T - RC&D
V - Incorporated cooperatives
U - Unicorporated cooperatives
Y - Indian loan
I - Business and industry
E - Industrial development grants

For RHS insert "3" if the application is for a self-help Section 523 direct loan. For RRH insert "N" if the application is from a nonprofit organization; an "N" also may be inserted for all RCH if desired.

Columns 5 and 6 For those applications requiring action by the County Committee, enter the date and type of action taken -- "E" if eligible, "D" if deferred, "C" if certification or recommendation is executed. Entries may be made in the upper and lower portions of these columns when preliminary and subsequent actions are taken by the County Committee.

Column 7 check when the Community Development Managers receives Form AD 622 from the State Director indicating that he may proceed with the processing of a loan or grant application.

Column 8 enter the date on which the following action is taken:

- (1) loan or grant is approved
- (2) loan or grant is rejected or ineligible
- (3) application is withdrawn
- (4) Contract guarantee is executed
- (5) Conditional commitment for loan guarantee or contract of guarantee is rejected

For loans and grants that are not approved in the Local Office, the date of submission to the Rural Development Manager or the State Office may be entered in the upper half of the block.

Column 9 enter the type of action taken ("A" if approved, "R" if rejected, "W" if withdrawn). If the loan or grant is rejected or the application withdrawn, draw a line through the applicant's name in column 1.

Column 10 complete when loan or grant is approved or contract of guarantee is executed. When loan or grant funds are to be disbursed in more than one advance, multiple entries will be made under this column. The top entry will be the first advance and additional advance(s) will be entered in the order to be disbursed. Columns 12 and 13 will be completed for each advance and appropriate notation will be inserted in column 14 to denote "future advance". For LH assistance, enter the amounts of loans and grants separately and circle the amounts entered for grants.

Column 11 will be used to identify the loan approval official.

Column 12 when loan or grant check is received, enter the date of the check.

Column 13 enter the date the loan or grant is closed. Draw a line through the applicant's name in column 1.

Column 14 will be used to record the next pending action during the various steps of processing the application and/or loan or grant docket; information applicable only to certain types of loans or grants and/or which may be needed for reporting purposes also may be noted. Entries may be made in pencil and erased when no longer needed.

USDA FORM RD 1905-11 (Rev. 3-98)		APPLICATION AND PROCESSING CARD -- ASSOCIATION					COUNTY Any		<input type="checkbox"/> Initial <input type="checkbox"/> Subsequent ASSN: Rental Assistance <input type="checkbox"/> Guarantee <input type="checkbox"/> Loan <input type="checkbox"/> WS <input type="checkbox"/> RHS <input type="checkbox"/> RCD <input type="checkbox"/> _____ <input type="checkbox"/> Grant <input checked="" type="checkbox"/> RRH <input type="checkbox"/> LH <input type="checkbox"/> BI <input type="checkbox"/> _____					
		19 <u>99</u> (Fiscal Year)												
NAME	DATE APPLICATION RECEIVED	TAX EXEMPT	TYPE	UNITS DATE	COMM-REVIEW ACTION	IN PROCESS	FINAL DISPOSITION			APPROVAL OFFICIAL	DATE OF CHECK	DATE CLOSED	PENDING ACTION	
							DATE	ACTION	AMOUNT Units					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Meadows Apartments			E	107	3-15-99		4-16-99	R		SD			Rejection letter to Borrower 4-15-99	
Carney's Point Housing	3-10-99		N	95	3-16-99		4-22-99		90	SD		5-9-99		

Requests for rental assistance from individual and group RRH, LH, and RCH applicants/ borrowers (new or existing projects), as Prescribed in RD Instruction 1944-E.

A separate card will be established for each type (RRH, LH, RCH) project.

Enter "Rental Assistance" in the upper right corner of the card.

Prepare a "Rental Assistance" divider and file the divider and these cards wherever convenient in the "Application and Processing" division of the box. A new card will be started at the beginning of each FY. Transfer to the new card all requests EXCEPT those that have been rejected on Form RD 444-27, "Rental Assistance Agreement", has been executed. Draw a line across the card beneath the last entry to separate these requests from requests received during the current FY.

Columns 1 and 2 will be completed when Form RD 1944-25, "Request for Rental Assistance", is received from applicant/borrower.

Column 3 will not be used.

Column 4 enter "N" for new project, "E" for existing project.

Column 5 enter number of units for which rental assistance is requested.

Column 6 will not be used.

Column 7 enter date Form RD 1944-25 submitted to State Director.

Column 8 if request is approved, enter date of obligation by the Finance Office when Form RD 1944-26, "Request for Obligation of Rental Assistance", is received. If request is rejected, enter date notified by the approval official.

Column 9 enter the type of action taken "A" if approved, "R" if rejected. If rejected, draw a line through the applicant/ borrower's name in Column 1.

Column 10 enter number of units obligated by Finance Office.

Column 11 will be used to identify the approval official.

Column 12 will not be used.

Column 13 enter effective date of Form RD 1944-27. Draw a line through the applicant/borrower name in Column 1.

Column 14 may be used to record the next pending action during the various steps in processing the request, including the date of the rejection letter to applicant/borrower if request was rejected.