

PROCESSING CHECK LIST
(Public Bodies)

Name of Applicant		State			
Type of Project		County			
Item No.	Document	Form No.	To Be Prepared By	Target Date	Date Rec'd
1	Clearinghouse Comments				
2	Preapplication for Assistance (For Non-Construction)	SF 424.1			
3	Preapplication for Assistance (For Construction)	SF 424.2			
4	Request for Environmental Information	RD 1940-20			
5	Notice of Preapplication Review Action	AD-622			
6	Application for Federal Assistance (For Non-Construction)	SF-424.1			
7	Application for Federal Assistance (For Construction)	SF-424.2			
8	S/D Assignment of Responsibility				
9	Evidence of Organization				
10	Environmental Checklist for Categorical Exclusions	RD 1940-22			
11	Environmental Assessment for Class I Action	RD 1940-21			
12					
13					
14					
15	Agreement with Attorney	Guide 14			
16	Agreement for Engineering Services	RD 1942-19			
17	Project Summary	RD 1942-43/45			
18	Operating Budget	RD 442-7			
19	Balance Sheet	RD 442-3			
20	Preliminary Engineering Report				
21					
22					
23					
24	Letter of Conditions				

Item No.	Document	Form No.	To Be Prepared By	Target Date	Date Rec'd
25	Letter of Intent to Meet Conditions	RD 1942-46			
26					
27					
28					
29					
30	Loan Resolution (Public Bodies)	RD 1942-47			
31	Mandatory Hook-up Ordinance				
32					
33	Bond Resolution/Ordinance				
34					
35					
36	Option to Purchase Real Property	RD 440-34			
37	Appraisal Report - Farm Tract	RD 1922-1			
38	Appraisal Report - Water & Waste Disposal Systems	RD 442-10			
39	Water Rights				
40					
41					
42					
43					
44					
45					
46					
47					
48	User & Cash Contribution Audit and Verification				
49					
50	Evidence of Title to Assets				
51	Right-of-Way Easement	RD 442-20			

Item No.	Document	Form No.	To Be Prepared By	Target Date	Date Rec'd
52	Right-of-Way Certificate	RD 442-21			
53	Opinion of Counsel Relative to Rights-of-Way	RD 442-22			
54					
55					
56					
57					
58	Evidence of Joint Financing and Memo of Understanding				
59	Rules and Regulations				
60	Approved Recordkeeping System and Management System				
61	Agreement with Account				
62	Written Evidence of Compliance with State Statutes				
63	Written Evidence of Compliance with Federal, State, Areawide, Local and Municipal Requirements and Comprehensive Plans				
64					
65	Press Release				
66	Association Project Fund Analysis	RD 1942-14			
67	Request for Obligation of Funds	RD 1940-1			
68					
69	Equal Opportunity Agreement	RD 400-1			
70	Assurance Agreement	RD 400-4			
71	Compliance Statement	RD 400-6			
72	Compliance Review	RD 400-8			
73					
74					
75	Provision for Interim Financing				
76	Letter to Bank				
77	Request for Bank Designation and Collateral Pledge	Guide I			
78					

Item No.	Document	Form No.	To Be Prepared By	Target Date	Date Rec'd
79	Written Approval by State and Federal Regulatory Agencies				
80	Final Plans and Specifications				
81	Contract Documents				
82	Record of Pre-Construction Conference	RD 1924-16			
83	Bond Registration Book				
84	Bond Counsel's Preliminary Opinion				
85	Association Water or Sewer System Grant Agreement	RD 1942-31			
86	Acknowledgment of Obligated Funds/Check Request	RD 440-57			
87	Request for Check				
88	Closing Instructions Requested				
89	Closing Instructions Received				
90	Management System Card - Association	RD 1905-10			
91	Final Opinion Requested				
92	Final Opinion Received				
93	Date Construction Starts				
94	Bond Transcript				
95					

Used by District Directors to control processing of Association loan and grant applications from public body-type applicants. Also used to keep State Director informed as to the status of applications in process.

(see reverse)

PROCEDURE FOR PREPARATION : RD Instruction 1942-A.

PREPARED BY : Servicing Office.

NUMBER OF COPIES : Original and two copies, plus copies as necessary for applicant and its representatives.

SIGNATURE REQUIRED : None.

DISTRIBUTION OF COPIES : In accordance with appropriate instructions.