Form RD 1942-39
(Rev. 2-98)

PROCESSING CHECK LIST

(Other Than 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) (for Construction)	SF 424.1 SF 424.2			
3	Request for Environmental Information	RD 1940-20			
4	Notice of Preapplication Review Action	AD-622			
5	Application for Federal Asst. (for Non-construction) (for Construction)	SF 424.1 SF 424.2			
6	S/D Assignment of Responsibility				
7	Environmental Checklist for Categorical Exclusions	RD 1940-22			
8	Environmental Assessment for Class I Action	RD 1940-21			
9	Articles of Incorporation				
10	Certificate of Good Standing				
11	By Laws				
12	Organizational Minutes				
13					
14					
15	Agreement with Attorney	Guide 14			
16	Agreement for Engineering Services w/Attachment I	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	Resolution of Members or Stockholders	RD 1942-8			
30	Loan Resolution (Security Agreement)	RD 1942-9			
31	Water Users Agreement	Guide 2			
32	Service Declination Statement	Guide 3			
33					
34					
35	Stock or Membership Certificate				
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 442-1 0			
39	Water Rights				
40					
41					
42	Certified List of Members & Users				
43	List of Association Officers				
44					
45					
46					
47	Membership List				
48	User & Cash Contribution Audit and Verification				
49					
50	Evidence of Title to Assets				
51	Right-of-Way Easement	RD 442-20			
52	Right-of-Way Certificate	RD 442-21			

Item No.	Document	Form No.	To Be Prepared By	Target Date	Date Rec'd
53	Opinion of Counsel Relative to Rights-of-Way	RD 442-22			
54	Certified Schedule of Rates and Charges				
55					
56					
57					
58	Evidence of Joint Financing and Memo of Understanding				
59	Rules and Regulations				
60	Approved Recordkeeping System and Management				
61	System Agreement with Accountant				
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	Nonpollution Certificate from State Agency				
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	Guide I			
77	Request for Bank Designation and Collateral Pledge				
78					
79					

Item No.	Document	Form No.	To Be Prepared By	Target Date	Date Rec'd
80	Final Plans and Specifications				
81	Contract Documents				
82	Record of Pre-Construction Conference	RD 1924-16			
83	Written Approval by State and Federal Regulatory Agencies				
84	Promissory Note				
85	Association Water or Sewer System Grant Agreement	RD 1942-31			
86	Evidence Collateral has been Pledged				
87	Acknowledgement of Obligated Funds/ Check Request	RD 440-57			
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					
95					