

GUIDE LIST - OTHER THAN PUBLIC BODY
DIRECT LOAN AND/OR GRANT

(Name of Applicant)

(Applicant Contact) (Phone:)

Engineer/Architect

(Attorney) (Phone)

II. APPLICATION (HOLD APPLICATION CONFERENCE)

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position/ Copies
1	List of Association Officers		App & Att		3/O
2	Resolution Authorizing Architectural, Engineering & Legal Service Agreements		App & Attorney		3/O
3	Agreement for Engineering Services, or Standard AIA B-141 (1997 Edition) with FmHA Instruction 1942-A, Guide 27, Attachment to AIA Document	RD 1942-19 RD 1942-A Guide 27, Attachment 1	Applicant, Engineer or Architect		6/O&2C all copies signed
4	"Rural Development Representations for Loan and Authorization to File A Financing Statement and Related Documents"	RD-ND Form 1940-27	App & Attorney		1/O
5	Legal Services Agreement		App & Attorney		5/ O&2C all copies signed
6	Preliminary Architect/ Engineer's Feasibility Study	Guide 6, RD Inst. 1942-A	Applicant's Architect		6/1OR
7	Application for Assistance (for Non-construction) (for construction)	SF 424.1 SF 424.2	Applicant & USDA		3/O
8	Bank of North Dakota/ Other Participating Credit/Grant Application/ (Leveraging Status)		Applicant		3/O&1C
9	Evidence of Consistency with Other Plans		Applicant and Attorney		3/O
10	Operating Budget	RD 442-7			3/O&C
11	Financial Feasibility Report, Forecast by CPA with an opinion	RD 1942-A Guide 5	Applicant & preparer		3/O
12	Notice of Public Information (RD Instruction 1942.17(j)(9)).		Applicant & Attorney		3/C
13	Minutes of Public Information Meeting		Applicant		3/C
14	List of Those in Attendance at Public Information Meeting		Applicant		3/C

* O = Original; C = Copy
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III. DOCKET (HOLD DOCKET ASSEMBLY CONFERENCE)

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position /Copies *
1	Letter of Conditions		USDA-RD		3/O&5
2	Resolution Authorizing ... Letter of Intent to Meet Conditions		Applicant & Attorney		3/O
3	Letter of Intent to Meet Conditions	RD 1942-46	Applicant		3/O
4	Applicant Certification Federal Collection Policies for Consumer and Commercial Debts	RD 1910-11 Automated	Applicant		3/O
5	Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	AD-1047 Automated	Applicant		3/O
6	Deliver Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to Applicant	AD-1048	USDA-RD		3/O
7	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I -for Grantees and Other than Individuals	AD-1049 Automated	Applicant		3/O
8	Other Participating Credit/ Grant Commitment		Applicant		3/O
9	Resolution Authorizing Request for Obligation of Funds		Applicant & Attorney		3/O
10	Request for Obligation of Funds	RD 1940-1 Automated	Applicant & USDA-RD		3/O
11	Electronic Funds Transfer Payment Enrollment Form	SF-3881	Applicant & USDA-RD		2/O
12	Arrange for Interim Financing		Applicant & Attorney		3/O
13	Resolution of Members or Stockholders	RD 1942-8	Applicant & USDA-RD		3/0
14	Loan Resolution Security Agreement	RD 1942-9 Automated	Applicant & Attorney		3/O
15	Agreement with Auditor/ record keeping requirements	ND 1942-A, Exhibit 1	Accountant & USDA-RD		1/0
16	Agreement for Administrative Requirement for Community Facility Grants (if applicable)	RD 3570-3 Rev. (5-99)	Applicant & USDA-RD		2/O&C
17	Assurance Agreement	RD 400-4 Automated	Applicant		3/0
18	Equal Opportunity Agreement	RD 400-1 Automated	Applicant		3/O
19	Certified Right of Way Map including detailed description of required tracts and easements		Engineer or Architect		3/O
20	Preliminary Opinion				
	a Preliminary Title Opinion	RD 1927-9	Attorney		5/O
	b Further opinion by attorney stating: 1 All actions by the applicant meet statutory requirements 2 No litigation threatening the applicant 3 Project meets the zoning laws		Attorney		5/O
	c Right of Way Easement	RD 442-20	Applicant & Attorney		5/O
	d Option to purchase Real Property or Deed	RD 440-34	""		5/O
e Right of Way Certificate	RD 442-21	" "		5/O	

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III. DOCKET (HOLD DOCKET ASSEMBLY CONFERENCE) (CONTINUED)

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position / Copies*
	f Opinion of Counsel Relative to Rights of Way	RD 442-22	Attorney		5/O
20	Resolution Establishing Rate Charge and Rules for the Use and Service of Facility		Applicant & Attorney		3/O
21	Appraisal- By Certified General Appraiser		Appraiser		8/C
22	License to Operate		Applicant/ Regulatory Body		3/C
23	Certificate of Need		Applicant/ Regulatory Body		3/O
24	Certificate of Good Standing		Applicant		3/C
25	Evidence of Income Tax Exemption		Applicant		3/O
26	Prior Real Estate Mortgages		App & USDA		5/C
27	Concurrence from other creditors for incurring debt		Applicant & Attorney		5/O
28	Submit Docket To OGC For Closing Instructions		USDA		

IV. ENGINEER OR ARCHITECT

1	Final Plans and Specifications		Architect		C&E file/O
2	Bid Docket (See North Dakota Instruction 1942-A, Guide 5)		Engineer/ Architect		C&E file/O
3	Evidence of Approval of Plans and Specifications by Appropriate Agency		Engineer/ Architect		C & E file/O
4	Record of Pre Construction Conference	RD 1924-16	Engineer/ Architect		C & E file/O
	a Deliver Notice to Contractors and Applicants	RD 400-3	Engineer/ Architect		C & E file/O
	b Complete Exhibit C of RD Instruction 1901-E		USDA-RD		C & E file/O
5	Concurrence by Architect, RD and Owner of Resident Inspector		Architect & USDA-RD		6/O&1C

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V. LOAN CLOSING

1	Review of Non-procurement List: http://www.arnet.gov:8000/epl/owa/epl_login_form		USDA-RD		3/O
2	Real Estate Mortgage for North Dakota	Form RD 1927-1 ND (Rev 5-99)	USDA-RD/ Attorney Applicant		5/O&1C
3	Promissory Note (Association or Organization)	Form-RD 440-22 (Rev- 6-98)	Applicant		2/O&2C
4	Loan Resolution Security Agreement and other Assignments of Income prepared by OGC	RD 1942-9 certification	Applicant		5/O&1C
5	Financing Statements "UCC Financing Statement Standard UCC-1/CNS-1", and North Dakota, "UCC-1Ad, Financing Statement Amendment" will be filed in the County Recorder's Office with the UCC records maintained by the Secretary of State to perfect an Assignment of Income and/or to take chattel property as security. For fixtures on real estate North Dakota "Financing Statement for Real Estate and UCC Filing/UCC- 1A", containing the legal description of the real property in Section G, should be filed with County Recorder in the county the real estate is located in.	UCC-1/CNS- 1, UCC-1Ad, and UCC-1A as applicable	USDA-RD		1/2O
6	Lien Search	UCC-11	Applicant & USDA-RD		1/O
7	Insurance				
	Comprehensive General Liability Insurance		Applicant		7/C
	Real Property Insurance		Applicant		7/C
	Property Insurance Mortgage Clause (without Contribution)	Form RD 426-2	Applicant		7/C
	Workers Compensation Insurance Certificate		Applicant		7/C
	Fidelity Bond		Applicant		7/C
Malpractice/ Directors & Officers Insurance		Applicant		7/C	

VI. AFTER LOAN CLOSING

1	Final Opinion and loan closing statements		Attorney & Bond Counsel		5/O
2	Submit docket to OGC for post review		USDA-RD		
3	Notify Borrower loan/grant properly closed and authorize final payment to Attorney		USDA-RD		5/O&1C