

COMMUNITY FACILITY GUARANTEED APPLICATION CHECKLIST (3575-A)

Name of Borrower:		Lender:	
Contact Name:		Contact Name:	
Phone:	Fax:	Phone:	Fax:
Type of Project		County:	

ELIGIBILITY: Completion of a full loan application is suggested unless there is a potential eligibility/feasibility issues. In such cases, a pre-application should be submitted. The Item No. marked with an * are necessary for a pre-application. Lender in yellow. Lender and Borrower in green. All other items by borrower. Forms attached noted by ✓. The lender is responsible for preparing an application that is complete and accurate. The most important step is to immediately begin the environmental review process. Depending on the type of review needed by Rural Development, there may be processing timeframes that are preset such as public information, comment period, etc.

APPLICATION:

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position / Copies
1	Application for Loan and Guarantee (See part F for all Attachments to be provided by lender)	Form RD 3575-1 (6-00)	Jointly prepared by Lender and Borrower		3/1OR
2	<ul style="list-style-type: none"> Lender's Cover Letter Describing project 		Lender		3/1OR
3*	Application for Federal Assistance* (Optional , Required for Pre-applications) (for Non-construction)(this may be inserted into the lender's cover letter) (for Construction) (this may be inserted into the lender's cover letter)	SF 424.1 ✓ SF 424.2 ✓	Lender Lender.		3/1OR
4*	Intergovernmental Clearance Comments (See attachment for address and requirements) (Form RD 3575-1, Part F, 6.)		Borrower to write NDDCS with copy to RD		3/1C
5*	<ul style="list-style-type: none"> Articles of Incorporation and Bylaws/ Certificate of Incorporation/ Organization & Current Certificate of Good Standing. Tax Identification Number (Form RD 3575-1, Part F, 14.) 		Borrower Opinion from Lenders's Attorney		5/OR

* Pre-Application Materials

Completed by Borrower and Submitted with Lender's Application:

1	Request for Environmental Information & borrower narrative for parts 1, 2, 13, 15, 16 and 17 as Exhibit I copies of required inquiries. State Historical Preservation Officer (SHPO) always required. Natural Resource and Conservation Service Fish and Wildlife Service (if wetlands) (Form RD 3575-1, Part F, 7.)	RD 1940-20 ✓ Letter AD 1006 Letter	Borrower SHPO**, NRCS**, FWS** ** Agency to report findings to RD		3/1OR
2	Evidence of Significant Community Support for Essential Community Facilities Projects: Provide local unit of government's certificate of support should include sufficient information to determine that a community facility will provide needed services to the community and will have no adverse impact on other community facilities providing similar services. The applicant is required to provide sufficient information to affected local governments as may be needed to obtain the certificate of support. 1. Counties, Tribes, Etc. 2. Municipalities 3. Zoning (Form RD 3575-1, Part F, 15.)	Letters, Documents, Resolutions	Borrower		3/1OR
3	Service area of facility indicating the geographical area served. List the townships, counties, cities, etc.	Narrative and Maps	Borrower		3/1OR
4	Certification Regarding Debarment	Form AD 1048 ✓	Lender to file.		4/3OR

Additional supporting information as follows:

- **RD Instruction 3575-A, Exhibit A, Financial Feasibility Report (Form 3575-1, Part F, 4.)** ✓
- **FEMA Form 81-93 (Form 3575-1, Part F. 7.)** ✓

Submit all information to Rural Development Office to:

USDA-Rural Development
Box 1737
Bismarck ND 58502-1737
Fax: 701-530-2111
Phone: 701-530-2047 or 2050
e-mail: Sterling.Breuer@ND.usda.gov
Web site at: <http://www.rurdev.usda.gov/>

Rural Development to Complete:

1	Rural Development Written Analysis. Documentation of Lender Eligibility in Accordance with § 3575.27 and determination on other credit §3570.20(a), and written analysis and eligibility determination of both applicant and use of funds with §3575.52.		RD RR Entry		3/1OR
2	AD-622 Notice of Pre-application Review Action, Optional. If adequate funds them not needed.	Form AD-622	RD Optional		3/1OR/2C
3	Check CAIVRS Credit Alert Interactive Voice Response System		RD		3/1OR
4	Review of Nonprocurement List: http://www.arnet.gov:8000/epl/owa/epl_login_login_form		RD/SD		3/1OR
5	Rural Developments Written Analysis and Eligibility Determination of both Borrower and Use of Funds		RD RR entry		3/1OR
6	Environmental Agreement a. Categorical Exclusion b. Class I, or c. Class II Environmental Impact Analysis Certification (FONSI – For Class I of Class II Assessments) Public Notice Requirements Met: a. Preliminary b. Final c. FONSI d. Private Party	1940.310© 1940.311(b) 1940.312(b) 1940.319(j) or 1940.318(k) 1940.331	RD RD RD RD RD RD	a. b. c. a. b. c. d.	3/1OR
7	Project Selection Criteria (Community Facility Loan Program) Optional	Guide 26 1942-A	RD/SD		1/1OR
8	Civil Rights Impact Analysis	RD 2006-38	RD/SD		3/1OR
9	Environmental Review, FONSI, 1940-21, 1940-22	Form 1940-21 Exhibit A,	RD/SD/SEC		3/1OR

Loan Obligation and Conditional Commitment:

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position / Copies
1	Project Summary	RD form 1942-43			3/0
2	Fund Analysis	RD Form 1942-14			3/0
3	RD 1940-3, Request for Obligation of Funds, Guaranteed Loans	RD 1940-3	RD		2/2OR
4	Conditional Commitment for Guarantee (3575.59)	RD 449-14	RD		2/2OR
5	Borrower Certification Federal Debt Collection Policies and Consumer and Commercial Debts	RD 1910-11	RD		
6	License to Operate (if applicable)		Borrower and Regulatory Agencies		
7	Certificate of Need, If Medical Facility from Department of Health		Borrower and Dept of Health, etc.		

V Closing Action

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position / Copies
1	Review of Nonprocurement List: http://www.arnet.gov:8000/epls/owa/epls_login_login_form		RD/SD		3/1OR
2	Real Estate Mortgage		Lender		5/1C
3	Promissory Note		Lender		2/1C
4	Assignment/Financing Statements/Security Agreement		Lender		3/1C
5	Workers Compensation		Borrower		
6	Lenders Insurance requirements Comprehensive General Liability Fidelity Bond Property Insurance		Borrower Borrower Borrower		7/1C 7/1C 7/1C
7	Lenders Letter head Certification in accordance with RD Instruction 3574.63 for Conditions Precedent to issuance of the Loan Note Guarantee		Lender		3/1OR
8	Lenders Agreement	Form FmHA 449-35	Lender		3/2OR
9	Loan Note Guarantee	Form FmHA 449-34	RD		
10	Guaranteed Loan Closing Report	Form Rd 1980-19	RD		2/1OR
11	Guarantee Fee	3575.29(c)	RD		
12	Establish Servicing F/U Dates in RCFTS		RD		

VI Loan Closing

Item No.	Document	Form No.	To Be Prepared By	Date Rec'd	File Position / Copies
1	Lender's Agreement	RD 449-35	RD		
2	Assignment Guarantee Agreement	RD 449-36	RD		
3	Guarantee Fee		Lender		