

## COMMUNITY FACILITIES PROGRAM PRE-APPLICATION CHECKLIST

The following is a list of items you will need to review, complete, and send in for our review to be considered a pre-application request. As a service to our customers we are providing electronic forms and files (shown in bold or blue type below) which can be filled out on and printed from a computer. These forms and files can be found on the Internet at 'www.rurdev.usda.gov/wi'.

<u>Name</u>	<u>Special Notes</u>
1. <a href="#">SF 424 - Application for Federal Assistance</a>	Please verify that you have completed the IRS tax number in Block 6 of the form.
2. <a href="#">SF 424A</a> or <a href="#">SF 424C</a> - Budget Information	Please note that there are different versions for non-construction (SF 424A) and construction (SF 424C) applications.
3. <a href="#">SF 424B</a> or <a href="#">SF 424D</a> - Assurances	Please note that there are different versions for non-construction (SF 424B) and construction (SF 424D) applications.
4. <a href="#">WI 1940-J Wisconsin Clearinghouse Directory</a>	You will need to provide a copy of the Clearinghouse comments received on the proposed project. Note that you will need to provide the Clearinghouse for your area a brief description of the proposed project. A directory of Wisconsin Clearinghouses is provided.
5. <a href="#">FmHA WI 1942-A Guide 4 Non-Availability of Other Credit</a>	
6. <a href="#">RD Instruction 1942 A Guide 6 Preliminary Architectural Feasibility Report</a>	Also include a preliminary operating budget on the proposed facility.
7. Financial Statements	A copy of the past 5 years of financial statements including audits, if available, for the applicant.
8. <a href="#">Certifications for Articles of Incorporation and By-Laws (Example)</a>	<ol style="list-style-type: none"><li>1. Articles of Incorporation - Current certification by Secretary and President</li><li>2. By-Laws - Current certification by Secretary and President</li><li>3. Current certification of Good Standing from the Department of Financial Institutions for the applicant identified in item 2 (if organized as a corporation)</li></ol>
9. <a href="#">Debt Collection Improvement Act of 1996</a>	Required information by the Debt Collection Improvement Act of 1996.
10. <a href="#">Key Personnel Listing</a>	
11. Mailing Address	Rural Development ATTN: Business and Community Programs 4949 Kirschling Court Stevens Point WI 54481