

**COMMUNITY FACILITY DIRECT/ GRANT CHECK LIST**

For projects of less than \$300,000 total cost, the applicant may file a complete application.

<b>Name of Applicant</b>	<b>Contact: Name:</b>	<b>Phone:</b>
<b>Type of Project</b>	<b>County:</b>	<b>Fax:</b>
		<b>Email:</b>

**I. ELIGIBILITY AND ENVIRONMENTAL DETERMINATION**

<b>Item No.</b>	<b>Document</b>	<b>Form No.</b>	<b>To Be Prepared By</b>	<b>Date Rec'd</b>	<b>File Position / Copies</b>
1	<ul style="list-style-type: none"> <li>Articles of Incorporation and Bylaws</li> <li>Certificate of Incorporation/ Organization</li> <li>Current Certificate of Good Standing.</li> <li><b>(Immediately forward to RD State Office)</b></li> </ul> <ul style="list-style-type: none"> <li>In addition, Attorney's Opinion that the applicant is a duly organized body politic and corporate pursuant to the Constitution, statutes and laws of the State of North Dakota.</li> </ul>		Applicant  Opinion from Applicant's Attorney		5/OR
2	Clearing House Clearance Letter Comments (See attachment for address and requirements)		Applicant to write OIGA		3/1C
3	Pre-application for Assistance (for Non-construction) DUNS Number 1-866-707-5711. (for Construction) <a href="http://www.usda.gov/rus/water/wwforms.htm#SF">http://www.usda.gov/rus/water/wwforms.htm#SF</a>	<b>SF 424.1</b> <b>SF 424.2</b>	Applicant Applicant		3/1OR
4	Request for Environmental Information & applicant narrative for parts 1,2,13,15, and 17 as Exhibit I copies of required inquiries.	<b>RD 1940-20</b>	Applicant, SHPO, NRCS		3/1OR
5	Balance Sheet (Not more than 90 days old)	<b>RD 442-3</b>	Applicant		3/1OR
6	List of current outstanding debts, including debtor's name, monthly payment, number of remaining payments, and interest rate.	<b>See ND 1942-A, Guide 2</b>	Applicant		3/1OR
7	Last 5 years' Audits: Existing Community Facilities (when planned security is not tax based)		Applicant		3/1C
8	Test for Credit: Applicant to provide written <u>certification</u> it is unable to finance through own resources or other credit at reasonable rates and terms.	Applicant's Letter head	Applicant		3/1OR
9	Exhibit A-1 of RD Instruction 1940-Q, Restrictions on Lobbying	<b>Exhibit A-1, 1940-Q-Auto</b>	Applicant		3/1OR
10	Operating Budget (five years of projected operation)	<b>RD 442-7</b>	Applicant		3/1OR
11	Cash Flow Projection, Applicants with annual income not exceeding \$100,000 may, with the concurrence of the Rural Development Manager, use Form RD 1942-52, instead of Form RD 442-7.	<b>RD 1942-52</b>	Applicant		3/1OR
11	Management Agreement if with a third party	<b>Guide 24, RD Inst. 1942-A</b>	Applicant Attorney Third Party		5/1OR
12	Standard Flood Hazard Determination	<b>FEMA 81-93</b>	Applicant		3/1OR
13	Evidence of Significant Community Support	<b>See 1942-A, Guide 1, Attachment 1</b>	Applicant and Local Government Certification		3/1OR
14	1900-D Documentation	Automated	Applicant		3/1OR
15	Map identifying service area of facility showing city, county, and townships		Applicant		3/1OR
16	Survey on Ensuring Equal Opportunity for Applicants	<b>OMB 1890-0014</b>	Applicant		3/1OR
	<b>SUBMIT 1-14: PREAPPLICATION COMPLETE</b> *Projects over \$300,000 total cost may file a complete application by using Guide 3 or 4 of ND Instruction 1942-A..				

17	Review of Non procurement List: <a href="http://www.arnet.gov:8000/epls/owa/epls_login.login_form">http://www.arnet.gov:8000/epls/owa/epls_login.login_form</a>		RD/SD		3/1OR
18	Department of Housing and Urban Development Credit Alert Interactive Voice Response System (CAIRVS)	<b>Application</b>	RD		3/
19	Project Selection Criteria (Community Facility Loan Program)	<b>Guide 26 1942-A</b>	RD/SD		1/1OR
20	Project Selection Priorities(Community Facility Grant Program)	<b>RD 3570-1</b>	RD/SD		1/1OR
21	Worksheet For Computing Maximum Grant Assistance	<b>RD 3570-2</b>	RD/SD		3/1OR
22	Civil Rights Impact Analysis	<b>RD 2006-38</b>	RD/SD		3/1OR
23	Compliance Review*	<b>RD 400-8</b>	RD/Applicant *SD		3/1OR
24	*Affirmative Fair Housing Marketing Plan Available on the internet at: <a href="http://www.hudclips.org/sub_nonhud/html/pdfforms/935-2.pdf">http://www.hudclips.org/sub_nonhud/html/pdfforms/935-2.pdf</a> Required for all housing, nursing homes, and assisted living..	<b>HUD-935.2</b>	Applicant/RD		5/1OR
25	Notice of Pre-application. Review Action Only for projects over \$300,000 or at direction of State Office.	<b>AD 622</b>	RD/SD		1/1OR/1 C

**\*Applicants will be advised of the requirement for compliance with the applicable Civil Rights laws for the project purpose and Community Facility Requirements.**

**For projects under \$300,000 total costs inclusive, proceed and complete the requirements of North Dakota Instruction, Guide 3, Page 1 (Public Bodies with Bonds); or North Dakota Instruction, Guide 4, Page 1, as appropriate.**