

**OTHER THAN PUBLIC BODY**  
**RURAL BUSINESS ENTERPRISE GRANTS**  
**AND**  
**TELEVISION DEMONSTRATION GRANTS**

Applicant	Applicant Contact
	(Phone & Fax)
Architect	Attorney
(Phone & Fax)	(Phone & Fax)

ITEM	PREPARED BY	DATE RECEIVED
<b>II APPLICATION (HOLD CONFERENCE)</b>		
1 SF 424.1 or SF 424.2, Application for Federal Assistance	Applicant	
2 Civil Rights Compliance Review Pre-Award Checklist	Applicant	
3 Preliminary Architectural Feasibility Report/Study, RD Instruction 1942-A, Guide 6	Applicant Architect	
4 RD Instruction 1900-D Documentation	Applicant	
5 Exhibit A-1 of RD Instruction 1940-Q, Restrictions on Lobbying	Applicant	
6 ND Instruction 1942-G, Exhibit D, Resolution Authorizing Execution of Grant Documents	Applicant & Attorney	
7 AIA Document B141 (1997 Edition), Standard Form of Agreement between Owner and Architect, as modified with RD Instruction 1942-A, Guide 27, Attachment 1	Architect USDA	
8 Attorney Legal Services Agreement	App & Atty	
9 RD 1940-20, Request for Environmental Information & Item 1b of the Instructions for Preparing Form RD 1940-20 plus supporting documentation	Applicant	
10 RD 1940-22, Environmental Checklist for Categorical Exclusions; RD 1940-21, Environmental Assessment Class I Action; or Class II, Exhibit H of RD Instruction 1940-G	USDA	

ITEM	PREPARED BY	DATE RECEIVED
11 Resolution (Department of Labor) (if applicable)	App/Atty	
12 RD 449-22, Certification of Non-Relocation Market Capacity Information Report (if applicable)	Business	
13 Receipt of Department of Labor Response (if applicable)	DOL/USDA	
14 RD 442-7, Operating Budget	App/USDA	
15 RD 400-8, Compliance Review	USDA	
<b>III DOCKET (HOLD ASSEMBLY CONFERENCE)</b>		
1 Letter of Conditions	USDA	
2 RD 1942-46, Letter of Intent to Meet Conditions	Applicant	
3 AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions	Applicant	
4 Deliver AD 1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions to Applicant	USDA	
5 AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – for Grantees Other than Individuals	Applicant	
6 RD 400-4, Assurance Agreement	Applicant	
7 RD 400-1, Equal Opportunity Agreement	Applicant	
8 Preliminary Opinion:		
a RD 1927-9, Preliminary Title Opinion	Attorney	
b Further opinion by attorney stating:		
1 All actions by the applicant meet statutory requirements	Attorney	
2 No litigation threatening the applicant		
3 Project meets the zoning laws		
c RD 442 -20, Right-of-Way Easement	App/Atty	
d RD 440-34, Option to Purchase Real Property, or Deed	Applicant Attorney	
e RD 442-21, Right-of-Way Certificate, including Right-of-Way Map	Attorney	
f RD 442-22, Opinion of Counsel Relative to Right-of-Way	Attorney	
9 Copies of Leases, Contracts or Agreement with Site Tenants	Applicant Attorney	
10 Appraisal (if applicable)	Appraiser	

ITEM	PREPARED	DATE
	BY	RECEIVED
11 SF 3881, Electronic Funds Transfer Payment Enrollment Form	Applicant & USDA	
12 Review of non-procurement list (RD Instruction 1940-M) <a href="http://epls.arnet.gov/">http://epls.arnet.gov/</a>	USDA	
13 RD 1940-1, Request for Obligation of Funds	App & USDA	
14 RD 2006-38, Civil Rights Impact Analysis	USDA	
<b>IV ARCHITECT</b>		
1 Final Plans and Specifications	Architect	
2 Bid Docket	Architect	
3 Evidence of Approval of Plans and Specifications by Appropriate Agency	Architect	
4 RD 1924-16, Record of Pre-Construction Conference	Arch/USDA	
<b>V GRANT CLOSING</b>		
1 Verification of Other Committed Funds	Applicant	
2 Insurance		
a Comprehensive General Liability Insurance	Applicant	
b Real Property Insurance	Applicant	
c Workers Compensation	Applicant	
d Fidelity Bond Application	Applicant	
3 SF 270, Request for Advance or Reimbursement	Applicant	
4 Request first advance/reimbursement of funds	USDA	
<b>VI REPORTING</b>		
1 SF 269, Financial Status Report (long form)	Applicant	
2 Project Performance Activity Report	Applicant	
3 Audit	Applicant	

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