UNITED STATES DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE RUS BULLETIN 1780-6 Rural Development-GD-2025-003

SUBJECT: Water and Environmental Programs Direct Loan and Grant Processing Checklists

TO: Rural Development State Directors, Water and Environmental Program Directors, and Community Program Directors

EFFECTIVE DATE: Date of approval

OFFICE OF PRIMARY INTEREST: Program Operations Branch, Water and Environmental Programs (WEP), under the Rural Utilities Service (RUS), a part of Rural Development (RD), an Agency within the United States Department of Agriculture (USDA)

INSTRUCTIONS: This Bulletin replaces RUS Bulletin 1780-6 dated 1999.

AVAILABILITY: This Bulletin, as well as any instructions, regulations, or forms referenced in this Bulletin are available at USDA State Offices. The State Office staff is familiar with the use of the documents in their states and can answer specific questions on Agency requirements.

This Bulletin is available on the website: Bulletins | Rural Development.

PURPOSE: This Bulletin provides processing checklist templates to be used by RD staff in coordination with WEP funding applicants/recipients and their professional consultants. Exhibit A – WEP Direct Processing Checklist; Exhibit B – ECWAG Processing Checklist; Exhibit C – SEARCH-PPG Processing Checklist; Exhibit D – WEP Direct Subsequent Processing Checklist; Exhibit E – CPF-CDS Processing Checklist; and Exhibit F – DEWW Disaster Processing Checklist

The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

MICHELE BROOKS	Digitally signed by MICHELE BROOKS Date: 2025.08.07 13:20:53 -04'00'	
MICHELE BRO	OOKS	Date
Assistant Adm	inistrator	
Water and Env	vironmental Programs	

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ABBREVIATIONS	
AIS – American Iron and Steel AO – RD Area Office BABA – Build America, Buy America Act CATEX – Categorical Exclusion CFR – Code of Federal Regulations CERT – Contralized Environmental Review Tracker CPAP – WEP Community Programs Application Processing System DNP – Do Not Pay ECF – Electronic Customer File ECWAG – Emergency and Imminent Community Water Assistance Grants EJCDC – Engineers Joint Contract Documents Committee EO – Executive Order FEMA – Federal Emergency Management Agency FONSI – Finding of No Significant Impact GC – General Conditions of the Construction Contract IIJA – Infrastructure Investment and Jobs Act ITB - Instructions to Bidders for Construction Contract NEPA – National Environmental Policy Act NP – Non-Profit Organization OGC – Office of General Counsel PB – Public Body PPG – Predevelopment Planning Grants PD – RD Program Director Pub. L. – Public Law RD – Rural Development RD Apply – Application intake system for RUS RPR – Resident Project Representative RUS – Rural Utilities Service SC – Supplementary Conditions of the Construction Contract SE – RD State Engineer SEARCH - Special Evaluation Assistance for Rural Communities and Households SI - Staff Instruction SO – RD State Office UCC – Universal Commercial Code UL – Unnumbered Letter U.S.C. – United States Department of Agriculture WEP – Water and Environmental Programs	

					WEP [DIRE	CT				
				Prod	cessin	g Che	ecklist				
								Base	d on 20	24 ICR Guide	es
APPLICAN	NT:			AUTHORIZ	ED REPRE	ESENTA	ΓIVE:	ENGINEER:			
Contact:				Contact:				Contact:			
Telephone				Telephone:				Telephone:			
Email:				Email:				Email:			
Address:				Address:				Address:			
CASE#:			PROJ	L ECT DESCR	IPTION:						
UEI#:											
SAM#:			\dashv								
Expiration	1 st Year		ECF S	Structure Clas	sifications:						
•	2 nd		P	Processing F	Folder	CBP	Construction - I	Bidding -	S	Servicing Fold	ler
COUNTY:	<u> -</u>		PC	Process - Ce		1	Procurement	5	SR	Servicing - Ro	
TYPE OF I	FACILIT	Y	PF	Processing -		CM	Construction Mo	onitoring	SNR	Servicing - No	on Routine
WATER	₹	SEWER	PRDA	Processing -	RD Apply	L	Legal Folder				
			PRDR	Process - RI	O Review	LO	Legal - Organiza	ntion			
			ENV	Environmen	tal Folder	LPR	Legal - Property	Rights	CERT	Centralized Envir Review Tracker	onmental
			ENG	Engineering	Folder	LC	Legal - Closing				
ECF Class		ent/Action & Refere (LTANTS)	nce (APP)	LICANT /	Date	ECF Class	Document/Acti	on & Reference	(USDA -	- RD / OGC	Date
						PRDR		Processing Confe SI) 1780-2 3 a 11 (a			
						PRDR	Environmental di 1780.3 (e) / SI 178	scussion / Initial Si 30-2 3 a. 11 (a)	te visit (p	referred)	
P/PRDA	Credit Ce	e RD Apply as Necessar rt, Audits/Financial Sta	•			ENG	Is there a health/s 1780.17, SI 1780-2	sanitary violation o 2 3 (8)	r concern	? Yes / No	
	Drug Free	e Work Place (Grant)						- OGC approval M	emo	AO	
		Intent to File App & Ev		Notice		LO	(Non-Profit (NP) o	only) 1780.7 (e)		SO	
Р		o. Meeting. 1780.19(a) days of filing an App))(D)	Affidavit						OGC	
		2 Preliminary Enginee	ring Report	(PER)			Other Credit Doc	ument Commercia	l Credit	AO	
ENG		2, 1780.33(c)(1),(2),(3)	uploaded t	o RD Apply>		PC		0.7(d), 1780.33(d),	SI 1780-2,	so	
	CPAP	nental Report RI) Instruction	1970-R			3(a)(3) Project Selection	RR 1780-1 W/FP		Points	
ENV		or 1970-C, Exhibit B 17		11370 0,			Criteria	RB 1778-1 ECWA	G (if	Points	
	(uploade	d to RD Apply> CPAF	P> Env Pov	ver Appl)		PRDR	1780.17 SI 1780-2, 3(a)(4)	appl)	J (II	Tomics	
	certificat	hairman/President e-si ions and submit applica x A-1., Prohibited Tying	ation in RD	Apply (1910-11,			31 1760-2, 3(a)(4)	RB 1777-2 NatAm/Colonia (i	f appl)	Points	
PC	1540 Q E	A A T., I TO INDICED TYPE	, arrangenit	int certy			DNP checked/file	<u>l</u> d - Applicant plus '	'Prinicipa	ls"	
							DNP at RD = Cl	neck latest DNP U	П.		
	Mayor/C	hairman/President e-si	nt e-sign required Optional			PRDR	Update DNP in CF		<u></u>		
	certificat	ions if applicable and s	-	-							
PC	1049, SF-					PRDR	CPAP the same da	with comments w		ays. Push to	
Notes:						PRDR	Notice of Eligibilit Area Office (AO) L conference, 1780.	cy and Funding Ava etter/email/docun .32(b), SI 1780-2 & Days NP from comp	nilability nented in- 3 (11) (b),	Due within 45	

				DIREC g Che					
ADDLIC	NITE.	TITHOPT	(ED DESC	ECENTE + C	IN/E	ENGINEER			
APPLICA	N1:	UTHORIZ	ED KEPR	ESENTAT	IVE:	ENGINEER:			
ECF Class	Document/Action & Reference (APPLICONSULTANTS)	CANT /	Date	ECF Class	Document/Actio	on & Reference (USDA	A – RD	/ OGC)	Date
	Professional Service Agreements - Bond	Lgeal			Engineer Agreeme	ent - RD Review/Concur	Т		
L / SR	Counsel/Legal & Accounting/Auditor, 1780.39(b)(2) RD Concur	Bond		-	1780.39 (b)(1) (No DNP Check)		F	Review	
	1700.35(0)(2) No concur	Auditor	1	L	(NO DIVI CHECK)		F		
PF	Borrower Accounting System - RD Reviewand in effect - SI 1780-4 (1) (ii)	w & Concur	:				(Concur	
	Public Rody (PR) Proliminary Oninion	ction/Decsio			PER – RD Review 8 1780.33(c)(2) & (3		AO sub	omits	
LC	Bond Counsel	inion		ENG	Upload to CPAP		SE Com	nment	
	Resolution of Members (NP) RD 1942-8 178	0.39(f)			(within 45 days of	complete application)	SE appi	roval	
P	Documentation uploaded to CPAP that appli least one public meeting 1780.19 (b) (i	cant held at f applicable)		ENV / CERT	Imput Environme	ental information into C	L CERT		
ENG	Primacy Agency Approval of PER 1780.55; 1780.57 (g) water & (h) sewer			ENV / CERT	Environmental doo (CatEx w Report) o	n letter - Acceptance or C cuments - RD Instruction or 1970-C Exh.C (EA), (NA	n 1970-E	B Exh.B	
	Health/Sanitary Standard Violation or Conce EPA/DEQ or similar documentation, 1780.13				Update CERT				
ENG	1780.10(c)(1), 1780.15(d), SI 1780-2 3 (8)			ENV / CERT		azard Determination 70-F) FEMA Form 81-93 not real estate)			
ENV	Archeological Report (if necessary) 1970-B, Exh. C, or 1970-C, Exh. B			50077	FFRMS Floodplain D	etermination: Worksheet-1	.970-F		
	Phase I Site Assessment, if secuity taken in re	al estate		ENV / CERT		odplain Determination Work		ma.gov)	
ENV	>\$100k, TSQ if <\$100k (N/A if secuirty is not r			ENV /	No Effect Package	to SHPO/THPO - SO (RD	Instruct	tion 1970-	
	Preliminary Notice Important Land/ Cultural	Notice		CERT	H) (NA for CatEX				
ENV	Resources - 1970.56; 1970.557; 1970-H (Exh H-2) 1970-L	Affidavit			Cat-Ex Form - In	put into CERT	AO		
	Notice of Availability of Environmental	Notice		ENV /	RD Instruction 197 (N/A for EA)	70-B, Form RD 1970-1		SEC	
ENV	Assessment – 1970-C (Exh F-1) (N/A for CatEx)	Affidavit		CERT	(11)71101 271)			PD	
	Final Notice Important Land/Cultural	Notice		ENV /	FONSI Recommen	dation Letter (SEC) - 197	0-C Exh	D - SEC	
ENV	Resources 1970.556; 1970.557; 1970-H (Exh H-3) ;1970-	Affidavit		CERT	-	NSI Determination (PD) A for CatEx)	- 1970-C	PD	
	Notice of FONSI 1970-C (Exh F-4)	Notice			Commercial Credi	t Screen in CPAP list lend		•	
ENV		Affidavit		PRDR	and data within 6 (SI 1780-2 3 a. (3);	months of application SI 1780-6	17	'80.7 (d);	
ENIV/	Notification to Adjacent Property Owners	Notice		DDDD	Commercial Credi	t Screen- feasibility state			
ENV	1970-C Exhbit B 3.14.2	Affidavit		PRDR	(d); SI 1780-2 3 a.	information is from in CP (3); SI 1780-6	ΆΡ	1780.7	
L	Water/Sewer Purchase/Treatment Contract RD442-30, 1780.62, 1780.63 AO Concur			PRDR		te Office / Loan Committee of the CPA			
	Letter of Intent to Meet Conditions			PRDR	request meet the	n Committee – Approva requirements in SI 1780- antial Grant criteria, etc)		Does the 80-5	
PRDR	RD 1942-46, 1780.41(a)(6) signed prior to obligation)	(Must be			Project Summary	Information from CPAP		AO	
Notes:	<u>, , , , , , , , , , , , , , , , , , , </u>		•	PRDR	1780.41(a)(1) Narrative complete	ed with date and initial		SE	
								SO	
				PRDR	Submit Request to CPAP request	NO for Funding (If App	olicable)	SO	
					·	aditions/Amand/-\	1.	NO	
				PRDR	NO Template- 178	nditions/Amend(s) 0.41(a)(5)	L	LOC Amend 1	
				I NON	WEP Letter of C	onditions		Amend 1	
						d - Applicant plus "Prinic	ipals"		
				PRDR		ural Development			
				PRDR	· ·	AP (< 5 days prior to Obl ate and term in CPAP	igation)		
					Obligation of Fund			approved	
				PRDR	RD1940-1/ CPAP/	NITC screens 1780.41(a)((7)	obligated	

			ı	Pro		DIRECTORY DIRECTORY			
A DDI ICA	N/T.		LATITE	IODIZ	ZED DED	DECENTA	PINE. ENCINEED.		
APPLICA	IN 1:		AUIF	IUKIZ	ZED KEP	PRESENTA	FIVE: ENGINEER:		
ECF Class	Document/Action & Refere CONSULTANTS)	nce (APPI	LICAN'	T /	Date	ECF Class	Document/Action & Reference (USDA – R	D / OGC)	Date
LPR	Preliminary Title Opinion (NP) / 1780.44(g)(2)(i)	Lot Book R	eport (PE	В)		PRDR	SO - Go into CAMS and verify OEA announcement infromation is correct		
LPR	Rights-of-Way Certificate w/ Ma RD 442-21, 1780.44(g)(1)	ар				PRDR	SO - Evidence Applicant Notified of Approval Lett 1780.41(b) (at least 6 business days after obligation		
LPR	Opinion of Counsel-Rights-of W RD 442-22, 1780.44(g)(1)(i)	ay				LC	Draft Bond Documents RD Review 1780.94 (public bodies, some tribes)	AO SO	
LC	Applicants Proof of Insurance Gen/Liability/Auto/Workers Con Form/Policy 1780.39(g)	np/ Flood/P	roperty <i>F</i>	Accord		LC	Draft Promissory Note, Deed of Trust/Mortgage, (Non- Profit, some tribes, some districts) RD 440-22, 1780.14(b), 45(a)(1)	etc.	
LC	Evidence of Fidelity or Employee Insurance/bond 1780.39(g)(3)	: Dishonesty	/ Cert of	F		LC	UCC Lien Filed (Non Profit) UCC Lien Search Completed (Non Profit)	UCC-1	
LC	User Agreemnt/Hookup Ord./V (N/A if no new users) RB 1780-9					LC	Draft WEP Grant Agreement RB 1780-12, 1780.45(c) (if applicable)	000 11	
	Water Rights 1780.44(g)(3) Letter	er/Docs (Sta	ate Agen	су)			Closing Instructions Memo / State Template- Required Prior to Bid	AO	
L	Lease Agrmnts/Permits (land us	e/discharge	e)1780.44	4(g)(4)		LC	1780.44(h), 1780.83	SO	
	Loan Resolution/Resolution Security Agreement	RB 1780-2	•	•				OGC	
LC	1780.45(a)(2) RB 1780-28 (Certification Closing			-		LC	Processing Office discussed closing requirements vapplicant, engineer, attorney and other appropriate representatives. 1780.44(h)		
LC	Closing Commitment of other project funds Letter, Email, loan and/or grant agreement 1780.4 (Applicant, SRF, CDBG, Etc.)			d)(f)		SR	Initial Compliance Review 400-8 Power App, 1901.204(e)(2), 1780.44(c), 190 Version 2 400-8 Power App	1-E	
LC	Electronic Funds Transfer (EFT) by bank if possible collatarel (non-profits - if applica		3881 s	-		LC	Setup EFT NITC/ EFT screen		
	Approval of Plans & Specs by Re	egulatory	contrac	ct 1				contract 1	
ENG	Agency 1780.57 (g) water; 1780.57 (h) s	ewer	contrac	ct 2		ENG	Mitigation Measures in Contract Documents	contract 2	
			contrac	ct 3			and/or adopted (if necessary) Check Latest RB 1780-26 version	contract 3	
	Interim Financing	Bank to	erm shee	et				contract 1	
СВР	RB 1780- 10/10a, 1780.39(d)		n Financii	ng		ENG	with plans & specifications (Fully Executed) if original obligation was after May 5, 2017 / May	contract 2	
	WEP Grant Agreement	Letter		APP			14, 2022)	contract 3	
LC	RB 1780-12, 1780.45(c) (Execute after construction cont	ract awarde	<u>ed</u>)	AO			Approval to Advertise for Bids AO Specialist Letter/Email	contract 1	
	Draft Bond Documents					ENG		contract 2	
LC	RD Review 1780.94 (public bodies, some tribes)							contract 3	
LC	Draft Promissory Note Form RD 440-22		(non-		LC	Pre-Closing Review Bond docs/note/DoT/UCC 1780.83,1780.94	AO	
	profits, some tribes) Vulnerability Assessment & Emo	argency Res	nonse P	lan			CPS initial/date items on LOC & Closing Instructio	SO	
SR	Certification(s)	ergency nes	ponse i			LC	to verify completion		
ENG	Other - (Safe Drinking Water Pla	n, etc.)					DNP checked/filed - Applicant plus "Prinicipals" DNP at RD - Check latest DNP UL		
Notes:					l	LC	* Must pull prior to each draw, - if not clear do no funds, include in Pay Package	ot order RD	
						LC	Closing Instructions to Title Co. Letter (notes)		

WEP DIRECT														
	Processing Checklist													
APPLICAN	TT:	AUTHORIZ	ED REPR	ESENTATI	IVE:	ENGINEER:								
ECF Class	Document/Action & Reference (APPI CONSULTANTS)	LICANT /	Date	ECF Class	Document/Action	n & Reference (USDA -	- RD / OGC	Date						
LC	Final Title Opinion Form RD 1927-10 or similar, 1780.44(g)(2) If real estate taken as security (normally no	on-profits)		LC / CM	If Grant Funds Orde Upload to CPAP as p	ered before Loan Funds - per 1780.45 (d)	D ocument and							
	Final Bond Documents			LC	Grant Closing in CP	AP? (Loan Grant Obligation	n tab)							
LC	RD Review 1780.94 (public bodies, some tribes)					POST CLOSING	_							
LC	Final Promissory Note Form RD 440-22			LC	Evidence Bond/Not Memo, (original Bo	te Transmitted to Finance nd/Note in Safe)								
SR	Vulnerability Assessment & Emergency Res Certification(s)	sponse Plan		LC	Evidence of PAD Tra Memo	ansmittal to Finance								
ENG	Other - (Safe Drinking Water Plan, etc.)			LC	AO Loan Closing Na Request for Post-Clo Memo									
LC	Closing Docs Bond Docs / Note, UCC, DoT/HUD1 1780.45(a)(1), 1780.83			LC	Final Closing receiv 1780.45(g)	red from SO Memo								
LC	RB 1780-27 - Loan Resolution / RB 1780-28 Resolution Security Agreement Certificatio (executes one per loan at closing)			LC	Request OGC Post (1780.45(g)	Closing Instructions								
LC	Executed PAD Agreement RD 3550-28			LC	Final Closing receiv 1780.45(g) applicable	red from SO Memo	If							
LC	ALTA Title Report (Non-profit) Title Company 1780.44(g)(2) (i) or:			LC / SR	Schedule Warranty 1780-2 - 4. b. (1) (a)	•	SI							
LC	Final Title Opinion Letter/Memo 1780.44 (g)(2) use attorney)	(if		LC / SR	Schedule Operation 2 - 4. b. (1) (b)	nal review	SI 1780-							
LC	Final Opinion of Bond Counsel (Bonds) Letter/Memo 1780.83(1)			Notes:										

					WEP	DIRECT	Γ							
	Construction Checklist													
BORROWE	R:			ENGINEER	₹:			ECF Structure Classification	ns:					
					_			P - Processing Folder						
Contact:				Contact:				PC - Processing - Certificat						
Telephone:				Telephone:				PRDR - Processing RD Review						
Email:				Email:				ENV - Environmental Folder						
Address:				Address:				ENG - Engineering Folder						
CASE#:			PR	ROJECT DESCI	RIPTION:			CBP - Construction - Biddin	ng - Procuren	nent				
Na	me of C	ontractor(s)						CM - Construction Monito	ring					
#1								L - Legal						
#2								LO - Legal - Organization						
#3								LPR - Legal Property Rights	s					
TY	PE OF	FACILITY						LC - Legal - Closing						
WATER		SEWER						SR - Servicing - Routine						
WAIEK		SEWEK						SNR - Servicing - Non-Rout	ine					
ECF Class	Docum	ent/Action & R	Reference (APPLICANT /	Date	ECF Class	Document/A	Action & Reference (USDA	- RD)	Date				
		ULTANTS)	tererence (ALL LICITIVE	Date		Document,	retion & Reference (OSD)	(RD)	Date				
		kage submitted b		Contract 1				Resident Inspector Resume						
СВР	,	low bid, bid bond nendation for awa		Contract		ENG	State Enginee	r memo/email 1780.76(c)						
G 2.		nendation for awa						on Surety Company	Contract 1					
	Notice (of Award to Conti	ractor	Contract 1		ENG	1780.75(c) <u>ww</u>	w.fms.treas.gov/search.html	Contract 2					
СВР	EJCDC C			Contract 2		+			Contract 3					
СБР				Contract 3			AO Recomme	ndation of Award to SO	Contract 1					
	Applica	nts Attorney Revi	iew	Contract 1		СВР	Update CPAP	Construction Module	Contract 2					
СВР	Constru	ction Documents	- RD Exhibit	GC Contract 2		СБР		ct deobligate excess funds if > ncy SI 1780-2 3 b (4)	Contract 3					
CBP	1780.61	.(b)		Contract 3				currence to Award	Contract 1					
	Pre-Con	struction Confere	ence	Contract 1		ENG	w/ Approved	Project Budget Letter	Contract 2					
СВР		er) – 1780.76(a)		Contract 2		ENG	1780.61(b)		Contract 3					
СБР				Contract 3			SO - RD execu	utes Construction Contract	Contract 1					
	Notice 1	t o Proceed (Engir	neer) EJCDC	C- Contract 1		СВР	Docs Sign of	concurrence on RD	Contract 2					
СВР	550		,	Contract 2		СБР	Supplemental Check Latest		Contract 3					
CDP				Contract 3					Contract 1					
	Owner's	s construction mo	onitoring			СВР	provided at P	re-construction meeting by	Contract 2					
СМ	reports		_			СБР	specialist		Contract 3					
CIVI	complet	ted monthly durir	ng constructi	ion			DNP checked	/filed - Applicant plus "Prinici	pals"					
	Certifica	ate of Substantial	Completion	Contract 1		-		- Check latest DNP UL	•					
	Punch L	ist	·	Contract 2		СМ		rior to each draw if >30 days -	if not clear,					
СМ	(Engine	er) EJCDC C-625		0			do not order	RD funds, include in Pay Packa	age					
				Contract 3		4	UEI# Expiration	on Date	Year 1					
		of Acceptability o er) EJCDC E-500 E		Contract 1		CM			Year 2					
CM		,		Contract 2					Year 3					
				Contract 3		4	1780.76, SI 1	truction - Monthly 780-2 4 (a), 1970.16 (c) Use	Contract 1					
		tors AIS/BABA Ce		Contract 1		CM	CPAP Constru	ction Module						
CM		. , .	•	Contract 2					Contract 3 Contract 1					
			N	Contract 3			AIS Site Inspe	State Engineer (If						
	Consent	t of Surety from B ny	Bonding	Contract 1		CM	original obliga	ation for project was on or	Contract 2					
CM				Contract 2				•	Contract 3					
	" "	1.11 51		Contract 3		4	Pre-Final Insp 1780.76(f), 19		Contract 1					
		It" Plans er) delivered to ov	wner	Contract 1		CM	Obtain copy of	of Consulting Engineers	Contract 2					
CM		•		Contract 2			Inspection Re	•	Contract 3					
				Contract 3			Final Inspecti 1780.76(g), 1		Contract 1					
	O&M N (Engine	lanual er) delivered to ov	wner	Contract 1		СМ	Obtain copy of	of Consulting Engineers	Contract 2					
СМ)	,		Contract 2			Inspection Re	port (if final bligate remaining funds?)	Contract 3					
				Contract 3				pection /Mitigation	Contract 1					
Notes				55.16.466.5		60.4/65		(1), 1970.16 (c)	Contract 2					
Notes:						CM/SR			Contract 3					

					Dr	EC\ ocessin	NAG	cklist					
							g Circ	CKIISC			Rased	on 203	24 ICR Guides
APPLICAN	JT•				AUTHORIZ	ED REPRESE	NTATIVE		ENGINEER:		Dasca	011 202	14 ICK Guides
THI I LICIN	11.				ACTIONIZA	ED REI RESE	IVIAIIVE	•	EI (GII (EEK.				
	I				Contact:				Contact:				
Telephone:					Telephone:				Telephone:				
Email:					Email:				Email:				
Address:					Address:				Address:				
CASE#:				PROJ	ECT DESCR	IPTION:			Address.				
UEI#:				1 KO	Let block	11011							
SAM#:													
Expiration Expiration	1 st Y	oor		ECF S	Structure Clas	sifications:							
2p.:	2 nd	ear		P	Processing F		С	Construction Fol	der	S	Servicin	g Fold	ler
COUNTY:	<i>L</i>			PC	Process - Ce		СВР	Con - Bidding - I		SR	Servicin		
TYPE OF I	FACI	LIT	V	PF	Processing -		CM	Construction Mo		SNR			on Routine*
			•	PRDA	Processing -		L	Legal Folder			gular Bo		
WATER	₹		SEWER	PRDR	Process - RI		LO	Legal - Organiza	tion	IJ IC	Sului Bo	70110	,
				ENV	Environmen		LPR	Legal - Property		CERT	Centralia	zed E	nvironmental
				ENG	Engineering		LC	Legal - Closing	- Ingilio	ELKI	Review '		
ECF Class	Doc	umei	nt/Action & Ref			Date	ECF Class	Document/Action	on & Reference	(USDA -	- RD / O	GC	Date
			LTANTS)	0101100 (1111)		2			2				
							PRDR	Initial Application	Processing Confer	rence			
								Staff Instruction (S	I) 1780-2 3 a 11 (a	a)			
							PRDR	Environmental dis SI 1780-2 3 a. 11 (a		te visit (pr	eferred)		
								Articles & Bylaws	- SO to approve, co	onsult OG(C if AO		
							LO	necessary (Non-Profut (NP) c	mlu) 1770 6		SO		
	Com	plete	RD Apply ECWAG S	SAP as Necessa	ry - Includes SF		-	(Non-Profut (NP) C	nny) 1778.0		OG	С	
PRDA	424,	Org D	ocs Audits/Financi	al Statements				Project Selection (Criteria				
							PRDR	SO SI 1780-2, 3(a)(4)	RB 1778-	1 ECWAG		
							-			RB 1777-	2 NatAm		
	Simp	lified	Engineering Repor	t				RD Letter sent to I	FEMA – SI 1778-1 (if applicab	ole)		
PRDA	SI 17	78-1 E	Exhibit A <u>uploaded</u>	to RD Apply			PRDR	FEMA non-coverage	ge documentation	SI 1778-1	(If applica	ble)	
			ental Documentation tion 1970-B, Exhibit		chihit B			DNP checked/filed		-	s"		
PRDA			to RD Apply)				PRDR	DNP at RD – Ch		<u>JL</u>			
								Update DNP in CP					
PRDA	certi 1049	ficatio , 1910	airman/President ons and submit app 0-11, 1940-Q Ex A-2	olication in RD	Apply (AD-		PRDR	Accept or Refject vas accepted. SI	within 15 days. Pu	sh to CPA	P the sam	e day	
arrangement cert) Documentation of the Nature of the Emergency/Disaster							PRDR	Notice of Eligibility Area Office (AO) Lo conference, 1780.3	etter/email/docum 32(b), SI 1780-2 &	nented in- 3 (11) (b),	Due withi	n 45	
PRDA							Notes:	days PB, and 30 D	ays NP from comp	lete appli	cation		
Notes:	<u> </u>												
							1						

			E	CWAG					
		P	rocess	ing Che	cklist				
A DDI ICA	NO	AUTHORI	ZED DEDDE			ENCINEED			
APPLICA	.N1:	AUTHORI	ZED KEPKE	ESENTATIVE	<u>:</u>	ENGINEER:			
ECF Class	Degument/Action & Defended (ADD)	LICANT /	Date	ECF Class	Dogument/Acti	 ion & Reference (USDA	A DD /	OCC)	Data
ECI Class	Document/Action & Reference (APPI CONSULTANTS)	LICANI /	Date	ECF Class	Document/Acti	ion & Reference (USDA	A – KD /	OGC)	Date
	Professional Service Agreements - Legal &	Legal		ENG		ent - RD Review/Concur		view .	
L	Accounting/Auditor, 1780.39(b)(2) RD Concur	Auditor		EING	1780.39 (b)(1)	(No DNP Check)	Cor	ncur	
	Primacy Agency Approval of Facility Plan	•			PER – RD Review	& concurrence SI	AO submi	ts	
ENG	1780.55			ENG	1778-1 7 c (6) Upload to CPAP v	within 45 days of	SE Comm	ent	
	Applicants Insurance Coverage SI 1778-1, A	.CCORD Form			complete appl	·	SE approv	al .	
					SEC Determination	on letter - Input into CERT	•		
PRDR	Applicant's Certification of non-coverage, L	etter/email		ENV /	· ·	mments on Environmental			
				CERT	(EA), (NA for CatE	70-B Exh.B (CatEx w Report x only)	t) or 1970	-C Exh.C	
	Letter of Intent to Meet Conditions					ecision & Notices (if neces	sarv)	AO	
PRDR	RD 1942-46, 1780.41(a)(6)	(must be		ENV /	Cat-Ex Form or FO	•	Ju. 77	SEC	
Notas	signed prior to obligation)			CERT		70-B, Form 1970-1, FONSI	memo,	PD	
Notes:					etc.			PD	
						O or Loan Committee		PAP	
				PRDR	must be complete adjusted for ECW	ed following the CPAP Undo	erwriting (Guide -	
						/ S/O – Approval - SI 177	8-1 7 g		
				PRDR	· ·	e, approve or disapprove v	within 60	days of	
					complete applica	Information from CPAP		AO	
				DDDD	1780.41(a)(1)			SE	
				PRDR	Narrative comple	ted with date and initial		SO	
					Colored Decree	- NO (F			
				PRDR	Submit Request t CPAP request	o NO for Funding		SO	
					·			NO	
					Issue Letter of Co NO Template- 178	nditions/Amend(s)	LOC		
				PRDR	NO Template- 178	50.41(a)(3)	Am	end 1	
					WEP Home	- Letter of Conditions -	Docu Am	end 2	
					DNP checked/file	d - Applicant plus "Prinicip	pals"		
				PRDR	DNP at RD – Cl	heck latest DNP UL			
					Update DNP in CF	PAP (< 5 days prior to oblig	gation)		
					Obligation of Fun			oroved	
i				PRDR	RD1940-1/ CPAP/	NITC screens 1780.41(a)(7	obl	igated	

				EC	CWAG					
			Pr	ocessi	ng Che	cklist				
APPLICA	N/T.	LATITI	IODIZ	ED DEDDE	SENTATIVE	1_	ENGINEER:			
APPLICA	N1:	AUII	HURIZ	ED REPRES	BENTATIVE	/ •	ENGINEER:			
ECF Class	Document/Action & Reference (APP CONSULTANTS)	LICA	NT /	Date	ECF Class	Document/Acti	on & Reference (USDA -	- RD	/ OGC)	Date
LPR	Preliminary Title Opinion (NP) /Lot Book R 1780.44(g)(2)(i)	eport (I	PB)		PRDR	SO - Go into CAM announcement in	S and verify OEA Ifromation is correct			
LPR	Right-of-way Certificate w/ Map RD 442-21, 1780.44(g)(1)				PRDR		plicant Notified of Approval L st 6 business days after obliga			
LPR	Opinion of Counsel-Rights-of Way RD 442-22, 1780.44(g)(1)(i)				LC	AO Request Gran	t Closing Instructions from SC	0		
L	Water Rights 1780.44(g)(3) Letter/Docs Lease Agrmnts/Permits (land use/discharge	e)1780.	44(g)(4)		SR	Initial Compliance 400-8 Power App,	e Review , 1901.204(e)(2), 1780.44(c), 1	L901-E		
L					J.K	Version 1	400-8 Power App			
LC	Commitment of other project funds Letter, Email, loan and/or grant agreement (Applicant, SRF, CDBG, Etc.)	4(d)(f)		LC	Setup EFT NITC/ EFT screen					
LC	(Applicant, SRF, CDBG, Etc.) Electronic Funds Transfer (EFT) Letter or SF 3881 signed by bank if possible Pledge of collatary (non-profits - if applicable)				ENG	RD Approval of P State Engineer, 17 Mitigation Measu and/or adopted (780.57 res in Contract Documents	_	tract 1 tract 2	
	Approval of Plans & Specs by Regulatory Agency	contra	ct 1			Check Latest	RB 1780-26 version	con	tract 3	
ENG	1780.57	contra				Consulting Engine	eers AIS/BABA Certification ifications (Fully	contract 1		
		contra			ENG	Executed) (as app	` '	con	tract 2	
LC	WEP ECWAG Grant Agreement, RB 1780-12 1780.45(c (Execute after construction con		APP			Approval to Adve	artico for Pide		tract 3 tract 1	
	signed)		AU			AO Specialist Lett		con	tract 1	
Notes:					ENG			con	tract 2	
								con	tract 3	
					LC	Pre-Closing Revie	w		AO	
									SO	
					LC	to verify completi	tems on LOC & Closing Instruction	ctions		
							d - Applicant plus "Prinicipal	s"		
					LC		<u>heck latest DNP UL</u> to each draw, - if not clear do Pay Package	o not	order RD	
					LC	Final Closing - AO	Request, SO Memo to file			
					LC	Grant Closing in C	CPAP? (Loan Grant Obligation	n tab)		

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BORROWE	ZR:	ENGINEE	R:			ECF Structure Classification	ns (Portion):	
						P - Processing Folder	(
		Contact:				PC - Processing - Certificat	ions	
Telephone:		Telephone	:			PRDR - Processing RD Revi		
Email:		Email:				ENV - Environmental Folde		
Address:		Address:				ENG - Engineering Folder	<u> </u>	
CASE#:	ŀ	PROJECT DESC	RIPTION:			CBP - Construction - Biddin	ng - Procurem	ent
	ame of Contractor(s)					CM - Construction Monito		
#1	unic or contractor(s)					L - Legal		
#2						LO - Legal - Organization		
#3						LPR - Legal Property Rights	s	
	YPE OF FACILITY					LC - Legal - Closing		
						SR - Servicing - Routine (If F	Regular Borrow	er)
WATER	SEWER					SNR - Servicing - Non-Routi	ne (If Regular I	Borrower)
			_					, , , , , , , , , , , , , , , , , , ,
ECF Class	Document/Action & Reference CONSULTANTS)	(APPLICANT /	Date	ECF Class	Document/A	Action & Reference (USDA	A – RD)	Date
	Bid Package submitted by Engineer Bidtab, lowbid, bid bond, Engineers					Resident Inspector Resume r memo/email 1780.76(c)		
СВР	recommendation for award, Applica	II Ontract /		ENG	State Enginee	i illemo/email 1780.76(c)		
	recommendation for award, 1780.63	1(b) Contract 3					<u> </u>	
	Notice of Award to Contractor	Contract 1						
CDD	EJCDC C-510	Contract 2						
СВР		Contract 3			Circular 570 c	on Surety Company	Contract 1	
	Applicants Attorney Review	Contract 1		CDD		w.fms.treas.gov/search.html	Contract 2	
CDD	Construction Documents - RD Exhibi			СВР			Contract 3	
СВР	1780.61(b)	Contract 3			AO Recomme	endation of Award to SO	Contract 1	
	Pre-Construction Conference	Contract 1		ENG	Update CPAP	Construction Module	Contract 2	
СВР	(Engineer) – 1780.76(a)	Contract 2		ENG	(If final control if > 10% conti	act - de-obligate excess funds naency?)	Contract 3	
СБР		Contract 3			,	currence to Award	Contract 1	
	Notice to Proceed (Engineer) EJCDO	C C- Contract 1		ENG	w/ Approved	Project Budget Letter	Contract 2	
СВР	550	Contract 2		ENG	1780.61(b)		Contract 3	
СБР		Contract 3			SO - RD execu	ites Construction Contract	Contract 1	
	Owner's construction monitoring re	eports		СВР	_	concurrence on RD	Contract 2	
СМ	completed monthly during construc			32.	Supplementa Check Latest	ry Cond $\frac{RB\ 1780-26}{}$ version	Contract 3	
J					Notice to Con	otractors RD 400-3 1780.76(a)	Contract 1	
	Certificate of Substantial Completic	on / Contract 1		СВР	provided at P	re-construction meeting by	Contract 2	
СМ	Punch List (Engineer) EJCDC C-625	Contract 2			specialist		Contract 3	
	(Eligineer) EJCDC C-625	Contract 3			DNP checked	/filed - Applicant plus "Prinicip	als"	
	Notice of Acceptability of Work	Contract 1		CM	DNP at RD	- Check latest DNP UL		
CM	(Engineer) EJCDC E-500 Exh. E	Contract 2			* Must pull p	rior to each draw if >30 days -	if not clear, do	
Civi		Contract 3				funds, include in Pay Package struction - Monthly	Contract 1	
	Contractors AIS/BABA Certification					780-2 4 (a), 1970.16 (c) Use	Contract 2	
00.4	prior to final payment (Fully Execute			CM	CPAP Constru	ction Module	Contract 3	
CM	Needed	Contract 3			AIS Site Inspe	ection (as applicable)	Contract 1	
	Consent of Surety from Bonding	Contract 1				State Engineer (If original	Contract 2	
00.4	Company	Contract 2		CM	obligation for 2017 -not BA	project was on or after May 5,	Contract 3	
CM		Contract 3			Pre-Final Insp	<u> </u>	Contract 1	
	"As-Built" Plans	Contract 1		CNA	1780.76(f), 17		Contract 2	
CDA	(Engineer) delivered to owner	Contract 2		СМ	copy of Consu Report	Ilting Engineers Inspection	Contract 3	
CM		Contract 3			Final Inspecti	on	Contract 1	
	O&M Manual	Contract 1			1780.76(g) , 1		Contract 2	
	(Engineer) delivered to owner	Contract 1		СМ		of Consulting Engineers	Contract 2	
СМ						, deobligate remaining funds?)		
		Contract 3				pection /Mitigation	Contract 1	
Notes:				CM/SR	/SR SI 1780-2(3.2)(a)(i)(A), 1794.17(b)(3)		Contract 2	
							Contract 3	

PRDR Notice of Intent to File App & Evidence of Public Info. Meeting. 1780.19(a)(b) (w/in 60 days of filing an Apply RD Apply Engineer Agreement - Proposed agreement including budget amount Mayor/Chairman/President e-sign required certifications and submit application in RD Apply (1910-11, 1940-Q Ex A-1., Prohibited Tying arrangement cert) PRDR Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR DNP checked/filed - Applicant plus "Prinicipals" DNP at RD - Check latest DNP UL Update DNP in CPAP Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person	SEARCH / PPG														
AUTHORIZED REPRESENTATIVE: ENGINEER: Contact: Contact: Contact:	Processing Checklist														
Contact: Telephone: Email: Email: CASEP: PRODECT DESCRIPTION: UED: SAM2: Expiration 2"** PPOSESSING Folder Processing Folder COINTY: PPOSESSING Folder PROCESSING Folder PROCESSING Folder COINTY: PPOSESSING Folder PROCESSING Folder PROCESSING Folder COINTY: PPOSESSING Folder PROCESSING Folder PROCESSING Folder PROCESSING Folder PROCESSING Folder SIR Servicing - Routine* SIR Servicing - Rectard - Rectard - Rectard - Servicing - Routine* SIR Servicing - Rectard - Routine* SIR Servicing - Rectard - Servicing - Routine* SIR Servicing - Rectard - Rectard - Servicing - Servicing - Rectard - Servicing - Rectard - Servicing - Servicing - Rectard - Servicing - Rectard - Servicing - Servicing - Servicing - Servicing - Rectard - Servicing -													Bas	sed on 202	4 ICR Guides
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Procurement Procurement Procurement SR Servicing - Routine*	Expiration	1 st Y	ear		ECF	Structu	re Clas	sifications:							
TYPE OF FACILITY PF Process - Certifications CM Construction Monitoring SNR Servicing - Non Routine* PRDA Processing - RD Apply L L Egal Folder PRDA Process - RD Review LO Legal - Organization ENV Environmental Folder ENV Environmental Folder ENV Environmental Folder LC Legal - Closing CONSULTANTS) Document/Action & Reference (APPLICANT / Date CONSULTANTS) PRDR Initial Application Processing Conference (Optional) Staff Instruction (Si) 1780-2 a a 11 (a) (Preferred but optional to discuss level of En needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & bylaws - SO to approve, consult OGC if EN necessary (Non-Profut (NP) only) 1778.6 PRDR Complete RD Apply as Necessary - Includes SF 424, Org Docs Audits/Financial Statements Pholic Info. Meeting, 1780.19(a)(b) (w/in 60 days of filing an Appl RD Apply (w/i		2 nd			P	Proce	essing F	Folder	CBP	_			Servi	cing Fold	ler
WATER SEWER PRDA Processing - RD Apply L Legal Folder *- If Regular Borrower* EWV Environmental Folder LPR Legal - Organization EWV Environmental Folder LPR Legal - Property Rights CERT Review Tracker* ECF Class Document/Action & Reference (APPLICANT / Date ECF Class Document/Action & Reference (APPLICANT / CONSULTANTS) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) (A) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) (A) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) PRDR Initial Application Processing Conference (Optional) Staff Instruction (St) 1780-2 3 a 11 (a) (Preferred but optional to discuss level of Re needed for the proposed project - will it be a Cal Exx w/ Report or an EA7 (A) Articles & Bylaws - SO to approve, consult OGC if Re needed for the proposed project - will it be a Cal Exx w/ PRDR Initial Application Consult (NP) only) 1778.6 PRDR Initial Application Reference (USDA - RD / OGC Project Selection Criteria SO St 1780-2, 3(a)(4) PRDR Initial Application Reference (USDA - RD / OGC Project Selection Criteria SO St 1780-2, 3(a)(4) PRDR Initial Application Reference (USDA - RD / OGC Project Selection Criteria SO St 1780-2, 3(a)(4) PRDR Initial Application Reference (USDA - RD / OGC Project Selection Criteria SO St 1780-2, 3(a)(4) PRDR Initial Application Reference (USDA - RD / OGC Pr	COUNTY:		•		PC	Proce	ess - Ce	rtifications		Procurement		SR	Servi	cing - Ro	outine*
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ECF Class Document/Action & Reference (APPLICANT / CONSULTANTS) Date				·	ENV	Envi	ronmen	tal Folder	LPR						
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PRDR Environmental discussion / Initial Site visit SI 1780-2 3 a. 11 (a) (Prefered but optional to discuss level of ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA? Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA? Articles & Bylaws - SO to approve, consult OGC if ER needed for the proposed project - will it be a Cat Exx w/ Report or an EA? Articles & Bylaws - SO to approve, consult of Cat Ext will it So approve, consult of Cat Ext will it So approve to a project in the Cat Ext will it So approve to a project in the Cat Ext will it So approve to a project in the Cat Ext will it So approve to approve to approve to approve to app									PRDR				tional)		
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Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if necessary (Non-Profut (NP) only) 1778.6 P/PRDA Complete RD Apply as Necessary - Includes SF 424, Org Docs Audits/Financial Statements P Notice of Intent to File App & Evidence of Public Info. Meeting. 1780.19(a)(b) (Win 60 days of filing an App) RD Apply Engineer Agreement - Proposed agreement including budget amount Mayor/Chairman/President e-sign required certifications and submit application in RD Apply (1910-11, 1940-Q Ex A-1., Prohibited Tying arrangement cert) Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR Report or an EA?) Articles & Bylaws - SO to approve, consult OGC if necessary (Non-Profut (NP) only) 1778.6 SO DOGC PRDR PRDR PRDR PRDR PRDR DNP checked/filed - Applicant plus "Prinicipals" DNP at RD - Check latest DNP UL Update DNP in CPAP Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person									PRDR				discuss	level of	
Articles & Bylaws - SO to approve, consult OGC if necessary (Non-Profut (NP) only) 1778.6 Action											proposed project -	will it be a	a Cat E	xx w/	
P/PRDA Complete RD Apply as Necessary - Includes SF 424, Org Docs Audits/Financial Statements								-			- SO to approve, co	nsult OGC	if	AO	
P/PRDA Complete RD Apply as Necessary - Includes SF 424, Org Docs Audits/Financial Statements									١٥	•	• • • • •			SO	
P/PRDA Docs Audits/Financial Statements Notice of Intent to File App & Evidence of Public Info. Meeting. 1780.19(a)(b) (w/in 60 days of filing an App) RD Apply ENG Engineer Agreement - Proposed agreement including budget amount Mayor/Chairman/President e-sign required certifications and submit application in RD Apply (1910-11, 1940-Q Ex A-1., Prohibited Tying arrangement cert) PRDR Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person		Comp	olete	RD Apply as Necess	sary - Include	s SF 424, (Org		LO					OGC	
PRDR Notice of Intent to File App & Evidence of Public Info. Meeting. 1780.19(a)(b) (w/in 60 days of filing an App) RD Apply Engineer Agreement - Proposed agreement including budget amount Mayor/Chairman/President e-sign required certifications and submit application in RD Apply (1910-11, 1940-Q Ex A-1., Prohibited Tying arrangement cert) PRDR Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR DNP checked/filed - Applicant plus "Prinicipals" DNP at RD - Check latest DNP UL Update DNP in CPAP Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person	P/PRDA	Docs	Audit	s/Financial Statem	ents					Project Selection (Criteria	RB 1780-	1 WEP		
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Engineer Agreement - Proposed agreement including budget amount Mayor/Chairman/President e-sign required certifications and submit application in RD Apply (1910-11, 1940-Q Ex A-1., Prohibited Tying arrangement cert) PRDR Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR DNP checked/filed - Applicant plus "Prinicipals" DNP at RD - Check latest DNP UL Update DNP in CPAP Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33 (a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person				_		Affidavi	t								
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PC certifications and submit application in RD Apply (1910-11, 1940-Q Ex A-1., Prohibited Tying arrangement cert) PRDR DNP at RD - Check latest DNP UL Update DNP in CPAP Wayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) PRDR Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person	ENG	inclu	ding b	oudget amount											
PRDR 1940-Q Ex A-1., Prohibited Tying arrangement cert) PRDR DNP at RD — Check latest DNP UL Update DNP in CPAP Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) PRDR Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person									DNP checked/filed	d - Applicant plus "	Prinicipals	s"			
PRDR Mayor/Chairman/President e-sign required Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR Complete Application Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person								PRDR	DNP at RD – Ch	eck latest DNP U	<u>L</u>				
Optional certifications if applicable and submit in RD Apply (AD-1049, SF-LLL) PRDR Accept or Refject within 15 days. Push to CPAP the same day as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person									Update DNP in CP	АР					
PRDR as accepted. 1780.31(b), 1780.32 (a), 1780.33(a-h) Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person										h to CDAI	D tha s	ame day			
Notice of Eligibility and Funding Availability Area Office (AO) Letter/email/documented in-person	(AD 4040 CE III)					PRDR		-			anie day				
PRDR Area Office (AO) Letter/email/documented in-person															
Notes: conference, 1780.32(b), SI 1780-2 & 3 (11) (b), Due within 45									Area Office (AO) Letter/email/decumented in person						
days PB, and 30 Days NP from complete application	Notes:								FNUN	conference, 1780.32(b), SI 1780-2 & 3 (11) (b), Due within 45					

		Р	SEARC rocessin	-					
APPLICA	NT:		ZED REPRESE			ENGINEER:			
ECF Class	Document/Action & Reference (APP CONSULTANTS)	LICANT /	Date	ECF Class	Document/Action	on & Reference (USDA	– RD /	OGC)	Date
ENG	Engineer Agreement with final budget amount submitted to RD for review	ount -		ENG	Engineer Agreeme 1780.39 (b)(1)	ent - RD Review/Concur (No DNP Check)	_	iew	
LC	Commitment of other project funds Letter, Email, loan and/or grant agreement (Applicant, SRF, CDBG, Etc.)	1780.44(d)(f)					<u>'</u>		
PRDR	RD 1942-46, 1780.41(a)(6) signed prior to obligation)	(must be		ENV / CERT	Input Cat Ex w/o F	Report into CERT			
Notes:				ENV / CERT	Complete Cat Ex V RD Instruction 197	V/O Report in CERT 10-B, Form 1970-1		АО	
				CERT				PD	
				PRDR		or Loan Committee d following the CPAP Under		AP Guide -	
				PRDR	Loan Committee /				
				PRDR	1780.41(a)(1)	Information from CPAP		AO SE SO	
				PRDR	Submit Request to CPAP request	NO for Funding		SO NO	
				PRDR	Issue Letter of Cor NO Template- 178	0.41(a)(5)		end 1	
				PRDR	DNP checked/filed	- Letter of Conditions - D d - Applicant plus "Prinicipa eck latest DNP UL	als"	end 2	
				DDDD	Obligation of Fund			oroved	
				PRDR	RD1940-1/ CPAP/ I	NITC screens 1780.41(a)(7)	obl	igated	

		P	SEAR(rocessir	CH / PI ng Che				
						I		
APPLICA	NT:	JTHORIZ	ZED REPRESI	ENTATIVE	:	ENGINEER:		
ECF Class	Document/Action & Reference (APPLIC CONSULTANTS)	CANT /	Date	ECF Class	Document/Act	 ion & Reference (USD	A – RD / OGC)	Date
				PRDR	SO - Go into CAM announcement in	IS and verify OEA nformation is correct		
				PRDR		plicant Notified of Approvenst 6 business days after ob		
				LC	AO Request Gran	t Closing Instructions from	n SO	
				SR	Initial Complianc 400-8 Power App Version 1 or 2	e Review , 1901.204(e)(2), 1780.44(d) 400-8 Power App	c), 1901-E	
LC	Confirmation of other project funds Letter, Email, loan and/or grant agreement 178 (Applicant, SRF, CDBG, Etc.)			LC	Setup EFT NITC/ EFT screen			
LC	by bank if possible Pledge (non-profits - if applicable)	81 signed of collatare		ENG	Preliminary Engir review & concurr	neering Report (PER) - RD rence	AO rec/ Submits SE Review	
	Approval of PER / Facility Plan by Regulatory / 1780.57	Agency					SE Approval	
ENG					Environmental R	eport -	AO Rec/ Submits SEC Review	
	WEP Grant Agreement, RB 1780-12, 1780.45(c	APP		ENG			SEC Approval	
LC	(Execute after engineering agreementcontract signed)							
Notes:				LC	CPS initial/date if from State Office	tems on LOC & Request Cl	osing Instructions	
						ed - Applicant plus "Prinici	pals"	
				LC		to each draw, - if not clea	r do not order RD	
				СМ	Monitor Constru	ction - Monthly 0.16 (c) Use CPAP Const		
				LC	Final Closing - AC	Request, SO Memo to fil	e	
				LC		CPAP? (Loan Grant Obliga nt made, deobligate any ex as a 492		

			S		•		EP DIRECT ecklist	Γ				
						8 0.11		Rase	ed on 20	24 ICR 6	- Suide	ıc
APPLICAN	T:			AUTHORIZ	ED REPRE	ESENTAT	TIVE:	ENGINEER:	- UII 20	24 ICK C	Julue	.5
Contact:				Contact:				Contact:				
Telephone				Telephone:				Telephone:				
Email:				Email:				Email:				
Address:				Address:				Address:				
CASE#:			PROJ	ECT DESCR	IPTION:							
UEI#:												
SAM#:												
Expiration	1 st Year		ECF S	tructure Clas	sifications:							
	2 nd		P	Processing F	Folder	СВР	Construction - l	Bidding -	S	Servicin	g Fold	ler
COUNTY:		!	PC	Process - Ce	rtifications		Procurement		SR	Servicin	g - Ro	outine
TYPE OF I	FACILIT	Y	PF	Processing -	Financials	CM	Construction Me	onitoring	SNR	Servicin	g - No	n Routine
33/A/EDD		CEWED	PRDA	Processing -	RD Apply	L	Legal Folder			<u> </u>		
WATER	•	SEWER	PRDR	Process - RI) Review	LO	Legal - Organiza	ntion	1			
			ENV	Environmen	tal Folder	LPR	Legal - Property	Rights	CERT	Centralized		onmental
			ENG	Engineering	Folder	LC	Legal - Closing		1	Review Tra	acker	
ECF Class		nt/Action & Referen	nce (APPI	LICANT /	Date	ECF Class	Document/Acti	on & Reference	(USDA -	- RD / OC	GC	Date
						PRDR	Subsequent Appl	_				
		but depending o est, many (or a fe			ay bo	FNDN	Staff Instruction (S					
"N/A"	iit requi	est, many (or a re	ew) or the	e entires inc	ay be	PRDR	1780.3 (e) / SI 178				no	
P/PRDA	Credit Ce	RD Apply as Necessary rt, Updated Audits/Fina g Free Work Place (Gra	ancial Stater			ENG	Is there a health/s still? 1780.1	anitary violation o 7, SI 1780-2 3 (8)	or concern	Yes /	/ No	
	Notice of	Intent to File App & Ev	idence of	Notice								
P	Public Inf	o. Meeting. 1780.19(a) days of filing an App)		Affidavit								
		ent to RB 1780-2 Prelir					Other Credit Docu			AO		
ENG		cope change or an upd 780.33(c)(1),(2),(3) uplo				PC	Summary 1780 3(a)(3) Update if 6	0.7(d), 1780.33(d), 5 months or more				
		necessary)		,			original obligation					
		ental Amendment if so change. RD Instruction					Project Selection	RB 1780-1 WEP		Poi	nts	
ENV	C, Exhibit	B 1780.33(f), (uploade er Appl) (if necessary)	d to RD App			PRDR	Criteria (If Changed) 1780.17	RB 1778-1 ECWA appl)	.G (if	Poi	nts	
	certificati	nairman/President e-sig				SI 1780-2, 3(a)(4)	RB 1777-2 NatAm/Colonia (if appl)	Poi	nts		
PC	1940-Q E	x A-1., Prohibited Tying	arrangeme	int cert)			DNP checked/file	d - Applicant plus	"Prinicipal	ls"		
								neck latest DNP	•			
	Mayor/Cl	nairman/President e-sig	gn required	Optional		PRDR	Update DNP in CF		<u>UL</u>			
		ons if applicable and su	ibmit in RD	Apply (AD-								
PC	1049, SF-					PRDR	Complete Applica Accept or Return CPAP the same da 1780.31(b), 1780.	with comments way once accepted.	•	ays. Push to	o	
Notes:												
						PRDR	Notice of Eligibilit Area Office (AO) L within 45 days PB application	etter, 1780.32(b),	SI 1780-2 8		, Due	

	SI		•	T - WE ng Che	P DIRECT cklist				
APPLICA	NT:	UTHORIZ	ED REPR	RESENTATI	IVE:	ENGINEER:			
ECF Class	Document/Action & Reference (APPLIC CONSULTANTS)	CANT /	Date	ECF Class	Document/Actio	n & Reference (USDA	– RD	/ OGC)	Date
L /SR	Amended Professional Service Agreements - Bond Counsel/Legal & Accounting/Auditor, 1780.39(b)(2) RD Concur (If changes & if necessary, else "N/A")	Lgeal Bond Auditor			Engineer Agreeme Review/Concur 1780.39 (b)(1) DNP Check)	nt Amendment- RD	(No _	Review	
PF	Borrower Accounting System - RD Review and in effect - SI 1780-4 (1) (ii) (if not procompleted, else "N/A")				necessary, else "N	•		Concur	
LC	Public Body (PB) Preliminary Opinion De	ection/ esion inion		ENG	concurrence 1	nd/or- RD Review & 780.33(c)(2) & (3) ithin 45 days of complete If no PER	AO sub		
	Resolution of Members (NP) RD 1942-8 1780 necessary - else "N/A"	.39(f) if			update and just up		SE app	roval	
P	Documentation uploaded to CPAP that applic least one public meeting 1780.19 (b) due to scope chaqnge , else "N/A")	cant held at (if applicable		ENV / CERT	Imput Environme	ental information into C Ex w/o report, else con cess			
ENG	Primacy Agency Approval of PER Amendmen change, else "N/A" 1780.55; 1780.57 (g) water & (h) sewer			ENV /	Environmental doc (CatEx w Report) or	letter - Acceptance or Co uments - RD Instruction r 1970-C Exh.C (EA), (NA f	1970-В	Exh.B	
ENG	Health/Sanitary Standard Violation or Concerproject change based on current situation or existing documentation is sufficient. EPA/DEC documentation, 1780.13(b)(1), 1780.10(c)(1), 1780-2 3 (8)	"N/A" if Q or similar		ENV / CERT	(RD Instruction 197	zard Determination (0-F) FEMA Form 81-93 of scope and/or security	is not re	eal estate)	
ENV	Archeological Report (if necessary) 1970-B, Exh. C, or 1970-C, Exh. B			ENV /	FFRMS Floodplain De	stermination: Worksheet-197	70-F		
	Phase I Site Assessment, if secuity taken in rea	al estate		CERT	FFRMS Job Aid Flood	dplain Determination Worksho	eet (fema	a.gov)	
ENV	>\$100k, TSQ if <\$100k (N/A if secuirty is not re Preliminary Notice Important Land/ Cultural	Notice		ENV /	No Effect Package H) (NA for CatEX	to SHPO/THPO - SO (RD I	nstruct	ion 1970-	
ENV	Resources - 1970.56; 1970.557; 1970-H (Exh H		1	CLINI	Cat-Ex Form - Inp	out into CERT		AO	
	2) 1970-L Notice of Availability of Environmental	Notice		ENV /	RD Instruction 1970	O-B, Form RD 1970-1			
ENV	Assessment – 1970-C (Exh F-1) (N/A for CatEx)	Affidavit		CERT	(N/A for EA)			PD	
	Final Notice Important Land/Cultural	Notice		ENV /	FONSI Recommend	dation Letter (SEC) - 1970	-C Exh [D - SEC	
ENV	Resources 1970.556; 1970.557; 1970-H (Exh H-3) ;1970-L	Affidavit		CERT	1	NSI Determination (PD) - for CatEx)	1970-C	PD	
	Notice of FONSI 1970-C (Exh F-4)	Notice			Commercial Credit	Screen in CPAP list lende			
ENV		Affidavit		PRDR	data within 6 mont 2 3 a. (3); SI 1780-6		L780.7 ((d); SI 1780-	
	Notification to Adjacent Property Owners	Notice			Commercial Credit	Screen- feasibility statem			
ENV	1970-C Exhbit B 3.14.2	Affidavit		PRDR	comments where in (d); SI 1780-2 3 a. (nformation is from in CPA '3): SI 1780-6	P	1780.7	
L	Water/Sewer Purchase/Treatment Contract necessary, else if no change "N/A" RD442-30, 1780.62, 1780.63	If		PRDR	AO Memo for State	e Office / Loan Committe I following the CPAP Unde			
DDDD	AO Concur Letter of Intent to Meet Conditions	(0.0		PRDR	request meet the r	Committee – Approval equirements in SI 1780-2, antial Grant criteria, etc)		Does the)-5	
PRDR	RD 1942-46, 1780.41(a)(6) be signed prior to obligation)	(Must			Project Summary I	nformation from CPAP		AO	
Notes:				PRDR	1780.41(a)(1) Narrative complete	ed with date and initial		SE	
				PRDR	Submit Request to Applicable)	NO for Funding CPAP request	(If		
				PRDR	Issue Letter of Con NO Template- 1780	ditions/Amend(s)		LOC Amend 1	
					WEP Letter of Co	onditions		Amend 2	
						- Applicant plus "Prinici	pals"		
				PRDR	Do Not Pay at Ru	*	a+!a \		
				PRDR	•	AP (< 5 days prior to Oblig ate and term in CPAP (if lo	•		
					Obligation of Fund	•		approved	
				PRDR	RD1940-1/ CPAP/ N	NITC screens 1780.41(a)(7)	obligated	

			EQUEN rocessi		EP DIRECT ecklist		
APPLICA	NT:	AUTHO	ORIZED REI	PRESENTA	TIVE: ENGINEER:		
ECF Class	Document/Action & Refere CONSULTANTS)	ence (APPLICANT	'/ Date	ECF Class	Document/Action & Reference (USDA –	RD / OGC	C) Date
LPR	Preliminary Title Opinion (NP) 1780.44(g)(2)(i) change from original project,	(If	-	PRDR	SO - Go into CAMS and verify OEA announcement infromation is correct		
LPR	Rights-of-Way Certificate w/ N RD 442-21, 1780.44(g)(1) change from original project, e		(If	PRDR	SO - Evidence Applicant Notified of Approval L 1780.41(b) (at least 6 business days after obliga		
LPR	Opinion of Counsel-Rights-of V RD 442-22, 1780.44(g)(1)(i) change from original project, e		(If	LC	Draft Bond Documents RD Review 1780.94 (public bodies, some tribes)	SC	
LC	Updated Applicants Proof of In Gen/Liability/Auto/Workers Con Accord Form/Policy 1780.39(g)	mp/ Flood/Property	1	LC	(Non- Profit, some tribes, some districts) RD 440-22, 1780.14(b), 45(a)(1)	ge, etc.	
LC	Updated Evidence of Fidelity or Cert of Insurance/bond 1780.3		y (if >	LC	UCC Lien Filed (Non Profit) UCC Lien Search Completed (Non Profit)	UCC-:	
LC	1 year else "N/A" User Agreemnt/Hookup Ord./\(\) (N/A if no new users) RB 1780-\(\) If change from original project	9 1780.39(c)(3), 44(b)		LC	Draft WEP Grant Agreement RB 1780-12, 1780.45(c) (if applicable)	000-	
L	Water Rights 1780.44(g)(3) Let: If change from original project, Lease Agrmnts/Permits (land u	ter/Docs (State Agendelse "N/A"	су)		Closing Instructions Memo / State Template- Required Prior to Bid 1780.44(h), 1780.83	AO SO	
_	1780.44(g)(4) If change from ("N/A"	original project, else		LC	1700111(11)) 1700100		
	Subsequent Loan Resolution/Resolution	RB 1780-27 (bonds)				OGC	
LC	Security Agreement 1780.45(a)(2) else "N/A"	RB 1780-28 (notes) Certification - Sign A Closing	t	LC	Processing Office discussed closing requirement applicant, engineer, attorney and other approprepresentatives. 1780.44(h)		
LC	Commitment of additional oth Letter, Email, loan and/or grant (Applicant, SRF, CDBG, Etc.) else	agreement 1780.44(d)(f)	SR	Initial Compliance Review (If not completed 400-8 Power App, 1901.204(e)(2), 1780.44(c), 1 Version 2 400-8 Power App		
LC	Electronic Funds Transfer (EFT) signed by bank if possible Pledge of collatarel (non-profits			LC	Setup EFT NITC/ EFT screen		
	Approval of Plans & Specs by R	Regulatory contract	1		RD Approval of Plans & Specs	contract 1	
	Agency 1780.57 (g) water; 1780.57 (h) s	contract	2		State Engineer, 1780.57 Mitigation Measures in Contract Documents	contract 2	
ENG	Subsequent results in change fr		3	ENG	and/or adopted (if necessary)	contract 3	
	project, els "N/A"				Check Latest RB 1780-26 version		
	Interim Financing	Bank term sheet			Consulting Engineers AIS / BABA Certification	contract 1	
СВР	RB 1780- 10/10a, 1780.39(d) subsequent loan, else "N/A"	Interim Financing	g	ENG	with plans & specifications (Fully Executed) if original obligation was between May 5, 2017 /	contract 2	
	WEP Grant Agreement	Letter	APP		May 14, 2022)	contract 3	
LC	RB 1780-12, 1780.45(c) (Execute after construction con May combine with and superce grant agreement - "N/A" for sul	ede the initial	AO	ENG.	Approval to Advertise for Bids AO Specialist Letter/Email	contract 1	
	Draft Bond Documents	<u> </u>		ENG		contract 2	
LC	RD Review 1780.94 (public bodies, some tribes) if	applicable, else "N/A'	11			contract 3	
	Draft Final Promissory Note	Form RD 440-22 (Non-		Pre-Closing Review	AO	
LC	Profit, some tribes, some district aspplicable, else "N/A"	cts) If		LC	Bond docs/note/DoT/UCC 1780.83,1780.94	SO	
SR	Vulnerability Assessment & Em Certification(s) change from original else "N/A"	1	lan If	LC	CPS initial/date items on LOC & Closing Instructo verify completion	ctions	
ENG	Other - (Safe Drinking Water Plant of the Change from original else "N/.	an, etc.)			DNP of RD Check latest DNP III	<u>"</u>	
Notes:				LC	<u>DNP at RD – Check latest DNP UL</u> * Must pull prior to each draw, - if not clear do	not order	RD
					funds, include in Pay Package		
				LC	Closing Instructions to Title Co. Letter (notes)		

					P DIRECT	Γ		
		Pro	cessir	ng Che	cklist			
APPLICA	NT:	AUTHORIZ	ZED REPR	RESENTAT	IVE:	ENGINEER:		
ECE CI			1	ECE	In	A.D. 4 (110D.)	77.1000	
ECF Class	Document/Action & Reference (APPI CONSULTANTS)	LICANT /	Date	ECF Class	Document/Action	on & Reference (USDA -	- RD / OGC	Date
				LC / CM		dered before Loan Funds - per 1780.45 (d)	D ocument and	
	Final Title Opinion			LC	Grant Closing in C	PAP? (Loan Grant Obligatio	n tab)	
LC	Form RD 1927-10 or similar, 1780.44(g)(2) If real estate taken as security (normally no	on-profits)				POST CLOSING		
LC	Final Promissory Note Form RD 440-22			LC	Evidence Bond/No Memo, (original Bo	ote Transmitted to Finance ond/Note in Safe)		
SR	Vulnerability Assessment & Emergency Res Certification(s)	ponse Plan		LC	Evidence of PAD T Memo	ransmittal to Finance		
ENG	Other - (Safe Drinking Water Plan, etc.)			LC	AO Loan Closing N Request for Post-C Memo			
LC	Closing Docs Bond Docs / Note, UCC, DoT/HUD1 1780.45(a)(1), 1780.83			LC	Final Closing recei 1780.45(g)	ved from SO Memo		
LC	RB 1780-27 - Loan Resolution / RB 1780-28 Resolution Security Agreement Certificatio (executes one per loan at closing)			LC	Request OGC Post 1780.45(g)	Closing Instructions		
LC	Executed PAD Agreement RD 3550-28			LC	Final Closing recei 1780.45(g) applicable	ved from SO Memo	If	
LC	ALTA Title Report (usually Non-profit) Title Company 1780.44(g)(2) (i)		LC / SR	Schedule Warrant 1780-2 - 4. b. (1) (a		SI	
LC	Final Title Opinion Letter/Memo 1780.44 (g)(2) use attorney)	(if		LC / SR	Schedule Operation 2 - 4. b. (1) (b)	onal review	SI 1780-	
LC	Final Opinion of Bond Counsel (Bonds) Letter/Memo 1780.83(1)			Notes:				

		SUBSEQ Cons	•	T - WEF		CT		
	IE NEEDED /More	than thro	0 (2) 001	actruction	Contract	·c1		
BORROWE	IF NEEDED - (More	ENGINEER		istruction	Contract	ECF Structure Classification	ns:	
						P - Processing Folder		
Contact:		Contact:				PC - Processing - Certificat	ions	
Telephone:		Telephone:	1			PRDR - Processing RD Revi		
Email:		Email:	1			ENV - Environmental Folde		
Address:		Address:	1			ENG - Engineering Folder		
CASE#:	PDC	JECT DESCR	PIPTION:			CBP - Construction - Biddin	ng - Procuren	nent
		JECT DESCR	dr Hon.			CM - Construction - Bladin		nem
	ame of Contractor(s)						ring	
#1						L - Legal Organization		
#2						LO - Legal - Organization		
#3						LPR - Legal Property Rights	S	
TY	YPE OF FACILITY					LC - Legal - Closing		
WATER	SEWER					SR - Servicing - Routine		
						SNR - Servicing - Non-Rout	ine	
ECF Class	Document/Action & Reference (Al CONSULTANTS)	PPLICANT /	Date	ECF Class	Document/A	Action & Reference (USDA	A – RD)	Date
	Bid Package submitted by Engineer	Contract 1		5310		Resident Inspector Resume		
СВР	Bid tab, low bid, bid bond, Engineers recommendation for award, Applicants	Contract 2		ENG	State Enginee	er memo/email 1780.76(c)		
	recommendation for award, 1780.61(b)					on Surety Company	Contract 1	
	Notice of Award to Contractor	Contract 1	-	ENG	1780.75(c) <u>ww</u>	vw.fms.treas.gov/search.html	Contract 2	
СВР	EJCDC C-510	Contract 2	-				Contract 3	
CDP		Contract 3	<u> </u>		AO Recomme	endation of Award to SO	Contract 1	
	Applicants Attorney Review	Contract 1	 	- 600	Update CPAP	Construction Module	Contract 2	
	Construction Documents - RD Exhibit Go			СВР		ct deobligate excess funds if >	Contract 3	
СВР	1780.61(b)					ency SI 1780-2 3 b (4)		
		Contract 3				ncurrence to Award Project Budget Letter	Contract 1	
	Pre-Construction Conference (Engineer) – 1780.76(a)	Contract 1		ENG	1780.61(b)	110,000 - 0.00	Contract 2	
СВР	(Eligineer) 2700 0(a)	Contract 2					Contract 3	
		Contract 3				utes Construction Contract concurrence on RD	Contract 1	
	Notice to Proceed (Engineer) EJCDC C-	Contract 1		СВР	Supplementa		Contract 2	
СВР	550	Contract 2			Check Latest	<u>RB 1780-26</u> version	Contract 3	
		Contract 3				ntractors RD 400-3 1780.76(a)	Contract 1	
	Owner's construction monitoring	1		СВР	provided at P specialist	re-construction meeting by	Contract 2	
СМ	reports completed monthly during construction	n					Contract 3	
	, , ,				DNP checked	/filed - Applicant plus "Prinici	pals"	
	Certificate of Substantial Completion /	Contract 1		CM	DNP at RD	- Check latest DNP UL		
СМ	Punch List (Engineer) EJCDC C-625	Contract 2	†		* Must pull p	rior to each draw if >30 days -	if not clear,	
Civi	(Eligineer) Elobo C-023	Contract 3	<u> </u>		do not order UEI# Expiration	RD funds, include in Pay Packa	age Year 1	
	alatics of Assentability of Mark	Contract 1			UEI# Expiraci	on Date	Year 2	
	Notice of Acceptability of Work (Engineer) EJCDC E-500 Exh. E			СМ				
CM		Contract 2					Year 3	
		Contract 1	<u> </u>			struction - Monthly .780-2 4 (a), 1970.16 (c) Use	Contract 1	
	Contractors AIS/BABA Certification prior to final payment (Fully Executed)	Contract 1		CM		iction Module	Contract 2	
CM	, , , , , , , , , , , , , , , , , , ,	Contract 2					Contract 3	
		Contract 3			AIS Site Inspe	ection (as applicable) / State Engineer (If	Contract 1	
	Consent of Surety from Bonding	Contract 1		CM		ation for project was on or	Contract 2	
CM	Company	Contract 2			after May 5, 2	2017 - and not BABA)	Contract 3	
		Contract 3			Pre-Final Insp		Contract 1	
	"As-Built" Plans	Contract 1		СМ	1780.76(f), 1 Obtain copy of	970.16 (c) of Consulting Engineers	Contract 2	
СМ	(Engineer) delivered to owner	Contract 2			Inspection Re		Contract 3	
		Contract 3			Final Inspecti		Contract 1	
	O&M Manual	Contract 1		_	1780.76(g) , 1	1970.16 (c) of Consulting Engineers	Contract 2	
	(Engineer) delivered to owner	Contract 2		CM	Inspection Re		Contract 3	
CM					contract, deo	bligate remaining funds?)		
		Contract 3				pection /Mitigation	Contract 1	
Notes:		•	4	CM/SR	SI 1780-2 4 b.	. (1), 1970.16 (c)	Contract 2	
							Contract 3	1

					Pı	WEP C rocessin							
							0				Bas	sed on 202	24 ICR Guides
APPLICAN	T:				AUTHORIZ	ED REPRESE	NTATIVE	<u> </u>	ENGINEER:				
					Contact:				Contact:				
Telephone:					Telephone:				Telephone:				
Email:					Email:				Email:				
Address:					Address:				Address:				
CASE#:				PRO	JECT DESCR	IPTION:							
UEI#:													
SAM#:													
Expiration	1 st Y	'ear		ECF	Structure Clas	ssifications:							
	2 nd			P	Processing I	Folder	СВР	Construction - E	Bidding -	S	Servi	icing Fold	ler
COUNTY:				PC	Process - Ce	ertifications	_	Procurement		SR	Servi	cing - Ro	outine*
TYPE OF F	ACI	LIT	Y	PF	Processing -	- Financials	СМ	Construction Mo	onitoring	SNR	Servi	cing - No	on Routine*
				PRDA	Processing -	· RD Apply	L	Legal Folder		* - If Re	gular	Borrowe	r
WATER	WATER SEWER PRDR Process - RD Review LO Legal - Organization												
ENV Environmental Folder LPR Legal - Property I										CERT			nvironmental
				ENG	Engineering	Folder	LC	Legal - Closing Review Track					er
ECF Class			nt/Action & Ref	erence (APP	LICANT /	Date	ECF Class	Document/Action	on & Reference ((USDA –	- RD /	OGC	Date
	COI	NSUI	LTANTS)										
								Articles & Bylaws	- SO to approve, co	nsult OGC	if	AO	
							LO	necessary (NP only) 1778.6				SO	
			RD Apply as Neces		SF 424, Org			(5, 7 277 5.6				OGC	
PRDA	Docs	Audit	ts/Financial Statem	ents					cussion / Initial Sit	e visit (pre	eferred	d)	
			ntent to File App 8		Notice		PRDR	1780.3 (e) / SI 178	0-2 3 a. 11 (a)				
PRIJA			o. Meeting. 1780.19 ays of App)	9(a)(b)	affidavit		PRDR		Processing Conference	ence		Staff	
					(252)		FROR	Instruction (SI) 178	<u> </u>		1.00	T (0D C	
PRDA		780-2	Preliminary Engin , 1780.33(c)(1),(2),				PRDR	grant amount mat	Applicant, Project ches Appropriation		and CP	F/CDS	
			ental Documentation					DNP checked/filed	d - Applicant plus "	Prinicipals	3"		
PRDA			tion 1970-B, Exhibition 1970-B, Exhibition 1970-B, Env Power Appl)	it C,, (uploade	d to RD Apply		PRDR	DNP at RD – Ch	neck latest DNP U	<u>JL</u>			
								Update DNP in CP	AP				
PRDA	certi 1910	ficatio -11, 1	airman/President e ons and submit app .940-Q Ex A-1. SF-L ent cert)	lication in RD	Apply (AD-1049,		PRDR	Complete Applicat Accept or Return v CPAP the same da 1780.31(b), 1780.	with comments wit		ys. Pus	sh to	
PRDA	Conf	irmati	ion that Project Ma	itches Approp	riations		Notes:						
Notes:							Notes.						
notes.							-						

			WEP	CPF/CI	OS				
		P	rocess	ing Che	cklist				
APPLICA	NT:	AUTHORIZ	ZED REPRE	SENTATIVE	:	ENGINEER:			
ECF Class	Document/Action & Reference (APP) CONSULTANTS)	LICANT /	Date	ECF Class	Document/Action	on & Reference (USD	OA – RD /	OGC)	Date
L	Professional Service Agreements - Legal & Accounting/Auditor, 1780.39(b)(2) RD Concur	Legal Auditor		ENG	Engineer Agreeme 1780.39 (b)(1)	ent - RD Review/Concur (No DNP Check	Rev Con		
ENG	Primacy Agency Approval of Facility Plan 1780.55			ENG	PER – RD Review 8 1780.33(c)(2)(3); S Upload to CPAP	& concurrence Il 1780-5 (CPF/CDS)	AO submit		
PRDR	Applicants Insurance Coverage SI 1778-1, A Letter of Intent to Meet Conditions	CCORD Form		ENV /	Acceptance or Cor	complete appl n letter - Input in CERT mments on Environmenta O-B Exh.B (CatEx w Repo			
PRDR Notes:	RD 1942-46, 1780.41(a)(6) (Must be signed prior to obligation)			ENV /	Cat-Ex Form or FO	cision & Notices (if neces		AO SEC	
						or Loan Committee	СР	AP	
				PRDR PRDR	adjusted for ECWA Entity or Scope ou confirm Applicant	itside 1780? - Add comm , Project Purpose, and Cl	ents to CPA	AP to	
				PRDR	Loan Committee / extent possible, ap complete applicati	S/O – Approval oprove or disapprove with		ō of	
				PRDR	Project Summary 1780.41(a)(1)	Information from CPAP ed with date and initial		AO SE SO	
				PRDR	& request \$\$ from	ote N/O must complete ex Budget)		SO NO	
				PRDR	Issue Letter of Cor NO Template- 178 WEP Home			end 1	
				PRDR	DNP checked/filed	d - Applicant plus "Prinici neck latest DNP UL AP (< 5 days prior to obli	ipals"		
				PRDR	Obligation of Fund RD1940-1/ CPAP/	ds NITC screens 1780.41(a)(7)	roved	

					CPF/CI					
			Pi	rocessir	ng Che	CKIIST				
APPLICA	NT:	AUTI	HORIZ	ED REPRESI	ENTATIVE	•	ENGINEER:			
		11011		ED REI RESI		•	Er (GII (EER)			
ECF Class	Document/Action & Reference (APP CONSULTANTS)	LICA	NT /	Date	ECF Class	Document/Acti	ion & Reference (USDA –	- RD	/ OGC)	Date
LPR	Preliminary Title Opinion (NP) /Lot Book R 1780.44(g)(2)(i)	eport (I	PB)		PRDR	SO - Go into CAM announcement in	S and verify OEA fromation is correct			
LPR	Right-of-way Certificate w/ Map RD 442-21, 1780.44(g)(1)				PRDR		plicant Notified of Approval L st 6 business days after obliga			
LPR	Opinion of Counsel-Rights-of Way RD 442-22, 1780.44(g)(1)(i)				LC	AO Request Gran	AO Request Grant Closing Instructions from SO			
L	Water Rights 1780.44(g)(3) Letter/Docs					Initial Compliance	e Review . 1901.204(e)(2), 1780.44(c), 1	Q∩1_F	:	
L	Lease Agrmnts/Permits (land use/discharge	e)1780.	44(g)(4)		SR	Version 1 or 2	400-8 Power App			
LC	Commitment of other project funds Letter, Email, loan and/or grant agreement (Applicant, SRF, CDBG, Etc.)	1780.4	4(d)(f)		LC	Setup EFT NITC/ EFT screen				
	Electronic Funds Transfer (EFT) Letter or SF by bank if possible Plec			RD Approval of P State Engineer, 17	-	con	tract 1			
LC	(non-profits - if applicable)	age or e	onatarer		ENG		res in Contract Documents	con	tract 2	
	Approval of Plans & Specs by Regulatory Agency 1780.57	contra	ct 1			<u>RB 1780-26</u> version	con	tract 3		
ENG	1/80.5/	contra					eers AIS / BABA Certification ifications (Fully Executed) if		tract 1	
		contra			ENG	original obligation	n was after May 5, 2017 / May	′	tract 2	
	WEP Grant Agreement, RB 1780-12, 1780.4 (Execute after construction contract signed	٠,,	APP			14, 2022)		con	tract 3	
LC			AO		- FNG	Approval to Adve			tract 1	
Notes:					ENG				tract 2	
						Pre-Closing Revie		con	tract 3	
					LC	Pre-Closing Revie	w		SO	
						CPS initial/date it	ems on LOC & Closing Instruc	ctions		
					LC	to verify completi	_			
							d - Applicant plus "Prinicipals	s"		
					LC		<u>heck latest DNP UL</u> to each draw, - if not clear do Pay Package	o not	order RD	
					LC		Request, SO Memo to file			
					LC	Grant Closing in C	CPAP? (Loan Grant Obligation	n tab)		

					Co	WEP C	_				
BORROWE	R:				ENGINEER	:			ECF Structure Classification	ns (Portion):	
						•			P - Processing Folder		
					Contact:				PC - Processing - Certificat		
Telephone:					Telephone:				PRDR - Processing RD Rev		
Email:					Email:				ENV - Environmental Fold	er	
Address:					Address:				ENG - Engineering Folder		
CASE#:				PROJ	ECT DESCR	AIPTION:			CBP - Construction - Biddi		nent
Na	ame of C	Contractor(s)		1					CM - Construction Monito	oring	
#1				1					L - Legal		
#2				1					LO - Legal - Organization		
#3]					LPR - Legal Property Right	S .	
TY	PE OF	FACILITY							LC - Legal - Closing		
WATER		SEWER							SR - Servicing - Routine (If		
									SNR - Servicing - Non-Rout	tine (If Regular	· Borrower)
ECF Class		nent/Action & Ro ULTANTS)	eferen	ce (AP	PLICANT /	Date	ECF Class	Document/A	Action & Reference (USDA	A – RD)	Date
	Bid Pac	kage submitted by	Engine	eer	Contract 1			RD Approval	Resident Inspector Resume		
СРВ	recomn	lowbid, bid bond, nendation for awar nendation for awar	rd, App	licants	Contract 2		ENG	State Enginee	er memo/email 1780.76(c)		
	10001111	Terradion for awar	, 170	0.01(0)	Contract 3						
	Notice (of Award to Contra	actor		Contract 1						
СРВ	Liche	-510			Contract 2						
					Contract 3				on Surety Company vw.fms.treas.gov/search.html	Contract 1	
		nts Attorney Revie		hihit GC	Contract 1		СВР	1780.73(c) <u>ww</u>	w.mis.treas.gov/search.ntmi	Contract 2	
СРВ	1780.61		IND EXI	iibit GC	Contract 2					Contract 3	
					Contract 3				endation of Award to SO Construction Module	Contract 1	
		nstruction Confere er) – 1780.76(a)	nce		Contract 1		ENG	opuate cr Ar	construction wiodule	Contract 2	
СРВ	Cingine	er j — 1700.70(a)			Contract 2					Contract 3	
					Contract 3				ncurrence to Award Project Budget Letter	Contract 1	
	Notice 1	to Proceed (Engine	eer) EJ(CDC C-	Contract 1		ENG	1780.61(b)	Troject Budget Letter	Contract 2	
СРВ					Contract 2					Contract 3	
					Contract 3				utes Construction Contract concurrence on RD	Contract 1	
		s construction mon ted monthly during			S		СВР	Supplementa	ry Cond	Contract 2	
CM	l '	,							RB 1780-26 version ntractors RD 400-3 1780.76(a)	Contract 1	
	Cortific	ate of Substantial	Comple	ation /	Contract 1				re-construction meeting by	Contract 2	
63.4	Punch L		Compi	etion /	Contract 2		СВР	specialist		Contract 3	
CM	(Engine	er) EJCDC C-625			Contract 3			DNP checked	/filed - Applicant plus "Prinic		
	Notice	of Acceptability of	Work		Contract 1		-		- Check latest DNP UL	ipais	
		er) EJCDC E-500 Ex			Contract 2		CM		rior to each draw if >30 days	- if not clear.	
CM								do not order	RD funds, include in Pay Pack	age	
	<u> </u>				Contract 3			Monitor Cons	struction - Monthly .780-2 4 (a), 1970.16 (c) Use	Contract 1	
		tors BABA Certific final payment (Ful		ruted) -	Contract 1		CM	CPAP Constru	iction Module		
CM	if neede		ny Exce	acca,	Contract 2					Contract 3	
					Contract 3		_	AIS Site Inspe	ection (as applicable) State Engineer (If original	Contract 1	
	Consen	t of Surety from Bo nv	onding		Contract 1		СМ	obligation for	project was on or after May	Contract 2	
CM		•			Contract 2			5, 2017 -not l		Contract 3	
					Contract 3			Pre-Final Insp 1780.76(f), 13		Contract 1	
		It" Plans er) delivered to ow	ner		Contract 1		CM	copy of Cons	ulting Engineers Inspection	Contract 2	
CM					Contract 2			Report		Contract 3	
	65::	•			Contract 3			Final Inspecti 1780.76(g), 1		Contract 1	
	O&M N (Engine	fanual er) delivered to ow	ner		Contract 1		СМ	Obtain copy of	of Consulting Engineers	Contract 2	
CM		,			Contract 2			Inspection Recontract, deo	eport (if final bligate remaining funds?)	Contract 3	
					Contract 3				pection /Mitigation	Contract 1	
Notes:					I	I	CM/SR	SI 1780-2(3.2)(a)(i)(A), 1794.17(b)(3)	Contract 2	
										Contract 3	

		D	isaster a	and En	_	cy Wate rocessii		Waste (D cklist	EWW) (Gran	t Or	nly	
					•		1.5 0.1.0				Bas	sed on 202	24 ICR Guides
APPLICAN	T:				AUTHORIZ	ZED REPRES	ENTATIVE	:	ENGINEER:				
	•								Di (OII (BEIL)				
					Contact:				Contact:				
Telephone:					Telephone:				Telephone:				
Email:					Email:				Email:				
Address:					Address:				Address:				
CASE#:				PRO	JECT DESCH	RIPTION:							
UEI#:													
SAM/CAGI	E#:												
Expiration	1 st Y	'ear		ECF	Structure Cla	ssifications:							
	2 nd			P	Processing	Folder	СВР	Construction - B	idding -	S	Servi	icing Fold	ler
COUNTY:				PC	Process - C	Certifications		Procurement		SR	Servi	icing - Ro	outine*
TYPE OF F	ACI	LIT	Y	PF	Processing	- Financials	CM	Construction Mo	nitoring	SNR	Servi	icing - No	on Routine*
**/ ^ (7) (7)			CEWED	PRDA	Processing	- RD Apply	L	Legal Folder		* - If R	egular	Borrowe	er
WATER	•		SEWER	PRDF	Process - R	D Review	LO	Legal - Organizat	tion				
		•		ENV	Environme	ntal Folder	LPR	Legal - Property	Rights	CERT			nvironmental
				ENG	Engineering	g Folder	LC	Legal - Closing			Revie	ew Track	er
ECF Class			nt/Action & Ref LTANTS)	Gerence (API	PLICANT /	Date	ECF Class	Document/Actio	on & Reference	(USDA	– RD /	OGC	Date
								Articles & Bylaws -	SO to approve, c	onsult OG	C if	AO	
							LO	necessary (NP only) 1778.6				so	
			RD Apply as Neces		SF 424, Org							OGC	
PRDA	Docs	Audi	s/Financial Staten	nents				Environmental disc	•	ite visit (p	referred	d)	
							PRDR	1780.3 (e) / SI 1780	J-2 3 a. 11 (a)				
PRDA			Engineering Repo	•	kind or		PRDR	Initial Application Staff Instruction (S	•				
PRDA			w RUS Bulletin 178 to RD Apply> C				PRUK	Stail instruction (S	I) 1/80-2 3 d 11 (d	d)			
			ental Report tion 1970-B, Exhibi	t C or 1970-C	Evhihit B			DNP checked/filed	- Applicant plus	"Prinicipa	ls"		
PRDA			, (uploaded to RD				PRDR	DNP at RD – Ch	eck latest DNP	<u>UL</u>			
								Update DNP in CPA					
PRDA	certi 1910	ficatio -11, 1	airman/President ons and submit app .940-Q Ex A-1. SF-I ent cert)	olication in RD	Apply (AD-1049	,	PRDR	Complete Applicat Accept or Return v CPAP the same day 1780.31(b), 1780.3	vith comments w y once accepted.		ays. Pus	sh to	
			ion facility is locate				PRDR	Notice of Eligibility	and Funding Ava	ailability			
PRDA	Secre		eclared by the Pres of Agriculture, or t				Notes:	1					
Notes:		•				•							

	Disaster and Em	_	•	er and \ ing Che	•	EWW) Gran	t On	ly	
APPLICA	NT:	AUTHORI	ZED REPRE	ESENTATIVE	:	ENGINEER:			
					•				
ECF Class	Document/Action & Reference (APPI CONSULTANTS)	LICANT /	Date	ECF Class	Document/Acti	ion & Reference (USDA	A – RD /	OGC)	Date
L	Professional Service Agreements - Legal &	Legal			Engineer Agreement - RD Review/Concur 1780.39 (b)(1) (No DNP Check		Rev	riew	
	Accounting/Auditor, 1780.39(b)(2) RD Concur	Auditor		ENG	1780.39 (b)(1)	Cor	ncur		
	Primacy Agency Approval of Facility Plan				PER – RD Review	concurrence	AO submits		
ENG	1780.55		1780.33(c)(2)(3) Upload to CPAP				SE Comm	ent	
	Applicants Insurance Coverage SI 1778-1, ACCORD Form			-	I .		SE approv	al	
PRDR	Applicant's Certification of non-coverage, L	ENV / CERT	SEC Determination Acceptance or Co RD Instruction 19 (EA), (NA for Cate						
	Letter of Intent to Meet Conditions				Environmental Decision & Notices (if necessary)		AO		
PRDR	RD 1942-46, 1780.41(a)(6) signed prior to obligation)	(must be		ENV /	Cat-Ex Form or FONSI Input to CERT RD Instruction 1970-B, Form 1970-1, FONSI memo,		memo.	SEC	
Notes:	organical prior to obligation,			CERT	etc.	70 2, 101111 2370 2, 101101	,	PD	
				PRDR		D or Loan Committee ed following CY 22 processi	ng guidan	CPAP ce	
				PRDR	Loan Committee / S/O – Approval The request must meet the requirements in the CY 22 guidance				
					Project Summary	Information from CPAP		AO	
				PRDR	1780.41(a)(1)	ted with date and initial		SE	
					Narrative comple	ted with date and initial		SO	
					Submit Request t	o NO for Funding		SO	
				PRDR	CPAP request	•		NO	
					Issue Letter of Co	nditions/Amend(s)	LOC		
				DDDD	NO Template- 178			end 1	
				PRDR	WED Home	- Letter of Conditions -			
		PRDR	DNP checked/filed - Applicant plus "Prinicipals" DNP at RD - Check latest DNP UL						
					· .	PAP (<5 days prior to obliga			
				PRDR	Obligation of Fun RD1940-1/ CPAP/	ds NITC screens 1780.41(a)(7)	roved	
]		obl	igated	

	Disaster and Em	erg	•	y Wate rocessi		•	DEWW) Grant	Oı	nly	
APPLICANT: AUTHORIZED REPRESE						::	ENGINEER:			
ECF Class	Document/Action & Reference (APP CONSULTANTS)	Reference (APPLICANT / D			ECF Class	Document/Action & Reference (USDA – RD / OGC)			/ OGC)	Date
LPR	Preliminary Title Opinion (NP) /Lot Book Report (PB) 1780.44(g)(2)(i)				PRDR	SO - Go into CAMS and verify OEA announcement infromation is correct				
LPR	Right-of-way Certificate w/ Map RD 442-21, 1780.44(g)(1)				PRDR	SO - Evidence Applicant Notified of Approval Letter 1780.41(b) (at least 6 business days after obligation)				
LPR	Opinion of Counsel-Rights-of Way RD 442-22, 1780.44(g)(1)(i)				LC	AO Request Grant Closing Instructions from SO				
L	Water Rights 1780.44(g)(3) Letter/Docs Lease Agrmnts/Permits (land use/discharge	ge)1780.44(g)(4)			SR	Initial Compliance Review 400-8 Power App, 1901.204(e)(2), 1780.44(c), 1901		1901-E		
L						Version 1 Setup EFT	400-8 Power App			
LC	Commitment of other project funds Letter, Email, loan and/or grant agreement 1780.44(d)(f) (Applicant, SRF, CDBG, Etc.)				LC	NITC/ EFT screen				
LC	by bank if possible Pledge of collatarel (non-profits - if applicable)				ENG	RD Approval of P State Engineer, 1: Mitigation Measu and/or adopted (contract 2			
	Approval of Plans & Specs by Regulatory Agency 1780.57	contract 1				Check Latest	<u>RB 1780-26</u> version	con	tract 3	
ENG		contract 2				Consulting Engineers BABA Certification		con	tract 1	
		contract 3			ENG	with plans & specifications (Fully contract 2				
	WEP Grant Agreement, RB 1780-12, 1780.4					' ''	·	con	tract 3	
LC	(Execute after construction contract is signed	<u>ea)</u>	AO			Approval to Advertise for Bids AO Specialist Letter/Email			tract 1	
Notes:					ENG				tract 2	
						Due Charles David		con	tract 3	
					LC	Pre-Closing Revie	ew		AO	
									SO	
					LC	to verify completi	tems on LOC & Closing Instru ion	ictions	ì	
						DNP checked/file	ed - Applicant plus "Prinicipa	ls"		
					LC	<u>DNP at RD – Check latest DNP UL</u> * Must pull prior to each draw, - if not clear do not order RD funds, include in Pay Package				
					LC		Pay Package Request, SO Memo to file			
					LC	Grant Closing in C	CPAP? (Loan Grant Obligation	n tab)		

	Disaster and	l Em		cy Wate			(DEWW) Grant	Only				
BORROWE	R:	F	ENGINEER	:			ECF Structure Classifications (Portion):					
						P - Processing Folder						
		(Contact:				PC - Processing - Certifications					
Telephone:		1	Telephone:				PRDR - Processing RD Review					
Email:		F	Email:				ENV - Environmental Folder					
Address:		A	Address:				ENG - Engineering Folder					
CASE#:	1	PROJE	CT DESCR	IPTION:		CBP - Construction - Bidding - Procurement						
Name of Contractor(s)							CM - Construction Monitoring					
#1				L - Legal								
#2			LO - Legal - Organization									
#3			LPR - Legal Property Rights									
T	YPE OF FACILITY					LC - Legal - Closing						
THEOFFACIENT						SR - Servicing - Routine (If Regular Borrower)						
WATER	SEWER						SNR - Servicing - Non-Routine (If Regular Borrower)					
ECF Class	Document/Action & Reference CONSULTANTS)	` 	LICANT /	Date	ECF Class		nt/Action & Reference (USDA – RD) Date					
	Bid Package submitted by Engineer Bidtab, lowbid, bid bond, Engineers recommendation for award, Applicants recommendation for award, 1780.61(b)		Contract 1 Contract 2		ENG		Resident Inspector Resume r memo/email 1780.76(c)	·				
СВР			Contract 3									
	Notice of Award to Contractor EJCDC C-510		Contract 1									
СВР			Contract 2		1							
		C	Contract 3			Circular 570 on Surety Company		Contract 1				
	Applicants Attorney Review Construction Documents - RD Exhibit GC 1780.61(b)		Contract 1		СВР	1780.75(c) www.fms.treas.gov/search.html		Contract 2				
СВР			Contract 2		1			Contract 3				
CDI			Contract 3			AO Recomme	AO Recommendation of Award to SO					
	Pre-Construction Conference	С	Contract 1		ENG		Construction Module (If	Contract 2				
СВР	(Engineer) – 1780.76(a)		Contract 2		1	10% continge	de-obligate excess funds if > ncy?)	Contract 3				
02.			Contract 3			SO - RD's Con	currence to Award	Contract 1				
	Notice to Proceed (Engineer) EJCDC C-550		Contract 1		ENG	w/ Approved Project Budget Letter 1780.61(b)		Contract 2				
СВР			Contract 2		1	1780.61(b)		Contract 3				
02.			Contract 3			SO - RD execu	ites Construction Contract Docs	Contract 1				
	Owner's construction monitoring re	eports			CDD	Sign concurre	nce on RD Supplementary Cond	Contract 2				
СМ	completed				СВР	Check Latest	RB 1780-26 version	Contract 3				
								Combined 1				
	Certificate of Substantial Completic	on /	Contract 1				tractors RD 400-3 1780.76(a) re-construction meeting by	Contract 1 Contract 2				
	Punch List (Engineer) EJCDC C-625		Contract 2		СВР	specialist		Contract 3				
CM			Contract 3			DND shocked	/filed - Applicant plus "Prinicipals'					
	Notice of Acceptability of Work		Contract 1		-							
	(Engineer) EJCDC E-500 Exh. E		Contract 2		CM	* Must pull prior to each draw if >30 days - if not clear, do not						
CM						order RD funds, include in Pay Package						
			Contract 3				Nonitor Construction - Monthly 780.76, SI 1780-2 4 (a), 1970.16 (c) Use					
	Contractors AIS/BABA Certification prior to final payment (Fully Execute	ed)	Contract 1		CM	CPAP Constru		Contract 2				
CM	prior to iniai payment (rany Exceate	cu, c	Contract 2					Contract 3				
		С	Contract 3			AIS Site Inspection (as applicable) completed by State Engineer (If original		Contract 1				
СМ	Consent of Surety from Bonding Company	С	Contract 1		CM		oject was on or after May 5,	Contract 2				
	Company	С	Contract 2			2017 -not BABA)		Contract 3				
		C	Contract 3				re-Final Inspection 780.76(f) 1794.17(b)(3) Obtain conv					
	"As-Built" Plans (Engineer) delivered to owner	C	Contract 1		СМ	1780.76(f), 1794.17(b)(3) Obtain copy of Consulting Engineers Inspection Report		Contract 2				
CM	(Engineer) delivered to owner		Contract 2					Contract 3				
		С	Contract 3			Final Inspection 1780.76(g) , 1970.16 (c) Obtain		Contract 1				
	O&M Manual	C	Contract 1				970.16 (c) Obtain Ilting Engineers Inspection Report	Contract 2				
Cha	(Engineer) delivered to owner	C	Contract 2		CM	(if final contract, deobligate remaining funds?)		Contract 3				
CM												
			Contract 3				pection / Mitigation	Contract 1				
Notes:		-	CM/SR			SI 1780-2(3.2)	(a)(i)(A), 1794.17(b)(3)	Contract 2				
						1		Contract 3				