USDA Rural Development
Rev. Date: 05/2015

Application Stage II

APPLICANT INFORMATION TO BE PROVIDED
Community Facilities Direct Loan and Grant Program

*Checklist represents items to be submitted by the applicant for a Stage II App.
The item numbers correlate with the Community Facilities Processing Checklist.

**Note all forms signed by the applicant must be signed by an authorized Representative of the applicant.

APP = Applicant
ATTR = Attorney **A/O** = RD Area Office **ARCH** = Project Architect **S/O** = RD State Office
BC = Bond Counsel **NP** = Items needed for Non-profit organizations only

ITEM	ACTION	FORM	BY	DATE
	SHPO Notification	MN 1940-1	APP & A/O	
	Request for Env. Info.	1940-20	APP	
	Farmland impact	prelim notice	APP & A/O	
	Wetland/Floodplain/Historic Impact	prelim/final notices	APP & A/O	
23	FONSI	publication	APP & A/O	
	Hazardous Waste	Phase I ESA or	APP	
24	Due Diligence	TSQ - RE Security	A/O	
	Public Hearing – 1942.17(j)(9)	MN 1942 Guide 15, Grant &		
	(10 day notice required)	(Aff. of Pub & Mins.) Loan		
25	Referendum	GO Bonds	APP	
NP 26	Resolution of Members	RD 1942-8	APP	
	Proposed Method	Mortgage (MN 1942-A, Guide 14)	ATTR	
27	of Finance Letter	GO Bonds	BC	
	Legal Services Agreement (3)	RD Inst.1942-A,Guide 14	APP, ATTR;	
28	Debarment Certification	AD-1048	ATTR	
	Alternative Const. Method	S/O & N/O Concurrence		
	Agreement for (3 Copies) Architectural Services	AIA B101-2007 & MN 1942 A, Guide 27 & Attachment 1	APP, ARCH; ARCH	
29	Debarment Certification	AD-1048	ARCH	
31	Preliminary (2 Copies) Architectural Report	MN 1942-A, Guide 27 RD Instr.1942-A, Guide6	ARCH	
	Equipment Specs & Estimates	Specs & Estimates	APP	
		RD 1942-54 or	APP	
32	Feasibility Report	RD Instr.1942-A, Guide5	Accountant	
33	Option Agreement	RD 440-34	APP, ATTR	
34	Appraisal Report or Appraisal Waiver Request	Appraisal MN 1942-A, Guide 15	A/O & S/O	
35	Documentation of Health & Sanitary Hazard	Regulatory Agency Letter		
36	Evidence of Significant Community Support	MN 1942-A, Guide 8 Letter	APP	
38	Operating Budget	RD 442-7	APP	
39	Affirmative Fair Housing Marketing Plan(= or >5 Units)	Form HUD 935.2A	APP, A/O	
40	Accounting System Approval	MN 1942-A, Guide 4	APP & Auditor	
41	Certification for Grants and Loans	RD 1940-Q, Exhibit A-1	APP	
42	Equal Opportunity Agreement	RD 400-1	APP	
43	Assurance Agreement	RD 400-4	APP	
44	Drug-Free Workplace Certification	AD-1049	APP	
45	Application for Federal Assistance	SF-424,A&B (non-const) SF-424,C&D (const)	APP	