Helpful Hints for Utilizing the Community Facilities Application Processing PDF Portfolio

This PDF Portfolio is set up in the following folders for Community Facilities Application Processing:

Community Facilities Application Processing Checklist

Stage I - Pre-application

Stage II - Application

Stage III - Obligation

Stage IV - Construction & Closing

Consulting Architectural Documents

1. Double click on folders to open. This can be done in either the file or layout format, which is identified on the toolbar.
2. To maneuver between folders you must be in the layout format and then utilize the back arrow to return to the list of folders.
3. When viewing a document within a folder, double click on the document within the folder. When wanting to close the document in the layout format, click on the circled X under the file & layout tabs (on the toolbar). When wanting to close the document in the file format, click on the X in the upper right hand corner.
4. If you accidentally click on the X in the upper right hand corner, you generally will be closing out of the PDF Portfolio and will need to clink on the link to re-open the site/PDF Portfolio.
5. If assistance is needed, please contact your local area USDA Rural Development office.