

USDA, RURAL UTILITIES SERVICE
WATER AND WASTE
PROCESSING CHECKLIST FOR NONPROFIT CORPORATION

Applicant:	Applicant Contact Person:	Telephone:
Engineering Firm:	Project Engineer:	Telephone:
TYPE OF REQUEST: Water Sewer Water & Sewer Other: _____	Applicant Address: _____ _____ _____	Engineer Address: _____ _____ _____

If subsequent loan, the following should be brought forward:

- a) Articles of Incorporation;
- b) Bylaws with State Office approval memo

STEP 1 – Pre-Application

Initial application and supporting material - Applicant will submit Items 1-9 to the Area Office (AO).

Forms may be obtained at: <http://www.usda.gov/rus/water/wwforms.htm> and

Texas forms at: <http://www.rurdev.usda.gov/tx/utilities.htm>

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
1	3	Notice of Intent to File Application – 1780.19(a)	Publication	Applicant		
2	3	Application for Federal Assistance (include Tax ID & DUNS No.) 1780.33(a)	SF 424.2, SF 424C & 424D	Applicant		
3	3	Project Description to include service area map - 1780.11(a)		Applicant		
4	5	Organizational Documents - 1780.7(3) & 1780.33(d) If current borrower, provide amendments since last approval memo, if applicable.	Articles & Bylaws RB-TX 1780-20 & RB-TX 1780-20A & Amendments	Applicant		
5	3	Council of Governments or State Inter-Governmental Review and Recommendations - 1780.33(b)	Letter	Applicant		
6	1	Current Audit or Financial Report 1780.33(e)		Applicant		
7	3	Supporting Documentation on Existing Debt other than RD debt– 1780.33(e)	Letters Bank Statements	Applicant		
8	3	Verification of inability to obtain Credit at reasonable rates & terms – minimum 2 lenders – 1780.33(d) & N/O unnumbered letter dated 6/30/04	SI 1780-6 Attachment 2 and lender contacts	Applicant & AO		
9	3	Certification for commercial credit and outstanding judgments – 1780.7(d) , (g) and .33(d)	RB 1780-22	Applicant		

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
10		Has the Applicant applied with another Agency/Lender for this proposed project? If so, whom		Applicant/Engineer		
11	3	Initial Processing Conference 1780.39(a)	Initial Processing Conference Guide Form	AO/Appl/Engineer		
12	3	Project Selection Criteria 1780.17	RB 1780-1	AO/SO		
12a or 12b	Attach to RB 1780-1 Attach to RB 1780-1	Evidence Regarding Median Household Income of the Service Area - 1780.1(b) & .17(c) Documentation for Income Survey - 1780.1(b) (if applicable)	Copy of Census or other data used Approval Memo If applicable	AO AO		
12c	Attach to RB 1780-1	Population in Service Area - 1780.17.(a)	Copy of Census or other data used	AO		
13	3	Review most recent Debarment Suspension List to insure Applicant's and their representative's names do not appear. RD 1940-M, 1940.606 (b) https://www.epls.gov/	Printout	AO		
14	3	CAIVRS https://entp.hud.gov/caivrs/public/home.html	Printout	AO		
15	3	Identify known Relationships/Associations with Agency Employee - 1780.1(f)	Memo	Applicant/AO		
16	3	Initial User Analysis	Worksheet Guide Form	AO		
17		Input data in CPAP	CPAP	AO		
18	4	Initial Application Eligibility Determination & Recommendation to State Office	Memo	AO		
19	4	Submit File of Items 1-18 to State Office for Pre-Application Review				
20	4	Evidence of Initial Application Review (State Office Comments)- 1780.32(b)	Memo	SO		
21	4	Notification to Applicant of Initial Application Review Determination	Letter	AO		
22	4	Application Conference Discuss target dates of Steps 2 & 3 1780.39(a)	RCR	AO		
23		Update status in CPAP	CPAP	AO		

The Area Office should submit the above items for State Office (SO) review filed in an 8-position folder. **All running case records (RCR) should be filed on top in position 3 in date order.**

AO = Area Office or Sub-Area Office
SO = State Office

SI = RUS Staff Instructions
RB = RUS Bulletin

Step 2 – Preliminary Engineering Report & Environmental Report

APPLICANT AND ENGINEER WILL ASSEMBLE THE FOLLOWING MATERIALS AND SUBMIT AN ORIGINAL AND ONE COPY TO THE AREA OFFICE. FOR QUESTIONS OR CONCERNS ABOUT PREPARING THE PRELIMINARY ENGINEERING REPORT OR ENVIRONMENTAL REPORT, PLEASE CONTACT THE STATE OFFICE.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
24	3	Site Visit — SI 1780-2(2.4)(a)	RCR	AO		
25	6	Agreement for Engineering Services - 1780.39(b)	EJCDC, RB 1780-26. RB-TX 1780-26	Applicant/ Engineer		
26	6	AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" - 1780.33(h)	AD-1048	Engineer		
27	6	Certifications for Contracts, Grants, and Loans (Regarding Lobbying) – RD 1940-Q & 1780.33(h)	RD 1940-Q, Exhibit A-1 or SF-LLL, if applicable	Engineer		
28	6	Forward to SO recommending approval of Agreement 1780.39(b)(1)	Memo	AO/SO		
29	PER File	Preliminary Engineering Report – 1780.33(c) – 2 copies	TX Guide in Preparing PER, TX RUS Instruction 1780-C	Engineer		
30	6	Forward to one copy to SO recommending approval of PER	Memo	AO		
31	6	Preliminary Engineering Report Approval by State Engineer	Memo	SO		
32	ENV File	Environmental Report - 1780.33.(f) 2 copies	RB 1794A-602	Applicant/ Engineer		
33	ENV FILE	Forward one copy to SO recommending approval ER	Memo	AO		
34	ENV File & 3	Environmental Report Approval by State Environmental Coordinator (SEC)	Memo	SEC		
35	ENV File	Environmental – Public Notice and Publisher's Affidavit (if applicable)	RB 1794A-602 Exhibit B.1 to B.4	Applicant/ Engineer		
36	ENV File	Environmental – FONSI Letters/Documents (if applicable)	SI 1794-1 Exhibit D	SEC		
37	ENV File & 3	Environmental – FONSI Newspaper clips and Publisher's Affidavit (if applicable)	SI 1794-1 Exhibit E& F	Applicant/ Engineer		
38		Update Environmental Approval dates in CPAP	CPAP	AO		

STEP 3 – Application

APPLICATION AND SUPPORTING MATERIAL SUBMITTAL – THE APPLICANT WILL SUBMIT ONE COPY OF ALL ITEMS LISTED IN STEP 3. THE AO AND SO WILL DETERMINE THE TYPE AND AMOUNT OF ASSISTANCE IT IS WILLING TO CONSIDER AND THE CONDITIONS THE APPLICANT MUST MEET TO RECEIVE ASSISTANCE. ALL SUBMITTALS WILL BE CONSIDERED FOR A GUARANTEED AND DIRECT LOAN OR COMBINATION, AND THEN GRANT ASSISTANCE WILL BE CONSIDERED.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
39	3	Notice of Public Information Meeting and Minutes – 1780.19(b)	Publication and Minutes	Applicant		
40	3	Certification Regarding Debarment or Suspension - 1780.33(h)	AD-1047	Applicant		
41	3	Certification Regarding a Drug-Free Workplace - 1780.33(h)	AD-1049	Applicant		
42	3	Certifications for Contracts, Grants, and Loans (Regarding Lobbying) – RD 1940-Q & 1780.33(h)	RD 1940-Q, Exhibit A-1 and SF-LLL, if applicable	Applicant		
43	5	Current list of Board of Directors, Term and Expiration Date	Memo	Applicant		
44	1	Audit Reports for previously 3 years	Audits	Applicant		
45	3	Proposed Operating Budget - 1780.33(h) & 1780.41(2)	RD 442-7	Applicant		
46	RCR	Inequities within Service Area (pending disputes) - 1780.11	RCR	AO		
47	3	Certification of Users by Rural Development Manager	RB-TX 1780-40	AO		
48	3	Update Lender contacts from Item 8 (info cannot be 6 months old) SI 1780-6 and Commentary	Lender Letters	AO		
49	3	Documentation relative to Health or Sanitary problems - 1780.10(c)(1) and 1780.13(b)(1)	Letter- applicable for 75% grant or Poverty rate	Applicant		
50	5	Water Purchase Contract or Sewage Treatment Contract w/ approval memo– if applicable (if new contract, must submit DRAFT prior to funding) 1780.62 or 1780.63	Guide for Water Purchase RD 442-30	Applicant/ Attorney		
51	4	Submit Water Purchase Contract to SO for review prior to loan submittal If applicable.	Memo	AO		
52	3	Evidence of Availability of Other Funds – 1780.44(f) Leveraged Funds	Memo	Applicant AO		
53						

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
54	3	Evidence of Overall Review of Applicant's Financial Status – SI 1780-2(2.4)(c)	RCR	AO		
55	5	Verify with Texas Comptroller of Public Account the certification of account status - 1780.33(e) http://ecpa.cpa.state.tx.us/	Computer printout	AO		
56	3 Attach to Project Summary	Cost Estimate of Proposed Project (info cannot be 6 months old prior to requesting funds)	Cost Estimate in PER	Engineer		
57	3	Update Project Summary and Underwriting - 1780.41	Print Automated Forms In CPAP	AO		
58	4	Transmittal Letter to SO with recommendations/comments/history	Memo	AO		
59		Submit File to State Office for funding		AO		

STEP 4 – State Office Review

STATE OFFICE WILL PREPARE THE LETTER OF CONDITIONS FOR AREA OFFICE. THE AREA OFFICE WILL PREPARE THE NECESSARY FORMS STATED IN THE LETTER OF CONDITIONS AND DELIVER TO THE APPLICANT FOR CONSIDERATION.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Date Completed
60	3	Prepare Letter of Conditions - 1780.41(a)(5)	RB 1780-19	SO	
61	3	Prepare Proposed Budget	RD TX 1942-7	SO	
62	3	Prepare briefing of proposed project for Project Announcement – SI 1780-2(2.7)(e)	Memo	SO	
63	4	National Office Approval (If applicable)	Memo	NO	
64	4	Evidence of Full Application Review (State Office Comments authorizing the issuance of the LOC and 1940-1) - 1780.32(b)	Memo	SO	
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STEP 5 – Deliver Letter of Conditions

THE AREA OFFICE WILL SCHEDULE AN APPOINTMENT TO DELIVER THE LETTER OF CONDITIONS ALONG WITH THE ATTACHMENTS. THE LOAN SPECIALIST MUST READ OVER THE CONTENTS OF THE LETTER AND ANSWER ANY QUESTIONS THE APPLICANT MAY HAVE.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
66	3	Letter of Conditions (LOC) Signed by the AD or authorized RD representative – 1780.41(a)(5)	LOC	AO		
67	3	Letter of Intent to Meet Conditions – Discuss timeframe to meet conditions- 1780.41(a)(6)	RD 1942-46 Automated	Applicant		
68	2	Request for Obligation of Funds – 2 originals must be signed 1780.41(a) Under item 44, Comments & Requirements – <u>List Security requirements</u> and add “Approval of financial assistance is subject to terms of the Letter of Conditions dated _____.”	RD 1940-1 Automated	Applicant & Agency		
69	3	Applicant Certification, Federal Collection Policies for Consumer or Commercial Debt - 1780.33(h)	RD 1910-11	Applicant		
70	3	Equal Opportunity Agreement – RD Inst. 1901-E	RD 400-1	Applicant		
71	3	Assurance Agreement – RD Inst. 1901-E	RD 400-4	Applicant		
72	5	Loan Resolution Security Agreement – 1780.39(f)	RB 1780-28	Applicant		
73	5	Water and Waste System Grant Agreement (if applicable)	RB 1780-12	Applicant		
74	3	Credit Alert Interactive Voice Response System (CAIVRS) https://entp.hud.gov/caivrs/public/home.htm Update CPAP	website	AO		
75						
76						
77	4	Submit 2 original signed Obligation forms to SO for approval, along with copy of budget, letter of intent, and 1 st & last page of LOC (dated & signed)	RD 1940-1	AO		
78	2	Evidence Applicant Notified of Approval - 1780.41(b)	Letter	SO		

STEP 6 – Pre-Loan Closing

NOTE: IT IS VERY IMPORTANT THAT THE APPLICANT, ENGINEER, ATTORNEY, AND AREA OFFICE COORDINATE THEIR EFFORTS AT THIS TIME. EVERYONE WILL BE OBTAINING AND FINALIZING A VARIETY OF INFORMATION TO GET THIS PROJECT TO THE BIDDING STAGE. NOTE: BIDDING WILL NOT BE AUTHORIZED UNTIL CLOSING INSTRUCTIONS HAVE BEEN OBTAINED FROM THE OFFICE OF GENERAL COUNSEL (OGC).

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
79	5	Legal Services Agreement - 1780.39(b)	RB-TX 1780-7	Applicant/ Attorney		
80	5	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - 1780.33(h)	AD-1048	Attorney		
81	5	Certifications Regarding Lobbying - 1780.33(h)	RD 1940-Q, Exhibit A-1	Attorney		
82	5	Check Debarment/Suspension (Attorney)- https://www.epls.gov/	Printout from Website	AO		
83	5	Legal Services Agreement - 1780.39(b)(2) – Concurrence from SO	Approval letter	SO		
84	3	Agreement Between Applicant and Individual Users - 1780.9(g)(2) (if applicable)	Agreement	Applicant		
85	5	Copy of Membership Certificate		Applicant		
86	3	Management Plan, Facility Maintenance Plan, proposal for the maintenance of accounts & records and auditor's agreement – See LOC 1780.39(b)(4) & SI 1780-4(1)(ii)		Applicant		
87	3	Management Agreement/Agency Concurrence - 1780.39(b)(4)	RCR or Letter	LO		
88	5	Resolutions of any environmental mitigation measures – See Letter of Conditions & Environmental Report 4.0 Summary of Mitigations	Resolution	Applicant		
89	5	Water Purchase Contract or Wastewater Treatment Contract – Concurrence 1780.62 or 1780.63 (if applicable)	RD 442-30 or other format	Applicant & AO/SO		
90	5	Water User Agreement/Sewer User Agreement – 1780.39(c)	RB TX 1780-9	Applicant		
91						

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
92	Easement Folder	Right-of-Way Easements - 1780.44(g)(1)	RD TX 442-8 or RD TX 442-9	Applicant/ Attorney		
93	Easement Folder	Right-of-Way Map (Approved by President, Attorney, & Engineer)	Map	Engineer		
94	5	Right-of-Way Certificate by Corporation	RD 442-21	Applicant		
95	5	Opinion of Counsel Relative to Right-of-Way – 1780.44(g)(1)	RD 442-22	Attorney		
96	5	Right-of-Way Certificate by Engineer	Letter	Engineer		
97	Easement Folder	State and County Road permits (if located in several counties, obtain permits from each county)		Engineer		
98	Easement Folder	Railroad Permits (if applicable) (Must be assigned to USA)		Engineer		
99	5	Certificate of Convenience and necessity (CCN) (amended CCN is required if lines are extended outside the current service area)	CCN	Engineer		
100	5	Water and/or Wastewater Treatment Permits from Regulatory Agency (for surface water/sewer treatment projects if applicable)		Engineer		
101	5	Water Rights (if applicable) - 1780.44(g)(3)		Attorney		
102	5	Option to Purchase Real Property (if applicable (prefer proposed Warranty Deed) - 1780.44(g)	RD 440-34 or similar format	Attorney		
103	5	Warranty Deed, Leases and/or Site Easements (if applicable) (no reverter provisions –original or copy) – 1780.44(g)	Conveyance Instrument	Attorney		
104	5	Preliminary Title Opinion or Commitment for Title Insurance (must cover land costs plus site improvements) 1. Real Estate owned by applicant 2. Real Estate to be acquired 3. Lease (if applicable) 4. Ingress-Egress Easement (if applicable) 5. Sanitary Control Easement (if applicable) – 1780.44(g)	RD 1927-9	Attorney		
105	5	Certificate from Secretary of State of Lien Search (requested by UCC-11)		Attorney		

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
106	6	Approval of Final Plans, Specs, Unexecuted contract document by SO - 1780.61	Memo	Engineer SO		
107	6	Approval of Final Plans & Specs by State Regulatory Agency (TCEQ) - 1780.61	Memo	Engineer		
108	6	Resume of Resident Inspector - 1780.76(c)	Resume	Applicant Engineer		
109	6	Approval of Resident Inspector from SO - 1780.76(c)		SO		
110	2	Request for Pledge of Collateral (if applicable) 1780.45(e)(2)&(3)		LO		
111	2	Evidence that Collateral is Pledged (if applicable) 1780.45(e)		LO		
112	2	Electronic Funds Transfer/Automated Clearing House (EFT/ACH) and setup in ADPS - 1780.45(b)(2)	SF-3881	Applicant/ Financial Institution		
113	3	Proposed updated operating budget	RD 442-7 or similar form	Applicant		
114	3	Rate Study Analysis based on the proposed loan - Letter of Conditions Contact a Technical Assistance Provider		Applicant		
115	3	Certification of Vulnerability Assessment (VA) - Letter of Conditions - Contact a Technical Assistance Provider		Applicant		
116	3	Certification of Emergency Response Plan (ERP) - Letter of Condition Contact a Technical Assistance Provider		Applicant		
117		Update CPAP for VA & ERP plans. Certification must be every 3 years from date of certification.	CPAP	AO		
118	5	Transmittal Letter to S/O recommending Closing Instruction (Follow applicable format in submitting docket)	Memo	AO		
119	5	Request Office of General Counsel to issue Closing Instructions	Memo	SO		
120	5	Closing Instructions issued with special requirements to LO and authorization to advertise & receive bids	Memo	SO		
121	4	Provide copies of Closing Instructions to Applicant, Attorney, and Engineer	Memo	AO		

STEP 7 - BIDDING

APPLICANT, ENGINEER, AND ATTORNEY SHOULD COMPLETE THE FOLLOWING ITEMS. REFER TO TEXAS RUS INSTRUCTION 1780, SUBPART C FOR ADDITIONAL GUIDANCE.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
122	6	Once all requirements can be met Authorize Engineer to Advertise to Bid the Project	Memo	AO		
123	3	Interim Financing — Evidence of Commitment from Lender and Notice of Agency's Commitment (if applicable) - 1780.39(d)	RB 1780-10	Applicant/AO		
124	5	Initial Compliance Review – pre-loan review – RD 1901-E & 1780.44(c)	RD 400-8	AO		
125	3	Check Debarment/Suspension (Applicant)- RD 1940-M, §1940.606(b) https://www.epls.gov/	Printout	AO		
126	3	CAIVRS (applicant) https://entp.hud.gov/caivrs/public/home.html	Printout	AO		
127	2	Authorization Agreement for PreAuthorized Payment (PAD) – on all loans outstanding – update CPAP	RD 3550-28	Applicant/Financial Institution		
128	3	Verification of Applicant Contribution or leveraged fund (if applicable) 1780.44(b)	Memo	Applicant		
129	6	Pre-Bid Opening Teleconference AO should notify State Office of teleconference - TX RUS 1780, Subpart C	Guide Form	AO/Engineer		
130	6	Bid Opening – Rural Development representative must attend – 1780.72(b)(2)		Engineer		
131	Construct File	Submit Bib Tabulations to SO and recommendation of award – TX RUS 1780, Subpart C & 1780.61(b)		Engineer		
132	Construct File	Executed Contract Documents - AO include assembly checklist TX RUS 1780, Subpart C * * * * * Contract equal or exceeds \$25,000 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	AD-1048 w/ each Contract	Engineer Contractor		

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
133	Construct File	Check Debarment/Suspension (Applicant, Engineer., Contractor)- https://www.epls.gov/ RD 1940-M, §1940.606(b)	Printout from Website	AO		
134	6	Legal Certification Regarding Adequacy of Contract Documents - 1780.61(b)	RB 1780-14 Page 7	Applicant/ Attorney		
135	6	Contract Review and Approval by SO	Memo	SO		
136	Construct File	Construct Test Wells (if applicable) prior to bidding of distribution lines TX RUS 1780 Subpart C		Engineer		
137	Construct File	Approval of Water Source by State Regulatory Agency (if applicable) TX RUS 1780 Subpart C	Memo	Engineer		
138	Construct File	Revised Project Cost Estimate based on award contracts		Engineer		
140	2	De-obligate excess funds prior to closing or provide RCR of justification. 1780.44(e)	RCR or RD 1940-10	AO		
141	7	Evidence of Insurance—Property Insurance, General Liability, Flood, and Worker's Compensation - 1780.39(g)	List of Policies or Other Documents	Applicant		
142	7	Fidelity or Employee Dishonesty Bond - 1780.39(g)(3)	Copy of Bond	Applicant		
143						

STEP 8- LOAN CLOSING

IF THE AWARDS OF THE CONTRACTS ARE WITHIN THE FUNDS AVAILABLE, THE AREA OFFICE MAY PROCEED WITH CLOSING. IN THE EVENT ADDITIONAL FUNDS ARE NEEDED, REFER TO THE “GUIDE FOR COST OVERRUNS.”

- A. AREA OFFICE WILL REVIEW THE CHECKLIST, LETTER OF CONDITIONS, AND OGC'S CLOSING INSTRUCTIONS. IF IT IS DETERMINED THAT ALL CONDITIONS CAN BE MET, THEY SHOULD MAKE ARRANGEMENTS FOR THE CLOSING AND FOR A PRE-CONSTRUCTION CONFERENCE.
- B. CLOSING AND PRE-CONSTRUCTION CONFERENCES WILL BE HELD AND ALL APPLICABLE REQUIREMENTS, INCLUDING THE FOLLOWING WILL BE COMPLETED.
- C. AREA OFFICE WILL MONITOR USE OF FUNDS WITH A TRACKING SHEET BASED ON THE CONTRACT DOCUMENTS AND REVISED COST ESTIMATE.

Item No.	Folder File Position	Document	Document or Form Number	Execute By	Date Completed
144	5	Closing Instructions from SO and OGC. Appropriate parties must sign at closing	Closing Instructions	AO/ Attorney	
145	2	Promissory Note	RD 440-22	Applicant	
146	5	Deed of Trust – USI	RD TX 1927-1	Applicant	
147	5	Certification of the Loan Resolution Secretary of the Board must sign at closing	RB 1780-28 Certification	Applicant	
148	5	Other Security Instruments as prepared by OGC	OGC Closing Instructions	Applicant	
149	Construct File	Pre-Construction Conference (once closing is complete) 1780.76(a)	RD 1924-16 or similar format	Engineer	
150	Construct File	Notice to Proceed with Construction	RB 1780-13 Attachment 8	Engineer	
151	Construct File	Estimate of Funds Needed for 30 Day Period - 1780.45(b)(1)(ii)	RD 440-11	Borrower Engineer	
152		Check Debarment/Suspension (Applicant)- https://www.epls.gov/ RD 1940-M, §1940.606(b) Prior to loan closing	Printout from Website	AO	
153	2	Fax Loan Closing Information to Deputy Chief Financial Officer (Finance) along with Promissory Note	Guide Form Loan Closing Information	AO	
154		Update CPAP		AO	
155	Construct File	Request Loan Funds – verify that EFT/ACH is setup for loan and grant		AO	
156					

STEP 9 - POST LOAN CLOSING

THE LOAN DOCKET FOR FINAL OPINION SHOULD BE COMPLETED AS SOON AS THE LEGAL DOCUMENTS ARE FILED WITH THE SECRETARY OF STATE. FINAL PAYMENT TO ATTORNEY SHOULD NOT BE MADE UNTIL FINAL OPINION IS RECEIVED FROM THE OFFICE OF GENERAL COUNSEL.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
157	5	Final Title Opinion - 1780.44(g)(2)	RD 1927-10	Attorney		
158	2	Promissory Note - 1780.45(a)(1) Submit copy of original with advance of funds listed to date	RD 440-22	AO		
159	5	Request for Final Opinion to SO Submit all related material as stated in the Closing Instructions.	Memo	AO		
160	4	Review and submit docket to OGC	Memo	SO		
161	5	Post Review of Loan Closing - 1780.45 (g)	Memo	OGC		
162	4	Notify Applicant of OGC post closing opinion	Memo	AO		
163		Update CPAP	CPAP	AO		

STEP 10 – CONSTRUCTION FILE

CONSTRUCTION BEGINS. AREA OFFICE SHOULD SET UP CONSTRUCTION FOLDER.

Item No.	Folder File Position	Document	Document or Form Number	Prepared By	Request Date	Date Rec'vd
164	Construct File	Statement of Deposits and Withdrawals (Monitor & Track Funds) 1780.45(e)(1)&(4)	RD 402-2 or similar form	AO		
165	Construct File	Estimate of Funds Needed for 30 Day Period - 1780.45(b)(1)(ii)	RD 440-11	Borrower/Engineer		
166	Construct File	Partial Payment Estimate - Approval of Invoices - 1780.45(e)(1) and 1780.76(e)	RD 1924-18	Borrower/Engineer/AO		
167	Construct File	Contract Change Order – SO Approval - 1780.75(h) and 1780.76(h)	EJCDC Form or RD 1924-7	Borrower/Engineer/AO/SO		
168	Daily Reports File	Evidence of Daily Diary and Inspection Reports - 1780.76(d)	RB 1780-18	Resident Inspector		
169	Construct File	Project Monitoring/Inspections – SI 1780-2 (3)(3.1)	RD 1924-12	AO		
170	6	Prefinal or Substantial Inspection - 1780.76(f) - SO should be contacted to attend prefinal.	RD 1924-12	Borrower/Engineer/AO/SO		
171		Update CPAP once prefinal is complete		AO		
172	6	Final Inspections - 1780.76(g) Provide Copy of Final Inspection to State Office	RD 1924-12	Borrower/Engineer/AO		
173		Update CPAP to 402 status once final is complete		AO		
174	6	Update CPAP Warranty Inspections for each Contract (11 th month warranty) SI 1780-2,3.2(a)(i)(A)	RD 1924-12 CPAP Servicing	AO		
175	Construct File	Remaining Funds – Notify Borrower giving them appeal rights in accordance w/ 1780.45(f) & 1780-2, 2.14(e) once project is completed. SO must approve any remaining funds		AO		
176	Construct File	Submittal for remaining funds (if applicable) 1780.45(f) & SI 1780-2, 2.14(e) SO must approve any remaining funds	Memo	AO		
177	6	District Director's Report (between 9 th & 11 th month of first year of operation) SI 1780-2(3)(3.2)(a)(i) Update CPAP Servicing	RD 442-4	AO		

STEP 11 – SERVICING

UPDATE CPAP TO SHOW ALL SERVICING ACTIONS ONCE THE PROJECT IS IN A 402 STATUS. THESE ARE JUST A FEW THAT SHOULD BE UPDATED. REFER TO CPAP SERVICING FOR A LIST OF ALL INFORMATION REQUIRED OF THE BORROWER. THESE REPORTS ARE REQUIRED IN ACCORDANCE WITH THE LETTER OF CONDITIONS AND RUS INSTRUCTIONS AS WELL AS THE STATE INTERNAL REVIEW (SIR) GUIDE. REPORTS SHOULD BE PULLED MONTHLY TO SCHEDULE VISITS, IF NEEDED.

DUE DATE	TYPE OF SERVICING	REFERENCE		
Quarterly	Quarterly Management Reports	1780.47(f)(1) SI 1780-4(2)(ii)]		
Annual	Audit/Annual Report	SI 1780-4(2)		
Annual	Budget	SI 1780-4(2)(i)		
Annual	Insurance	1780.39(g)(4)		
Annual	Reserve Account	1780.39(e)		
3 years	Compliance Review – every 3 years for 2 consecutive times, then every 6 years.	1901E§1901.204(e)		
3 years	Security Inspections	SI 1780-2(3)(3.2)		
3 years	Vulnerability Assessment – update certification even if no changes have occurred	Letter of Conditions TX Unnumbered Letter		
3 years	Emergency Response Plan – update certification even if no changes have occurred	Letter of Conditions TX Unnumbered Letter		
	Graduation Review	1951-F, § 1951.263		
	UPDATE CPAP SERVICING			