Illinois Instruction 1780

Guide 2

APPLICATION INDEX

(Public Body)

 Person Target No. for

Item Responsible Date RD

All Documentation listed in Guide 0 (revised if necessary)

Standard Form 424, “Application for Federal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 2

 Assistance” (if revised) *(3A)*

Form RD-IL 1780-2, “Attorney’s Opinion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Relative to Organization, Authority and Continuous

 Existence” (include supporting documents)

 (no more than one year old) *(5B)*

Guide 15, Illinois Instruction 1780, “Notice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 of Intent to File Application” *(3D)*

Public Information Meeting Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 (reference Guide 16) *(3D)*

Evidence the project is consistent with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 comprehensive community water, waste

 disposal or other development plan *(6H)*

Certification of Compliance with Federal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Requirements/Laws *(3E)*

Copies of Outstanding Bond, Rate and/or Sewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Use Ordinances (as applicable) *(1B/5C)*

Form RD-IL 1780-19, “Agreement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 4

 Engineering Services” (for projects < $250,000)

 or “Standard Form of Agreement Between Owner

 and Engineer for Professional Services” (EJCDC)

 *(6B)*

RUS Bulletin 1780-7, “Legal Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Agreement” *(5A)*

Guide 13, Illinois Instruction 1780, “Water Purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Contract” (if applicable) *(5E)*

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 Person Target No. for

Item Responsible Date RD

Guide 14, Illinois Instruction 1780, “Sewage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Treatment Contract” (if applicable) *(5E)*

Form RD-IL 1780-1, “User's Contract” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1 ea.

 (if applicable) (new systems/extensions) *(5D)*

Form RD-IL 1780-1A, “Service Declination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1 ea.

 Statement” (if applicable) *(5D)*

Map showing all improved properties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 authenticated by applicant with list of users

 desiring/declining service (new systems) *(5D)*

Form RD-IL 1780-3, “Certification of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Number of Users” *(5G)*

Form RD 440-34, “Option to Purchase Real \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Property” (if applicable) *(5L)*

Form RD 442-3, “Balance Sheet” *(3H)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

Copy of recent Audit *(1G)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

Existing and Proposed Rules, Rates and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 Regulations *(5C)*

Form RD 1940-1, “Request for Obligation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ 1

 of Funds” *(2C)*

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FOR RD USE ONLY

Guide 21, Illinois Instruction 1780, “Notice of Application Review Action” *(3B)*

Employee/Applicant Relationship certification (from CPAP) *(3A)*

Draft Letter of Conditions *(3G)*

Draft Bond Maturity Schedule *(3G)*

Automated “Water & Waste Project Information” from CPAP *(1D)*

Automated “Underwriting Information” from CPAP *(1E)*

Recheck the Credit Alert Interactive Voice Response System (CAIVRS) and Debarment (SAM)

 for the applicant *(3F)*

Check Debarment (SAM) for all professional service providers prior to approving contracts
 *(attorney 5A, engineer 6B, and contractors, etc. 6G)*

Have all data input CPAP before sending the docket to State Office for obligation *(3J)*

Check the box “Ready to Obligate” in CPAP

\*All documents can be found at [www.rurdev.usda.gov/IL\_1780.html](http://www.rurdev.usda.gov/IL_1780.html)

*\*Items in italics are docket positions.*

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