Community Facility Loans/Grants
Architect Flow Chart

Owner has need for project. RD is contacted

The owner has their architect submits a Preliminary Architectural Report for RD review (1 copy to the State Office and 1 to the Area Office).

RD visits project site and discusses project with Architect & Owner.

Owner submits application, RD makes eligibility determination.

RD reviews the report and provides comments & approval upon satisfactory review.

Architect submits draft Agreement for RD review.

RD reviews Agreement, provides comments & concurrence upon satisfactory review.

Architect executes Agreement with Owner and sends to RD. Upon satisfactory review RD will provide concurrence and mail a copy back to the owner and architect.

RD completes review process issues letter of Conditions and obligates funds.

Architect submits a 50% set of plans and outline specifications for RD review. If plans require corrections RD will send comments to the RD Specialist who will send the comments to the owner.

RD reviews final plans, and specifications, and contract documents, provides comments & approval upon satisfactory review give concurrence.

RD receives closing instructions from OGC and notifies the owner to continue to bidding advertisement.

Architect advertises for bids, receives bids and performs bid opening. After the bid opening, the Architect submits 1) Bid Tabulation 2) Proposal from the low bidder with bid bond and signed certifications (Power of Attorney, etc., as appropriate) 3) Architect's analysis and recommendation for award. 4) The owner's recommendation for award, to RD for review. The Architect is responsible for providing a copy of all bid addenda to Rural Development.

Flow Chart Continued on next page
Upon satisfactory review of the bid documents, Rural Development will provide a letter of concurrence for award.

Upon satisfactory review of contracts, RD State Director or Authorized Staff will sign for agency concurrence and mail 2 originals back to the Architect for distribution to owner and contractor.

Prior to the preconstruction conference, the Architect must submit a resume of qualifications of the resident inspector to the owner and to RD for acceptance in writing. Fill-time resident inspection is required for all construction unless a written exception is made by RD upon written request of the owner. The resident inspector is required to maintain a record of daily construction progress.

Pre-construction conference is held with Architect, RD, and other funding agencies, owner, contractor, significant subcontractors, and others as needed.

Owner issues Notice to Proceed.

Invoices for payment of construction costs must be approved by the owner, Architect, and concurred in by RD. Typically this will be done on a monthly basis.

Any change orders that may arise during the course of the construction must be clearly identified and explained through use of USDA RD Form 1924-7. All change orders must be approved by the owner, Architect, and concurred in by RD. In order to be approved, the change order must be justified and the cost must be reasonable.

A prefinal inspection will be made by the owner, resident inspector, Architect, contractor, representatives, generally both Area and State Office. The inspection results will be recorded by the Architect and a copy provided to all interested parties.

Architect executes AIA G704 “Certificate of Substantial Completion” and provides a copy to RD. The Final Check List of Items will be used to complete the required documentation prior to approval of the final payment with release of retainage. (AIA G706, G706A, G707 and Warranty) State Office will notify Loan Officer that Construction documentation is complete and ready for closing sending a memo and copies of documents.

A final inspection will be made by the owner, Architect, and RD before final payment is made.

Architect delivers as-built plans and O&M manuals to the owner.

Architect, owner, and RD representative perform 11 month inspection. If no items of concern are noted during the inspection the project is complete.