|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant:** |  | | **Loan Amount:** | **$** |
| **Project:** | **Revolving Loan Fund** | | **Considered for:** | **Funding Cycle**  **1st 2nd 3rd 4th** |
| **GLS Assigned ID#:** | | **Tax ID #:** | | |

**CCR CAGE #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_**

**SAMS Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICANT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** | **Contact Person:** | | |
| **E-Mail address:** | **Phone #:** | | **Fax #:** |
| **EUI #:** | **Estimated Jobs:** | | **Project Score:** |
| **Date Application Received:** |  | | |
| **\*\*Project Service Area:** | | | |
| **Congressional Districts:** | | **Applicant County:** | |

**\*\*Enter in GLS on the *BP Facility/Project Information* page.**

**FUNDING:**

|  |  |  |
| --- | --- | --- |
| **Funding Amounts** | | **Source of Match** |
| **Loan:** | **$** | **N/A** |
| **Applicant Contribution:** | **$** |  |
| **Leverage Funds:** | **$** |  |
| **Equity Contribution:** | **$** |  |
| **TOTAL** | **$** |  |

**ADDITIONAL CONTACTS:**

|  |  |
| --- | --- |
| **Name:** | **Company:** |
| **Title:** | **E-mail Address:** |
| **Phone:** | **Fax:** |

**Application Processing**

[**https://www.rd.usda.gov/programs-services/intermediary-relending-program**](https://www.rd.usda.gov/programs-services/intermediary-relending-program)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Form # or Reference** | **AO, SO or**  **Applicant** | **Entered In GLS** | **Received/**  **Completed** | **Position/ Tab** |
| **Application for Loan (Status code 201)** | **RD 4274-1** | **Applicant** |  |  | **3** |
| **No Credit Elsewhere (see Agency template)** | **Agency website**  **(above)** | **Applicant** |  |  | **3** |
| **Organizational Documents** | **RD 4274-340(a)** | **Applicant** |  |  | **5** |
| * **Articles of Incorporation (Initial loan only)** | **4274.340(a)(5)** |  |  |  |  |
| * **Bylaws** | **4274.340(a)(5)** |  |  |  |  |
| * **Certificate of Good Standing** | **4274.340 (a)(5)** | **Applicant** |  |  | **5** |
| * **List of Board Members with Contact information.** | **4274.340(a)(1)(ii)** | **Applicant** |  |  | **5** |
| **OGC Eligibility Determination** | **Letter from OGC** | **OGC** |  |  | **5** |
| **EUI #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **RD 4274-1** | **Applicant** |  |  |  |
| **EPLS and CAGE Registration** | **https://www.fiscal.treasury.gov/dnp** | **Applicant** |  |  | **3** |
| **Check CAIVRS** | **https://www.fiscal.treasury.gov/dnp** | **AO** |  |  | **2** |
| **Work Plan: \*** | **4274.340(a)** | **Applicant** |  |  | **3-** |
| * **Ability to administer/personnel** |  |  |  |  |  |
| * **Financial resources** |  |  |  |  |  |
| * **Need for Funds** |  |  |  |  |  |
| * **Fees and charges** |  |  |  |  |  |
| * **Commitments of financial support** |  |  |  |  |  |
| * **Record of obtaining funds** |  |  |  |  |  |
| * **Sustainability of the Fund** |  |  |  |  |  |
| * **Goals, strategies, anticipated outcome** |  |  |  |  |  |
| * **Technical assistance** |  |  |  |  |  |
| * **Revolving Loan Fund Plan (Separate)** |  |  |  |  |  |
| * **Board Resolution** |  |  |  |  |  |
| * **Latest Audit Report** |  |  |  |  |  |
| * **Complete Organizational Documents** |  |  |  |  |  |
| * **Agreement of Audit Requirements** |  |  |  |  |  |
| * **Copy of Policy/Procedural Manuals** |  |  |  |  |  |
| **Environmental Checklist for Categorical Exclusion** | **RD 1970B/**  **4274.305(b)** | **Applicant** |  |  | **3-** |
| **Letter of Recommendation / FONSI \***   * **Class II for Intermediary** | **1970C, 104** | **AO** |  |  | **3-** |
| **Civil Rights Impact Analysis Certification Copy to CR/MC** | **RD 2006-38** | **AO** |  |  | **3-** |
| **Intergovernmental review comments and recommendation** | **2 CFR Part 415**  **Subpart C – Genr'l Program Admin Regs** |  | **N/A** |  |  |
| **Financial Statements and Projections** | **4274.340(a)(2)** | **Applicant** |  |  | **3-** |
| **Audit Agreement** | **4274.340(a)(4)** | **Applicant** |  |  | **3-** |
| **Survey on Ensuring Equal Opportunity for Applicants**  **Copy to CR/MC if returned by applicant** | **OMB No.**  **1890-0014** | **Applicant** |  |  |  |
| **Organizational Documents** | **4274.340(a)(5)** | **Applicant** |  |  | **5-** |
| **Other Credit Documentation** | **4274.340(a)(11)** | **Applicant** |  |  | **3-** |
| **Audit Report, (if available)** | **4274.340(a)(9)** | **Applicant** |  |  | **3-** |
| * **Certifications: RD Inst.1940-Q Exh A-1. Certification for Contracts, Grants & Loans** * **RD 1910-11, Federal Collection Policies** | **RD Inst 1940-Q Exh A-1**  **RD 1910-11** | **Applicant / AO** |  |  | **3-** |
| **IRP Project Summary \*** | **RD 4274-2** | **AO** |  |  | **3-** |
| **Prepare Preliminary Priority Score sheet \*** | **Agency website**  **(above) / 4274.341(b)** | **AO** |  |  | **1-** |
| **Submit Documents to N/O**  **\* SO changes Status Code to 214** | **Verify Annual 1940-L for contact info** | **SO** |  |  | **1-** |
| * **Certification for Request of Funds** | **Agency website**  **(above)** |  |  |  | **1-** |
| * **Finalized Priority Score Sheet** | **Agency website**  **(above)** |  |  |  | **1-** |
| * **Congressional Announcement Tracking System (CATS) - formerly PAM \***   ***\*Instructions available on Agency website above***  **(*Once application is obligated*...should be prepared by area office and sent to N/O by State Office...if project not in CATS, it won’t be accepted...pdf is not acceptable)** | [**https://ecf.sc.egov.usda.gov/**](https://ecf.sc.egov.usda.gov/)**ecf/** | **AO/SO** |  |  | **1-** |
|  |  |  |  |  |  |