|  |  |  |  |
| --- | --- | --- | --- |
| **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-** |
|  |  |  |  |  |  |