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APPLICANT'S INITIAL APPLICATION CHECKLIST

WATER AND WASTE PROJECT

 No. for RD Use

Standard Form 424, “Application for Federal Assistance” (including 424C 2

 & 424D) (DUNS number request at <http://fedgov.dnb.com/webform> or

 1-866-705-5711) *(3A)*

System for Award Management (SAM) Registration (Register DUNS 1

 number at [www.sam.gov](http://www.sam.gov) and provide registration printout with active

 Cage code. Annual renewal required.) *(3F)*

RUS Bulletin 1780-20, “BYLAWS” properly certified (NFP Corporation 1

 Only) *(5B)*

Articles of Incorporation (NFP Corporation Only) *(5B)* 1

Form AD 3030, “Representations Regarding Felony Conviction and Tax 1

 Delinquent Status for Corporate Applicants” (if applicable) *(3A)*

Health Hazard Documentation from the State Regulatory Agency 1

 (if applicable) *(2A)*

RUS Bulletin 1780-22, “Water & Waste Eligibility Certification” 1

 (other credit/outstanding judgments) *(2B)*

Preliminary Engineering Report (See RUS Bulletin 1780-2, 1780-3 2

 or 1780-5) *(6A)*

Environmental Report *(3C)* 1

Copy of applicant's most recent Audit *(1G)* 1

Copy of Bond Ordinance or Notes for any existing debt (*1B)* 1

Copy of present Water and/or Sewer Rate Schedule *(5C)* 1

Completed Form RD-IL 1780-7, “Report on Type of Users and 1

 Record of Water Usage” (existing systems only) *(1C)*

Survey on Ensuring Equal Opportunity for Applicants 1

 [www.rurdev.usda.gov/rd/fbnp/OMBApprovedEEOSurvey.pdf](http://www.rurdev.usda.gov/rd/fbnp/OMBApprovedEEOSurvey.pdf)

 (nonprofit organizations only) *(filed in separate folder)*

Most recent Illinois EPA Evaluation Report (existing systems only) (*6A)* 1

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USDA RURAL DEVELOPMENT

POLICY AND REGULATIONS ON GRANTS

If a project can be affordably financed with a loan or loan guarantee, grant funds will not be offered.

Applicants must determine if available cash or investments can be used to pay part of the project cost.

Surplus system revenues must be committed to loan repayment after paying operating expenses, debt service, reserve and funding a depreciation account for short term asset replacement.

USDA Rural Development grant funds are offered only when the user rates are comparable to those of similar systems (type of system, similar household income, system undertaking recent similar improvements or extensions).

In no case will the USDA grant exceed 75% of the eligible project cost when the median household income of the service area is below 80% of the State Non-metropolitan Median Household Income and 45% when the income of the service area exceeds 80% but is not more than 100% of the State Non-metropolitan Median Household Income.

FOR RD USE ONLY

Comments on Site Visit and review of PER with Area Director or Area Specialist

 recommendations *(3J)*

PER Checklist *(6A)*

2000 Census Data and MHI Calculations for service area *(3B)*

Check the Credit Alert Interactive Voice Response System (CAIVRS) *(3F)*

RUS Bulletin 1780-1, “Water & Waste Project Selection Criteria” *(3B)*

RUS Staff Instruction 1780-6, Attachment 2, “Other Credit Evaluation” *(2C)*

Verification applicant is not on the “List of Parties Excluded from Federal Procurement or Non-

procurement Programs” (SAM) *(3F)*

Complete the Underwriting Section of CPAP and print out *(1E)*

Form RD 2006-38, “Environmental Justice (EJ) and Civil Rights Impact Analysis (CRIA)

 Certification” (with Environmental Report) *(3C)*

Certification by Area Office Technician/Specialist that CPAP has been updated *(3J)*

\*All documents may 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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