

APPLICATION PROCESSING CHECKLIST - NEW CONSTRUCTION

Description of Documents	Form/ Instruction Number	Tab Position	Date Received/Comments
(1) Application for Federal Assistance Non-Construction Programs Including Intergovernmental Review Response (as available)	Form SF-424 1944.410 (e)		
(2) Waiting List of Participants	1944.410 (e) (1)		
(3) Proof that the participants in the first group have qualified for assistance	1944.410 (e) (2)		
(4) Lot options for first group	1944.410 (e) (3)		
(5) Evidence of lot availability for remaining groups	1944.410 (e) (3)		
(6) House plans, specifications and detailed cost estimates	1944.410 (e) (4)		
(7) Staffing needs and hiring schedule	1944.410 (e) (5)		
(8) Authorized representative of applicant	1944.410 (e) (6)		
(9) Budget Information - Non-Construction Programs	Form SF-424A & Budget Narrative 1944.410 (e) (7)		
(10) Indirect or direct cost policy and proposed indirect cost rate	1944.410 (e) (8)		
(11) Monthly activities schedule	1944.410 (e) (10)		
(12) Personnel practices and procedures	1944.410 (e) (9)		
(13) Authorizing resolution	1944.411 (d)		

Description of Documents	Form/ Instruction Number	Tab Position	Date Received/Comments
(14) Assurance Agreement	Form RD 400-4 1944.411 (d)		
(15) Fidelity Bond Coverage	1944.411 (e)		
(16) Evidence of interest- bearing checking account and a statement of interest repayment (as applicable)	1944.411 (g)		
(17) Group and/or Participation Agreement including Exhibit B-2 of 1944-I	1944.411 (h)		
(18) Request for Obligation of Funds	Form RD 1940-1 1944.412		
(19) Self-Help Technical Assistance Grant Agreement	Exhibit A of 1944-I 1944.412		
(20) Certification Regarding Drug- Free Workplace	Form AD-1049 RD Inst. 1940- M, §1940.606 (b) (2)		
(21) Certification Regarding Debarments, Suspension, and other Responsibility Matters	Form AD-1047 RD Inst. 1940-M, § 1940.606 (b) (1)		
(22) Certification Regarding Lobbying	Exhibit A-1 of RD Inst. 1940-Q and §1940.810		
(23) Statement of Compliance with 2 CFR 200 Part 400 & 416 if a State or Local government; or Part 400 & 415 if a non-profit	1944.411 (c)		
(24) Assurances - Non- Construction Programs	Form SF-424B 1944.411 (f)		
(25) Rural Development's Recommendation *Do Not Pay (Checked at submission and again prior to closing)	1944.410 (b) 1940-M §1940.606 (b)		

Description of Documents	Form/ Instruction Number	Tab Position	Date Received/Comments
(26) T&MA Contractor's Review and Recommendation	Required Under National Office T&MA Contractor		
(27) National Office Review	1944.415 (a)		
(28) Narrative Statement (a) Amount of request (b) Areas served (c) Number of houses proposed (d) Housing conditions of low-income families (e) Need for self-help housing (f) Evidence of Community Support	1944.410 (a) (4)		
(29) Current Financial Statements for Applicant and any Sponsor	1944.410 (a) (3)		
(30) Outreach Plan for very low- Income	1944.410 (a) (5)		
(31) HUD Affirmative Fair Housing Marketing Plan (AFHM)	HUD Form 935.2 1944.410 (a) (10)		
(32) Determination of TA Grant Amount	1944.407		
(33) Intergovernmental Review Submittal	1944.409		
(34) Civil Rights Impact Analysis Certification	Form RD 2006-38 2006-P, §2006.754 (b)		

Description of Documents	Form/ Instruction Number	Tab Position	Date Received/Comments
(35) Compliance Review (Pre-award)	Form RD 400-8 RD Inst.1901-E, §1901.204(a) & §1901.204 (c) (3)		
(36) OGC Review (if necessary)	§1944.410(b) (2)		
(37) Previous Experience	§1944.410(a) (1)		
(38) Organizational Documents (a) Reference to State Law (b) Certified copies of Articles of Incorporation and Bylaws, or other evidence of corporate existence (c) Certificate of incorporation for other than public bodies (d) Evidence of Good Standing from the State (e) Names and addresses of Board of Directors, officers and members (plus principal business of any member that is an organization) (f) Evidence of nonprofit status	§1944.410(a) (2) §1944.404(d) (1-4)		
<p>Applicants and existing Self-Help grantees applying for a new grant should submit their applications in an original & one copy containing the above applicable items to the Technical and Management Assistance (T&MA) Contractor for review. The T&MA Contractor will make a recommendation & submit the package to the State Office within 15 calendar days. <u>Within thirty (30) days of the agency's receipt of the application, the designated official will review the application for completeness, accuracy & conformance to program policy and regulations.</u> The designated official should then make a recommendation & forward along with a copy of the grantee's package to the National Office.</p>			