

Inputting the Application in RD Apply

The Application Process

- Get an eAuth ID
- Get your role assigned
- Input information in the application according to your assigned role.

Log into RD Apply

<https://rdapply.usda.gov>



United States Department of Agriculture
USDA eAuthentication



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Quick Links

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Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

LincPass (PIV) ?



User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

REGISTER

LOGIN

[Change my Password](#)

Add a New Application



United States Department of Agriculture
Rural Development

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or Select an existing application from below

Search Filters

Application
Nbr

Search Results

Add a New Application

Application Questionnaire

Which Rural Utilities Service (RUS), Rural Development (RD) Program Area are you requesting funds from?

- ☐ Electric
- ☐ Telecommunications
- ☒ Water And Environmental

Next

Add a New Application

Application Questionnaire

Please validate the Legal Name is correct for the application you are creating.

ABC Waterworks

Next

Add a New Application

Application Questionnaire

Is this your entity's first application with Rural Utilities Service (RUS), Rural Development (RD)?

☒ Yes

☐ No

Back

Next

Add a New Application

Application Questionnaire

Please validate the State and County are correct for the application you are creating.

Texas



Burnet



Back

Next

Add a New Application

Application Questionnaire

What type of loan/grant are you applying for?

☒ Drinking Water

☒ Wastewater

☐ Storm Water

☐ Solid Waste

Back

Next

Add a New Application

Application Questionnaire

Do you have a current loan with Rural Utilities Service (RUS), Rural Development (RD)?

☒ **Yes**

☐ **No**

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Next

Add a New Application

Application Questionnaire

Will these funds be used for Construction?

☒ Yes

☐ No

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Add a New Application

- Are you requesting funds due to a hurricane?
- Are you requesting funds under the Emergency and Imminent Community Water Assistance Grants Program?
- Will this project enlarge, extend or modify the existing facility?
- Will the project be adding additional connections to the facility?
- Is the project necessary to alleviate a health or sanitary issue?

Add a New Application

Application Questionnaire

Select the one that best describes your organization:

- ☐ Public Body
- ☐ Native American Tribe
- ☐ Corporation

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Add a New Application

Application Questionnaire

You have finished the interview process, click **Submit** to enter the application.

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Submit

Tabs Across the Top of the Page

- The Interview Questions are under the Interview Tab
- Once you start an application you will go automatically to the Interview Questions.
- How the Interview Questions are answered depends on what screens will be required for a complete application.
- If multiple facilities were chosen up during the interview questions, then questions and other fields will be required on each facility.
- You can always go back and change your answers on these interview questions.

Tabs Across the Top of the Page



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Application Id: 40000713 | Borrower Name: ABC Waterworks | TIN: 556000219

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Customer Tab

General Information

*Legal Name:

ABC Waterworks

Primary
Borrower ID:

585499676

*Organizational
Description:

Tax ID Nbr:

556000219

*Type of
Applicant:

*DUNS NBR:

*Civil Rights:

- ☐ NA
- ☐ Minority Owned Businesses
- ☐ Disability Owned Businesses
- ☐ Women Owned Businesses

CAGE Code:

Fiscal Year End
Date:

MM/DD

(enter MM/DD, e.g. 06/14 for June 14)

Regular Board
Meeting (Held
On):

*Entity Type:

Public Body



*SAM/CCR
Expiration Date:

mm/dd/yyyy



*Is the applicant
delinquent on
any Federal
Debt?:

☐ Yes ☐ No

*Faith Based:

☐ Yes ☐ No

Customer Tab

Address

*Address Type	*Street 1	Street 2	*City	*
☐ Mailing/Correspondence ☐ Headquarters				

Key Contacts

*Type	Prefix	*First Name	*Last Name	*Organization Name	*Ph
Customer Contact Customer Contact					

Details

Contact Information

Title:

Years in Current Position:

Previous Position:

Address Information

*Street 1:

Street 2:

*City

*State:

*Zip Code:

Add New +

*County	*Congressional District	Action
		Delete

Add New +

*Email Address	Action
	Details Delete

Save

Print

Import Engineering Data



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Application Id: 40000713 | Borrower Name: ABC Waterworks | TIN: 556000219

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Import Electronic PER

Importing Facility Data: One or more PER's for a customer TIN are shown below, if available from the ePER system. Facility data may be imported by selecting the checkbox by a facility and then clicking the "Import Report & Data" button. Alternatively, you may import the PER document only by clicking the "Import Report Only" button. Imported PER documents are shown on the Documents page.

Importing Engineering Data

- A Preliminary Engineering Report (PER) is required for all projects.
- An Electronic Preliminary Engineering Report (ePER) is preferred.
 - You select what facilities are transferred in RD Apply from your ePER
 - The information from the ePER is automatically transferred into fields in RD Apply.
 - Uniform format for all PERs making them easier to complete
 - The website is:
 - <https://www.rd.usda.gov/programs-services/all-programs/water-environmental-programs/electronic-preliminary-engineering>
- A paper PER can be uploaded
 - The information from the PER is NOT transferred into fields in RD Apply.
 - All information will have to be input manually.

Import Engineering Data

Import Electronic PER

Importing Facility Data: One or more PER's for a customer TIN are shown below, if available from the ePER system. Facility data may be imported by selecting the checkbox by a facility and then clicking the "Import Report & Data" button. Alternatively, you may import the PER document only by clicking the "Import Report Only" button. Imported PER documents are shown on the Documents page.

Removing Facility Data: To remove a facility and all its data from the application, you must access the Interview page, click the modify button next to the question "What loan/grant are you applying for?" and then deselect the checkbox next to the facility (or facilities) you want to remove.

Report Number	Project Name	Date Initiated	Date Completed	Revision	Project Type	Action
3358	WA14 UAT 4	09/21/2018	09/21/2018	Revision 1 of 1790	Waste Water ☒ Drinking Water ☒ Wastewater ☐ Solid Waste ☐ Storm Water	Import Report & Data Import Report Only

Facilities Tab – Facilities Detail

Interview Customer Import Engineering Data Facilities Volume/Flow Project Schedule Project Cost Financial

Facility Details

Drinking Water

Wastewater

Facility Sites

Land Rights

Facility

Select the Project Type you want to work on now:

Drinking Water

Drinking Water ▼

Facility Details

***Describe the Current Facility before Improvement**

Li European lingues es membres del sam familie. Lor separat existentie es un myth. Por scientie, musica, sport etc, litot Europa usa li sam vocabular. Li un nov lingua franca: On refusa continuar pagar custosi traductores. At solmen va esser necessari far uniform grammatica, pronunciation e plu sommun coalescent lingues. Li nov lingua franca va esser plu simplic e regulari quam li existent European lingues. It va esser tam simplic quam Occidental in fact

***Describe the Proposed Facility after Improvement**

newLi European lingues es membres del sam familie. Lor separat existentie es un myth. Por scientie, musica, sport etc, litot Europa usa li sam vocabula de un nov lingua franca: On refusa continuar pagar custosi traductores. At solmen va esser necessari far uniform grammatica, pronunciation e plu sommun coalescent lingues. Li nov lingua franca va esser plu simplic e regulari quam li existent European lingues. It va esser tam simplic quam Occidental in fact

Facilities Tab

The screenshot shows the 'Facilities' tab selected in a navigation bar. Below the navigation bar, there are sub-tabs: 'Facility Details' (highlighted in blue), 'Drinking Water', 'Wastewater', 'Facility Sites', and 'Land Rights'. A green bar labeled 'Facility' is at the top of the main content area. Below it, a text prompt says 'Select the Project Type you want to work on now.' followed by a dropdown menu currently showing 'Drinking Water'. Another green bar labeled 'Facility Details' is below the dropdown. Underneath, there are two sections for describing the facility: '* Describe the Current Facility before Improvement' and '* Describe the Proposed Facility after Improvement'. Each section has a text input field. Annotations with blue arrows point from the text on the right to the 'Facility Details' sub-tab, the dropdown menu, and the first text input field.

Interview Customer Import Engineering Data **Facilities** Volume/Flow Project

Facility Details Drinking Water Wastewater Facility Sites Land Rights

Facility

Select the Project Type you want to work on now. Drinking Water ▼

Facility Details

* Describe the Current Facility before Improvement

Drinking Water Current

* Describe the Proposed Facility after Improvement

Drinking Water Proposed

Facility Details has a drop down to select which utility is shown. All facilities in application have to have the details completed.

Each facility included in the application will have it's own tab for information about the utility.

Facilities Tab – Drinking Water

Interview Customer Import Engineering Data Facilities Volume/Flow Project Schedule Project Cost Financial Service Area(s) Do

Facility Details Drinking Water Wastewater Facility Sites Land Rights

Drinking Water

Public Water System (PWS) ID

National Pollutant Discharge Elimination System (NPDES Permit #)

If Drinking Water is Being Purchased - Cost per 1,000 gallons or 100 cu.ft. ☐ Per 1,000 Gallon ☐ Per 100 Cubic Feet

Is Drinking Water Source Adequate ☐ No Selection ☐ No ☐ Yes

Proposed Number of Miles of Line:

Drinking Water Supply Quality

Facilities Tab - Wastewater

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Wastewater

National Pollutant Discharge Elimination System (NPDES Permit #)

If Wastewater Treatment is by Contract - cost per 1,000 gallons or per 100 Cubic Feet

☐ Per 1,000 Gallon

☐ Per 100 Cubic Feet

Collection

☒ Conventional Gravity

☒ Small Diameter

☒ Vacuum

☒ Effluent Pumps

☒ Grinder Pumps

☒ Hauling

☒ Decentralized/On-Site

☒ Lift Station

☒ Pump Station/Forcemain

Facilities Tab – Facility Sites

Interview

Customer

Import Engineering Data

Facilities

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Service Area(s)

Facility Details

Drinking Water

Wastewater

Facility Sites

Land Rights

Facility Sites

Facility Sites to be reported are for the application enterprise only. An entry for at least your Primary Facility site is required with a simple description. The Address fields are required with a Facility Type, Description, State, County and Congressional District, but the Street Address can be two cross streets or some other type of identifying information if the facility does not have an address.

Select the Project Type you want to work on now:

Drinking Water

Facilities Sites - Detail

Facility Sites to be reported are for the application enterprise only. An entry for at least your Primary Facility site is required with a simple description. The Address fields are required with a Facility Type, Description, State, County and Congressional District, but the Street Address can be two cross streets or some other type of identifying information if the facility does not have an address.

*Facility Type	*Description	*Street 1	Street 2	*City	*State
Primary Facility					

Facility Tab – Facility Sites

- Red asterisk fields are required
- Possible Facility Sites
 - Tank
 - Well
 - Treatment Facility
 - Spring
 - Master Meter
 - Intake
 - Pump Station

Facilities Tab – Land Rights

Interview	Customer	Import Engineering Data	Facilities	Volume/Flow	Project Schedule	Project Cost
Facility Details	Drinking Water	Wastewater	Facility Sites	Land Rights		

Land Rights

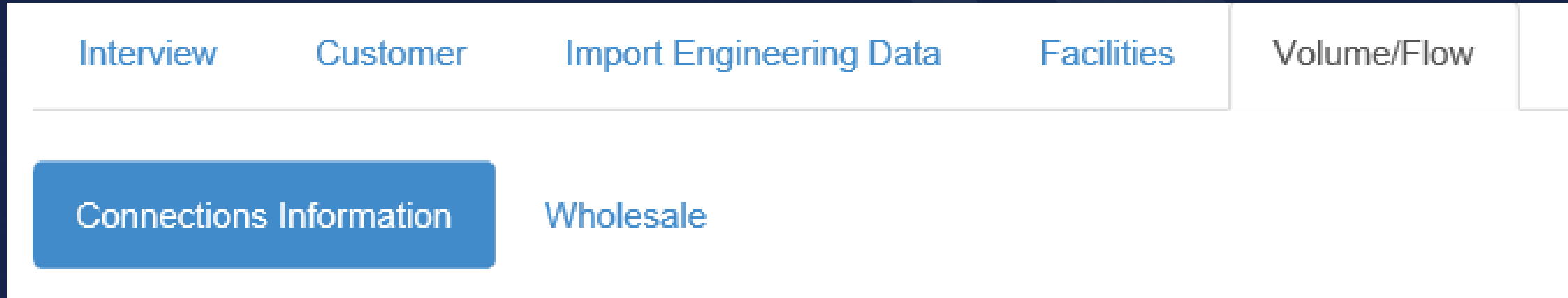
Select the Project Type you want to work on now:

Drinking Water

Land Rights - Detail

Number of Acres To Be Acquired - Fee Simple	5.0
Number of Acres To Be Acquired - Lease	10.0
Acres To Be Acquired - Purchase Price	\$25,000.00
Acres To Be Acquired - Value	\$25,000.00
Number of Acres Now Owned - Fee Simple	350.0
Number of Acres Now Owned - Lease	10.0
Acres Now Owned - Purchase Price	\$1,200,000.00
Acres Now Owned - Value	\$2,400,000.00
Describe Other Rights (such as water rights or rights-of-way)*	right of way description

Volume / Flow Tab



- Connection Information
 - Residential Users
 - Other Users (Commercial, Businesses, Agricultural, Other Users)
- Wholesale
 - Sold to another facility for resale

Volume Flow – Wholesale Tab

InterviewCustomerImport Engineering DataFacilitiesVolume/FlowProject ScheduleProject CostFinancialService Area(s)DocumentsSummary

Connections InformationWholesale

Wholesale

Select the Project Type you want to work on now:

Drinking Water

Wholesale - Detail

*Do you sell water to entities who in turn resell water to their customers?

☐Yes☐No

*Is the volume measured and charged per 1,000 gallons or per 100 cubic feet?

☐Per 1,000 Gallon☐Per 100 Cubic Feet

Enter the date of the last rate change for your wholesale customers.

*When was the last time you had a price increase to these customers?

MM/DD/YYYY

Wholesale Volume (projected)

*Wholesale User Name	*Annual Volume	Monthly Volume	*Unit Price
		0	

Project Schedule Tab

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Project Schedule

Proposed Start Date:

Proposed End Date:

Date Application made available to
the Inter-Governmental Review
Process (if applicable):



State Clearinghouse ID (if applicable):

Project Schedule Milestones

*Project Type	*Scheduled Milestone	Description	*Date
Drinking Water ▼	Proposed Start of Construction ▼	start of construction in the rain of the day	08/01/2017
Drinking Water ▼	Milestone Date ▼	milestone date	08/31/2017
Drinking Water ▼	Milestone Date ▼	milestone date2	09/12/2017
Drinking Water ▼	Proposed End of Construction ▼	end of construction	12/31/2018

Project Cost Tab

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Include in Display:

☒ Drinking Water ☒ Wastewater

Project Cost

*Project Type	*Cost Classification	Description	Cost
Drinking Water v	Interest v	Drinking Water Distribution Non-Construction P	\$95,000.00
Drinking Water v	Bond Counsel v	Drinking Water Distribution Non-Construction P	\$18,000.00
Drinking Water v	Engineering - Construction Administration v	Drinking Water Distribution Non-Construction P	\$85,000.00
Drinking Water v	Architectural, Engineering & Planning v	Drinking Water Distribution Non-Construction P	\$41,000.00
Drinking Water v	Engineering - Additional Services v	Drinking Water Distribution Non-Construction P	\$44,000.00
Drinking Water v	Land & Rights v	Drinking Water Distribution Non-Construction P	\$425,000.00
Drinking Water v	Contingencies v	Drinking Water Distribution Non-Construction P	\$250,000.00

Project Cost Summaries

Project Cost Summaries

Project Type	Total Cost
Drinking Water	\$21,618,000.00
Wastewater	\$20,248,000.00
Total of all project types:	\$41,866,000.00

Project Cost By Cost Classification

Cost Classification	Total Cost
Architectural, Engineering & Plann	\$392,600.00
Bond Counsel	\$239,500.00
Contingencies	\$1,831,000.00
Development	\$24,910,000.00
Engineering - Additional Services	\$359,000.00
Engineering - Construction Admini	\$718,000.00
Engineering - Design	\$780,000.00
Engineering - Inspections	\$754,500.00
Engineering - PreDevelopment	\$1,686,000.00
Environmental	\$640,500.00

Environmental	\$640,500.00
Equipment	\$3,619,000.00
Initial Operation & Maintenance	\$1,100,000.00
Initial Reserve	\$67,000.00
Interest	\$508,000.00
Land & Rights	\$1,654,000.00
Legal Services	\$405,500.00
Other	\$141,400.00
Refinancing (Other Debt)	\$2,010,000.00
Training (TAT)	\$50,000.00
Total of all cost classification:	\$41,866,000.00

Financial Tab

- Trying to determine if the applicant has cash to help fund the project.
- Based on Financial Statements less than 90 days old.
- Use General Fund resources
- Use Enterprise Fund resources
- Only Interested in Enterprise fund that we are financing with the project.
- Based on Balance Sheets
- Does not have to be audited
- Look at Current Assets and Current Liabilities

Financial – General Funds Balance Sheet

Interview Customer Import Engineering Data Facilities Volume/Flow Project Schedule Project Cost Financial Service Area(s)

General Funds Balance Sheet

Enterprise Balance Sheet

Other Income

Short Lived Asset

Proposed Funding

Debt

Proposed O&M

General Funds Balance Sheet

*Does your Entity operate with a General Fund?

☒ Yes

☐ No

Date of Financial Information:

12/31/2018



Recent financial information is needed for your application and should be no older than 90 days. The Date of Financial Information applies to the financial data entered below.

Assets

Current Assets

*Do you have current assets?

☒ Yes

☐ No

Asset Type	Amount	Action
------------	--------	--------

Financial – Enterprise Fund for Facility Being Financed

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Enterprise Balance Sheet

Select the Project Type you want to work on now:

Drinking Water

Date of Financial Information:

mm/dd/yyyy

Recent financial information is needed for your application and should be no older than 90 days. The Date of Financial Information applies to the financial data entered below.

Assets

Current Assets

*Do you have current assets?

☒ Yes

☐ No

Select the asset type. If you have more than one, please click on the add new button and list the additional ones.

Asset Type	Amount	Action
		Delete
Total:	\$0	

Restricted Cash

*Do you have Restricted Cash?

☒ Yes

☐ No

Asset Type	Amount	Action
------------	--------	--------

Financial – Other Income

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Other Income

Include in Display ☒ Drinking Water ☒ Wastewater

Other Income - Details

*Project Type	*Type of Income	*User Assessed	*Description	*Yearly Income
Drinking Water	Non-Operating Income - Assessments		Drinking Water Assessments	\$300,000.00
Drinking Water	Non-Operating Income - GO/Taxes		Drinking Water GO Bonds	\$226,000.00
Drinking Water	Non-Operating Income - Interest Income		Drinking Water Interest	\$65,000.00
Drinking Water	Non-Operating Income - Membership		Drinking Water membership	\$95,000.00
Drinking Water	Non-Operating Income - Other		Drinking Water Non-operating Income Other	\$100.00
Drinking Water	Non-Operating Income - Rent Income		Drinking Water rent	\$65,200.00

Financial – Short Lived Assets

- Assets directly related to the entire facility of the project
- An Asset that has a useful life of 15 years or less.
- Broken out as 1-5 years, 6-10 years, or 11-15 years.
- Provides an build up of cash so when these assets are needed, cash is available and no additional debt is needed.
- Help with Financial Sustainability
- Very few facilities will not have short-lived assets

Financial – Short Lived Assets

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General Funds Balance Sheet Enterprise Balance Sheet Other Income Short Lived Asset Proposed Funding Debt Proposed O&M

Short Lived Asset

*Does the applicant have any Short Lived Assets to report?

☒ Yes ☐ No

*If Yes, check project types with Short Lived Assets?

☒ Drinking Water ☒ Wastewater

Include in Display

☒ Drinking Water ☒ Wastewater

Short Lived Assets - Details

*Project Type	*Description	*Replacement Cost	*Useful Life	Annual Reserve
Drinking Water v	Drinking Water SLA1	\$250,000.00	0-5 Years v	\$50,000.00
Drinking Water v	Drinking Water SLA2	\$500,000.00	6-10 Years v	\$50,000.00
Drinking Water v	Drinking Water SLA3	\$1,200,000.00	11-15 Years v	\$80,000.00
Wastewater v	desc sla3	\$500,000.00	0-5 Years v	\$100,000.00
Wastewater v	desc sla1	\$1,000,000.00	6-10 Years v	\$100,000.00
Wastewater v	desc sla2	\$2,000,000.00	11-15 Years v	\$133,333.33
Total:		\$5,450,000.00		\$513,333.33

Financial – Proposed Funding

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Proposed Funding

Include in Display

☒ Drinking Water

☒ Wastewater

Proposed Funding - Details

*Project Type	*Funding Source	Funding Source Description	*Funding Amount
Drinking Water ▼	Rural Development ▼	Loan and Grant	\$150,000.00
Wastewater ▼	State Revolving Loan Fund ▼	Low Interest Loan	\$200,000.00
Wastewater ▼	Rural Development ▼	Loan and Grant	\$100,000.00
Total Of Displayed Funding Sources:			\$450,000.00

Proposed Funding - Summaries

Funding Summaries

Project Type	Funding Amount
Drinking Water	\$150,000.00
Wastewater	\$300,000.00
Total of all project types:	\$450,000.00

Funding Source	Total Cost
Rural Development	\$250,000.00
State Revolving Loan Fund	\$200,000.00
Total of all funding sources:	\$450,000.00

Financial - Debt

- Include all existing Facility Debt.
- Include all proposed debt associated with the project.

Financial - Debt

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Debt

*Does the applicant have any existing debt or proposed other debt to report?

☒ Yes ☐ No

If Yes, check the project types with Debts

☒ Drinking Water ☒ Wastewater

Include in Display:

☒ Drinking Water ☒ Wastewater

Existing and Proposed Debt

Please enter data below to describe the existing debt and/or proposed non-Rural Development debt for each project type.

*Project Type	*Type of Loan	*Owed To	*Balance Owed	*Terms (yrs)	*Date of First Payment	*Annual Payment	Annual Reserve	Reserve on Hand	*Interest Rate	*Maturity Date
Drinking Water 	Proposed New Loan (other than USDA) 	Drinking		20	09/01/2017 	\$535,000	\$53,500.0		4.7500%	12/01/2017
Drinking Water 	Existing Other Loan 	Drinking		20	07/01/2000 	\$50,000.0	\$5,000.0		3.7500%	09/30/2017

Financial – Proposed O&M Expenses

- Need all cash costs that are associated with the facility being financed.
- Drop down menus help guide you with expense items.
- Separate O&M budgets are required for multiple facility projects.
- Regular depreciation is not counted here since it is not a cash expense item.
- Interest on debts payments is not included here since it is counted in the Debt section. The payments listed are Principal and Interest.

Financial – Proposed O&M

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Proposed O&M

Proposed O&M

Include in Display

☒ Drinking Water

☒ Wastewater

Proposed O&M - Details

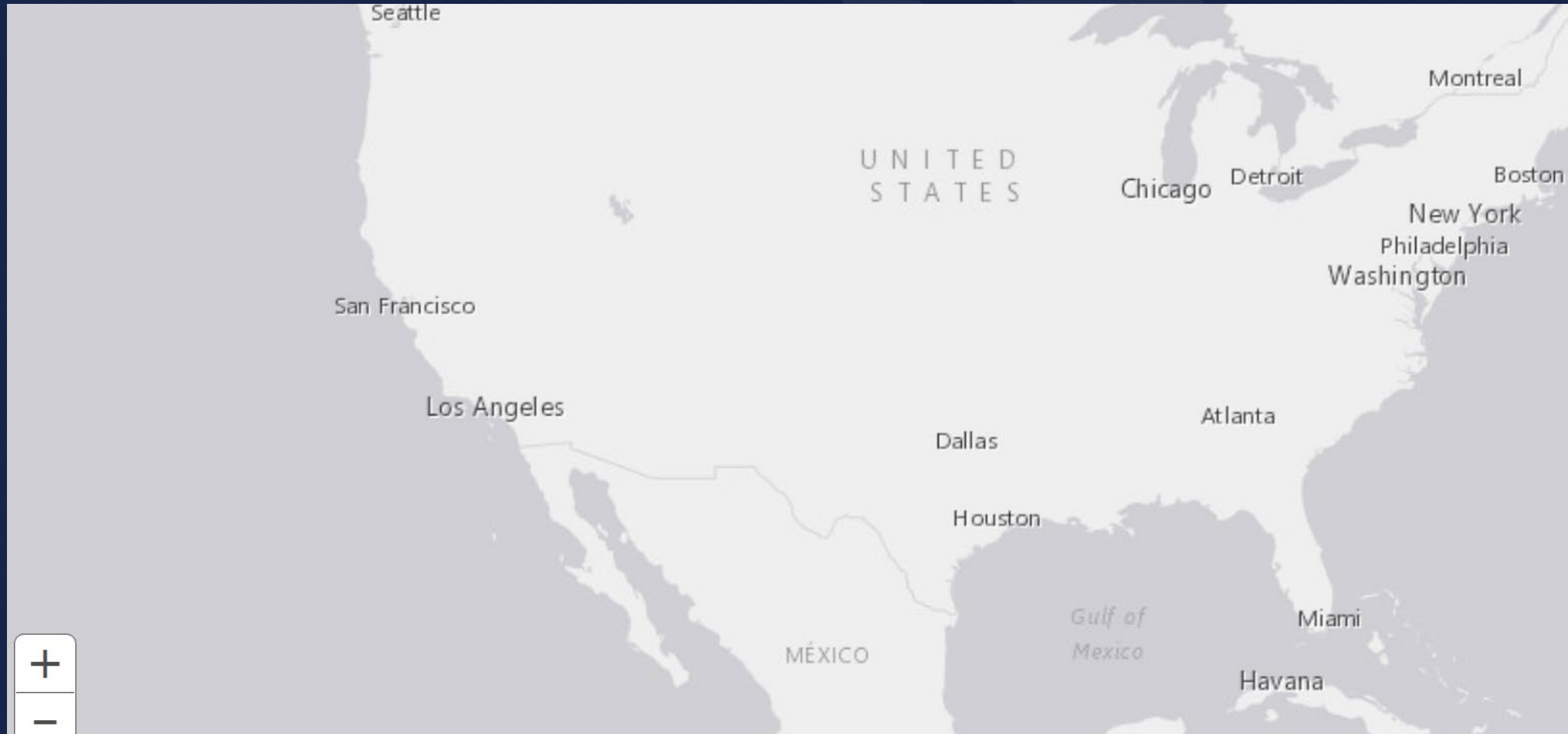
What do you anticipate your annual Operation and Maintenance Expenses to be for your facility in the first year of operation once the proposed project has been completed?
Using the information from the Preliminary Engineering Report, enter the data below:

*Project Type	*Expense Item	Description	*Annual Amount
Drinking Water	Salaries/Benefits	Drinking Water Other O&M - Salaries	\$35,000.00
Drinking Water	Utilities	Drinking Water Other O&M - utilities	\$22,000.00
Drinking Water	Legal	Drinking Water Other O&M - legal	\$2,000.00

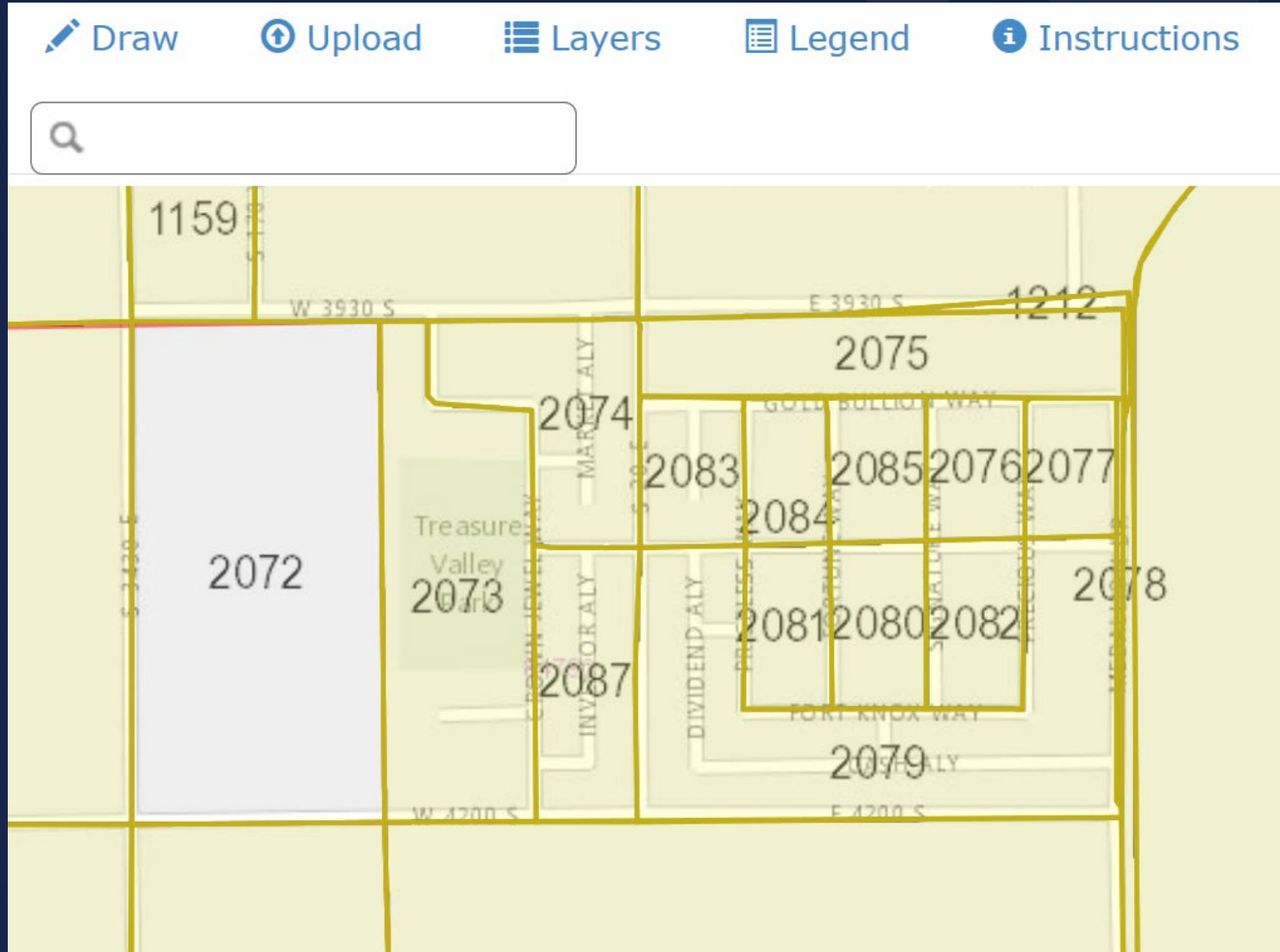
Service Area(s)

- Mapping program to map the service area
 - Used to determine the Median Household Area of the project Service Area
 - Can have multiple service areas
- Based on census information by block group, township, etc
- Go to Tutorial to see a You-Tube on How to use this part of RD Apply.
- Can adjust the map once it is drawn
- Need to input Connection Information
- Calculates the Median Household Income

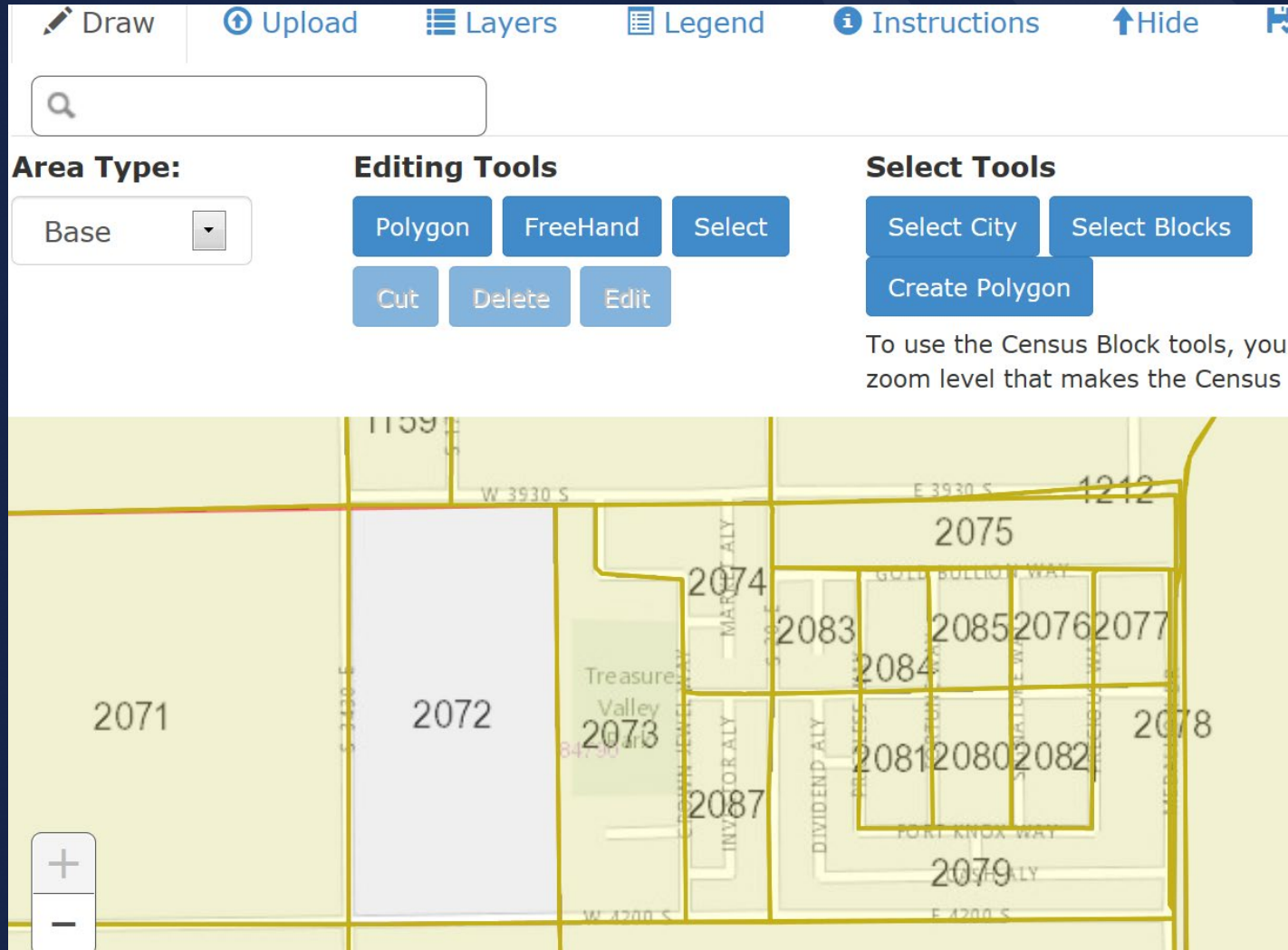
Service Area/ Draw - Upload



Zoom In / Draw



Service Area – Polygon & Outline



Service Area – Save and Exit

Draw

Upload

Layers

Legend

Instructions

Hide

Save

Save and Exit

Area Type:
Base

Editing Tools

Polygon

FreeHand

Select

Cut

Delete

Edit

Select Tools

Select City

Select Blocks

Create Polygon

To use the Census Block tools, you must be at a zoom level that makes the Census Blocks visible.

Polygon drawn successfully.

A Base area is drawn, select the area to edit the polygon.

+

-

Service Area(s)

Interview Customer Import Engineering Data Facilities Volume/Flow Project Schedule Project Cost Financial Service Area(s) Documents Summary/Submit

Service Area(s)

Service Area Name	Project Type	Population	Square Miles	% of Rural vs. Urban	Actions
Area 1	Drinking Water	29196	38.98	67.51%	Enter Connections for MHI
Area 1 - Alternate		0	0	0.00%	
Area 1 - Proposed Area Totals		35491	27.99	67.04%	
Area 2	Wastewater	4695	53.07	99.30%	Enter Connections for MHI
Area 2 - Alternate		0	0	0.00%	
Area 2 - Proposed Area Totals		6213	28.41	100.00%	

Service Area(s) – Enter Connections

Census Designated Places

Place Name	Place ID	State Fips	Population	MHI	Number Of Residential Connections
Glen Carbon village, Illinois	29639	17	12,934	\$67,386	
Hartford village, Illinois	33279	17	1,429	\$40,673	
Edwardsville city, Illinois	22697	17	24,293	\$66,462	

Counties

County Name	County Fips	State Fips	Population	MHI	Number Of Residential Connections
Madison County, Illinois	119	17	269,282	\$51,941	
Madison County, Illinois (Proposed Area)	119	17	269,282	\$51,941	

County Subdivisions/Townships

Name	County FIPS	State Fips	Population	MHI	Number Of Residential Connections
Edwardsville township, Madison County, Illinois	119	17	37,657	\$65,705	
Chouteau township, Madison County, Illinois	119	17	8,226	\$52,019	
Fort Russell township, Madison County, Illinois	119	17	9,146	\$54,410	
Wood River township, Madison County, Illinois	119	17	31,537	\$46,965	

Documents

- Attachments
 - Preliminary Engineering Report
 - Environmental Report
 - Notice of Intent to File and Application
 - Financial Information
- Certifications
 - Required Forms

Documents - Attachments

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Required Attachments

Uploading an attachment only saves the description for that specific attachment.

For WEP applicants only - If you need an example of what a 'Notice of Intent to File Application' is, click on the Help link in the top right hand corner of your screen.

Below is a list of Attachments required to complete this Application. Please upload the Attachment requested for each row marked with an ✖. Upon successful completion of the upload, the row is marked with a ✔.

If more than one upload is required by a Category/DocumentType, please select the Blue "Upload" Button on the right of the "Additional Attachments" Section at the bottom of this screen.

Status	Category	Document Type	Description	File Name	Date
✖	Application	Notice of Intent to File Application			
✔	Engineering	Preliminary Engineering Report	This is from EPER Ir	PER3358.pdf	12/05/2018
✖	Environmental	Environmental Report			
✖	Financial	Audits (most recent copy) or Financial Statement (annual report). Per SI 1780-2, three years of financial statements and/or audits are required.			

Documents - Certifications

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[Attachments](#)

[Certifications](#)

Required Certifications

Below is a list of required certifications for this application. Please sign certifications for any rows marked with an "X."

Status	Document Type
X	Assurance Agreement
X	Assurances - Construction Programs
X	Certifications for Contracts, Grants and Loans (lobbying)
X	Certification Regarding Debarment
X	Equal Opportunity Agreement
X	Application Certification, Federal Collection Policies for Consumer or Commercial Debt
X	Certification Regarding Prohibited Tying Arrangements
X	Certification Regarding Credit Elsewhere
X	Compliance with 1900-D and 2 CFR 400 Disclosure Act

Summary/Submit

- Lists the tabs that have been filled in as part of the application.
- If there is a green check mark then that section of the application has been completed.
- If there is a red X then that section has not been completed.
- An application cannot be submitted until all areas have a green check mark.
- Once completed the application can be submitted
- The application can be withdrawn if so desired.

Summary/Submit

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Each section of the application is presented with a status of  when the data has passed validation edits and a status of  when the data has failed validation edits. If the status is , a row for each validation issue appears under the section header. Customers may press the hyperlink related to the page name to correct the issue. Once each section has a  status, the application may be submitted to the USDA for review by a person in your organization with the authority to submit.

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