

USDA FORM RD 1905-11 (Rev. 3-98)		APPLICATION AND PROCESSING CARD -- ASSOCIATION 19 _____ (Fiscal Year)				COUNTY		<input type="checkbox"/> Initial <input type="checkbox"/> Subsequent ASSN: <input type="checkbox"/> Guarantee <input type="checkbox"/> WS <input type="checkbox"/> RHS <input type="checkbox"/> RCD <input type="checkbox"/> <input type="checkbox"/> Loan <input type="checkbox"/> RRH <input type="checkbox"/> LH <input type="checkbox"/> BI <input type="checkbox"/>					
NAME	DATE APPLICATION RECEIVED	TAX EXEMPT	TYPE	DATE	COMM-REVIEW ACTION	IN PROCESS	DATE	ACTION	FINAL DISPOSITION			PENDING ACTION	
	2	3	4	5	6	7	8	9	AMOUNT	APPROVAL OFFICIAL	DATE OF CHECK		DATE CLOSED
1									10	11	12	13	14

Form to be used for listing applications for Rural Development assistance from associations, organizations and cooperatives

PROCEDURE FOR PREPARATION : RD Instruction 1905-A.

PREPARED BY : Local and Area Offices.

NUMBER OF COPIES : Original Only.

SIGNATURES REQUIRED : None.

DISTRIBUTION OF COPIES : Retained in Management System box during current year, then placed in operational files. If desired and when an 8" x 5-1/4" form will provide sufficient space, the card may be cut on the score line to make two single cards.

Applications from associations and organizations for which Rural Development assumes jurisdiction will be maintained by initial loans subsequent loans, initial development grants and subsequent development grants. An application from an association for a loan and development grant will be listed on both of the appropriate loan and grant forms.

Applications from organizations for Labor Housing will be maintained by initial assistance and subsequent assistance without respect to loans and grants. For example, an application for an initial LH grant from an organization indebted for a loan will be considered subsequent assistance. An application for both a loan and grant will be considered one application.

A separate Form RD 1905-11 will be established for Business and Industrial applicants requesting assistance under the provisions of the Guaranteed Loan Program and for Industrial Development Grant applicants even though they are an organization or association.

New cards will be started at the beginning of each fiscal year as needed for each specific type of assistance. First loans approved but not closed and then pending applications will be transferred to the new card; a line will be drawn across the card beneath the last such entry to clearly separate carry-over applications from those received during the current fiscal year. The procedure outlined in FSA Transferred Instruction 1910-A and related Instructions will be followed with respect to the period during which an application will remain in effect.

Columns 1 and 2 will be completed when application is received. When a Local Office serves more than one county and applications are not maintained on a county basis, the county may be identified in column by an appropriate abbreviation following the name of the applicant.

Column 3 will be checked if applicant is a tax exempt body.

Column 4 enter the appropriate code:

Code

D - Domestic water system only
W - Waste disposal system only
 Circle "W" if application includes solid waste disposal
B - Both domestic water and waste disposal
 Circle "B" if application includes solid waste disposal
G - Grazing and other shifts in land use
R - Recreation
O - Irrigation, drainage or soil conservation

Code

C - Community facility loans
S - Watershed
T - RC&D
V - Incorporated cooperatives
U - Unincorporated cooperatives
Y - Indian loan
I - Business and industry
E - Industrial development grants

For RHS insert "3" if the application is for a self-help Section 523 direct loan. For RRH insert "N" if the application is from a nonprofit organization; an "N" also may be inserted for all RCH if desired.

Columns 5 and 6 For those applications requiring action by the County Committee, enter the date and type of action taken -- "E" if eligible, "D" if deferred, "C" if certification or recommendation is executed. Entries may be made in the upper and lower portions of these columns when preliminary and subsequent actions are taken by the County Committee.

Column 7 check when the Community Development Managers receives Form AD 622 from the State Director indicating that he may proceed with the processing of a loan or grant application.

Column 8 enter the date on which the following action is taken:

- (1) loan or grant is approved
- (2) loan or grant is rejected or ineligible
- (3) application is withdrawn
- (4) Contract guarantee is executed
- (5) Conditional commitment for loan guarantee or contract of guarantee is rejected

For loans and grants that are not approved in the Local Office, the date of submission to the Rural Development Manager or the State Office may be entered in the upper half of the block.

Column 9 enter the type of action taken ("A" if approved, "R" if rejected, "W" if withdrawn). If the loan or grant is rejected or the application withdrawn, draw a line through the applicant's name in column 1.

Column 10 complete when loan or grant is approved or contract of guarantee is executed. When loan or grant funds are to be disbursed in more than one advance, multiple entries will be made under this column. The top entry will be the first advance and additional advance(s) will be entered in the order to be disbursed. Columns 12 and 13 will be completed for each advance and appropriate notation will be inserted in column 14 to denote "future advance". For LH assistance, enter the amounts of loans and grants separately and circle the amounts entered for grants.

Column 11 will be used to identify the loan approval official.

Column 12 when loan or grant check is received, enter the date of the check.

Column 13 enter the date the loan or grant is closed. Draw a line through the applicant's name in column 1.

Column 14 will be used to record the next pending action during the various steps of processing the application and/or loan or grant docket; information applicable only to certain types of loans or grants and/or which may be needed for reporting purposes also may be noted. Entries may be made in pencil and erased when no longer needed.