



If the project application is approved by ARC and Rural Development is assigned to be the Basic Agency, the following items will be required to be submitted to Rural Development before application **processing** and **obligation** can take place.

- 1) **Preliminary Engineering Report (PER) and/or Preliminary Architecture Report (PAR)** will be required:
  - a. To review/concur in project scope, design, and required compliance from an engineering/architectural standpoint.
  - b. RD uses the PER/PAR to make a written environmental determination on the level of the Environmental Report to be completed.  
(Preliminary Engineering Report Guidance)\*  
(Preliminary Architect Report Guidance)\*
    - i. Environmental Report with scoping letters and supporting documentation (Maps, etc.) is to be submitted to RD for review/approval. **The responsibility of completing the environmental report will fall on the applicant, packager, or consultant assisting in the application development.**
- 2) Complete ARC Application including:
  - a. Signed SF 424 and appropriate attachments A & B, C & D
  - b. Tax ID
  - c. Unique Entity Identifier (UEI)
  - d. [Active System for Award Management \(SAM\) Registration](#)
- 3) [State Clearinghouse comments from Department for Local Government](#)
- 4) Audits – 3 years of most current financial audits
- 5) Legal Opinion of Date of Establishment (City / County / Non-Profit)\*
- 6) Operating Budget of City/County/System etc.
- 7) Balance Sheet within 90 days (RD442-3)\*
- 8) Conflict of Interest Policy\*
- 9) Request for Qualifications for Engineering Services include tear sheet from newspaper and publisher's affidavit.
- 10) Evaluation Sheet and Minutes of Negotiation to select most qualified engineering firms.
- 11) Agreement for Engineering Services (1780-26 Bullentin - Guidance for use of EJCDC bidding and contract documents)\*
- 12) Certification of Debarment, Suspension, and Other Responsibility Matters (AD1047)\*

\*Guidance/samples/forms provided as attachment to this document

**Please note it is the responsibility of the applicant to submit the above requested items to Rural Development once approval from ARC is obtained.** Rural Development is not immediately notified of the application approval and typically does not have full copy of the completed ARC application package. All documentation will need to be forwarded to the appropriate program specialist which will be assigned when RD is requested to be the basic agency for administration.

Please note there will be several additional items required by Rural Development as part of Rural Development's rules and regulations to administer the ARC grant funds and those will be provided at the appropriate time in the application process.

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