

## COMMUNITY FACILITY

### Preapplication Checklist

1. Form SF 424, Application for Federal Assistance
2. Form RD 1940-20, Request for Environmental Information (attach items listed in 2.c., if applicable)
3. Evidence of Inability to Obtain Other Credit
4. Financial Feasibility Report, Guide 5
5. Form RD 442-3, Balance Sheet (May use recent audit)
6. Form RD 442-7, Operating Budget
7. Copies of past 3 years Audit Reports or Financial Statements
8. Organizational Documents – Articles of Incorporation, By-Laws, Certificate of Good Standing, IRS non-profit determination letter or Charter, State Code, County Code
9. List of officers, term of office, addresses and phone numbers
10. Architectural Feasibility Report (for construction), Guide 6
11. Evidence State Clearinghouse has been notified (provide copy of SF 424, Project Narrative and Form 1940-20 plus attachments to State Clearinghouse)
12. AD 1180 - Survey on Insuring Equal Opportunity for Applicants