

## WATER PROJECT SUMMARY

- Pre-Application /Audit - Proof of Eligibility and Availability of Funding (SF 424.2)
- Clearinghouse Comments and Recommendations
- Preliminary Engineering Report submitted to RD
- Environmental Assessment - Study/Impact Report
- Professional Services Agreements Executed - Engineering Services, Legal Services and Auditor
- Invitation for Full Application - Rural Development reviews the Pre-Application, and the Preliminary Engineering Report and invites full app.
- Complete Organizational Proceedings - Attorney's Opinion Relative to Organization, Authority and Continuous Existence with Transcript of Organizational proceedings
- Application Conference RD requirements and documents needed for full application
- Develop Preliminary Plans and Application
- Submit Full Application to RD for approval
- RD Approval - Rural Development approves the Application, Request for Loan/Grant and locks in interest rate.
- Loan Docket Conference - Funding offer and work to be done before loan closing ( See Guide 3, 3A and Illinois Instruction 1780)
- Letter of Conditions - RD issues Letter of Conditions containing checklist of items to be completed, by Water Co. Attorney, Engineer and RD including:
  - a. Organizational Transcript
  - b. Right of Way Docket
  - c. Loan Authorization and Security
    - Resolution of Members
    - BOD Loan Resolution and Security Agreement
  - d. Contracts
    - Water Purchase/Supply Contract Extension
    - Professional Contracts
    - Grant Agreement
  - e. Title evidence for all structure sites, owned or on permanent easement
  - f. Local Agency Concurrence - Counties, Municipalities, Regional Planning Commission
- Letter of Intent to Meet Conditions executed by Water Company and returned to RD
- Final Design Plans and Specifications Completed and submitted to IEPA by Engineers
- IEPA approval of Final Design - Construction Permit
- Obtain easements and permits required to construct system
- Operation and Maintenance Plan
- Right of Way Docket - Prepared by Attorney and Engineers for RD
  - a. 80% of easements on private easement/right-of-way;
  - b. Preliminary Title Opinions or Title Insurance w/ date down endorsement for structure sites (6 months);
  - c. Railroad permits;
  - d. State, County and Township Highway Permits;
  - e. Ordinances approving any construction within municipal limits;
  - f. Preliminary Right of Way Certificate and
  - g. Preliminary Opinion of counsel Relative to Right of Way
  - h. Municipal authority to use streets if applicable.

- Financing Approved by RD, Authorized to advertise for bids
- Contract, Plans and Specifications - Attorney's preliminary review of proposed documents
- Pre-Bid Conference - all conditions met, ROW complete, Draft copy of Note Mortgage Loan Resolution and Grant Agreement.
- Advertise for bids
- Bid Opening - Review Bids and Bonds, Award Contract to lowest responsible bidder.
- Adopt Loan Resolution Security Agreement and Grant Agreement if not done yet
- RD Concurrence in Bids and Regional Counsel Review/Approval - issuance of closing instructions
- Closing Instructions - Attorney's Final Review of Proposed Contract, Plans and Specs, Bonds and Insurance, Update Title Evidence and confirm payment of Real estate Taxes. (Note: May request Closing Instructions *before* advertising for bids in some cases)
- Loan Closing - Execute all documents required as per instructions.
  - a. Note
  - b. Mortgage
  - c. UCC Financing Statement
  - d. Affidavit of Work Improvement
  - e. ROW Certificate
  - f. Opinion of Counsel re: ROW - No Exceptions
  - g. Certify Loan Resolution and Security Agreement
  - h. Attorney's Opinion on All Legal Documents, Statement concerning compliance with local laws, land use regulation and development plans
  - h. Agreement with Contractor
  - i. Notice to Proceed
  - j. Closing Affidavit
  - k. Accounting for project cost to determine amount of reimbursement.
- Record Mortgage in all counties where doing business
- File UCC Financing Statement w/ Ill. Sec of State
- Attorney's Final Title Opinion or Title Insurance date down endorsement showing that mortgage in favor of USDA is in place.
- Pre-Construction Conference
- Commence Construction
- Change Orders
- Pay Request
- Progress payments made and Retainage monitored - Engineer's recommendation, BOD and RD approval required
- Testing Disinfection
- Inspection
- IEPA Operating Permit
- Substantial Completion/Acceptance
- Connect users
- Commence Operation
- Warranty Period
- Begin Repayment of Loan