

# Rural Development Storm Water Project

## Processing Road Map

			Item	Who	Notes
Application Phase	Preliminary Engineering Report	Capacity Purchase Project	Contact the local USDA – Rural Development Loan Specialist	Applicant	<a href="https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program/in">https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program/in</a>
			Select a consulting engineer using the Quality Based Selection(QBS) process	Applicant	Indiana Rural Community Assistance Program(RCAP) can provide assistance. Their website is in-rcap.org
			Project engineer obtains a level 2 eAuthentication account	Engineer	USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the internet. An account may be obtained online through the “One Identity Proofing” process or in person by contacting a Local Registration Authority at a USDA Service Center.
			Complete a Preliminary Engineering Report(PER) using ePER	Engineer	
	Environmental Review		Determine the type of environmental review required for proposed project.	Engineer or Environmental Consultant	
			Complete an environmental report and upload to RDApply	Engineer or Environmental Consultant	A capacity purchase project does not require an environmental report. Rural Development will complete the environmental review.
	Application		Obtain a level 2 eAuthentication account	Applicant	USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the internet. An account may be obtained online through the “One Identity Proofing” process or in person by contacting a Local Registration Authority at a USDA Service Center.
			Submit an authorized representative request to create an application	Applicant	
			Maintain an active System for Award Management (SAM) Registration	Applicant	An active SAM registration must be maintained until all funds are expended. A DUNS number is required to register in the System for Award Management. The information in SAM must be updated annually to maintain an active registration.
			Publish a Notice of Intent to File Application	Applicant	A sample Notice of Intent to File Application is available in RDApply
			Conduct a public meeting	Applicant	Any applicant not required to obtain authorization by vote of its membership or by public referendum to incur the obligations of the proposed loan or grant, must hold at least one public information meeting. The public meeting must be held not later than loan or grant approval.  The applicant will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant’s principal office, and to notify the Agency. The applicant will provide the Agency a copy of the published notice and minutes of the public meeting.

			Complete a Water and Environmental Programs storm water application in RDAApply and submit electronically.	Applicant	The RDAApply application includes the following sections: <ul style="list-style-type: none"> <li>• Interview</li> <li>• Customer</li> <li>• Facilities</li> <li>• Project Costs</li> <li>• Financial</li> <li>• Service Area</li> <li>• Documents – Attachments and Certifications</li> </ul>
			Select a financial consultant using the Quality Based Selection(QBS) process	Applicant	Indiana Rural Community Assistance Program(RCAP) can provide assistance. Their website is in-rcap.org
			Complete a rate study for the proposed project	Financial Advisor	
			Loan Approval	Rural Development	
			Issue letter of Conditions	Rural Development	
Loan Closing Phase	Engineering		Final Design	Engineer	
			Engineering Agreement	Engineer	
			Permits	Engineer	
			Preparation of bid Documents	Engineer	
			Advertisement and evaluation of bids	Engineer	
			Award of Contract		
	Legal		Acquisition of land, easements and existing facilities	Local Attorney	
			Select Bond Counsel and execute an engagement letter.	Applicant	
			Prepare and execute bond and loan resolutions	Bond Counsel	
			Prepare draft bond transcript	Bond Counsel	
			Request Closing Instructions from the Office of General Counsel	Rural Development	
	Other		Prepare for Closing under the direction of the Office of General Counsel Closing Instructions	Bond Counsel, Local Attorney and Rural Development	
			Obtain Interim Financing	Applicant	
		Loan Closing		RD loan closing if a capacity purchase project. Interim loan closing if the project is not a capacity purchase project	
Construction Phase			Disburse Funds		All funds are disbursed for a capacity purchase project.
			Pre-Construction meeting	Engineer Rural Development	
			Construction		
			Substantial Completion		
			RD Loan Closing		If the project includes interim financing, the Rd loan closing is held after substantial completion.
			Use of remaining funds	Rural Development	
	Final Inspection	Engineer			