

## **Conservation District Tracking Form Procedures**

1. This form will be used to track the status of funding applications.
2. The form is to be completed by the Conservation Districts on a **quarterly basis**.
3. Send the original form to the Arkansas Natural Resources Commission ***no later than the 15<sup>th</sup> day of the month following the quarter end*** addressed as follows:

Arkansas Department of Agriculture  
 Natural Resources Division  
 Agriculture Water Quality Loan Program  
 1 Natural Resources Drive, Little Rock, Arkansas 72205  
 or via e-mail to: [AGRI.applications@agriculture.arkansas.gov](mailto:AGRI.applications@agriculture.arkansas.gov)

<b>Calendar Quarters</b>	<b>Due Date</b>
Jan – Mar	April 15
Apr – Jun	July 15
Jul – Sept	Oct 15
Oct – Dec	Jan 15

4. Retain a copy of the form to be **filed at the Conservation District Office**.
5. The form is completed as follows:

Column 1	Name of Borrower(s)	The name or names of individuals making funding application
Column 2	Application Sent	The date the Conservation District distributed the application to the cooperator
Column 3	Application Received	The date that the Conservation District received the completed application and project plan from the cooperator(s)
Column 4	Date of Action	The date the Conservation District took action on the application
Column 5	District Disposition	Enter "A" = approved or "D" = denied
Column 6	Financial Institution Selected	Enter the name of the financial institution with which the cooperator plans to make credit application.
Column 7	Financial Institution Disposition	Once the original certificate of qualification is received from the financial institution, either "A" = approved or "D" = denied
Column 8	Loan Amount	Enter amount of loan
Column 9	Contract Amount	The approved contract price provided by NRCS

