

## ***Certificate of Qualification Procedures***

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- 1) The Certificate of Qualification is given to the applicant once the funding application has been approved by the Conservation District.
- 2) The original plus two (2) copies go to the cooperator.
- 3) One copy is retained by the Conservation District.
- 4) The applicant will present the original plus two (2) copies of the Certificate of Qualification to the participating financial institution, along with a copy of the project plan for which they wish to make a credit application.
- 5) The financial institution will:
  - a) Complete the bottom portion of the Certificate of Qualification.
  - b) If funding approved:
    - i) **Notify Commission of funding request prior to loan closing**  
(notification to: [ANRC.Applications@arkansas.gov](mailto:ANRC.Applications@arkansas.gov))
      - (1) **Commission will determine funding availability.** Commission will notify the financial institution via e-mail if funding is available or if the funding cap has been reached.
        - (a) When the cap has been reached all applicants will be added to a waiting list in the order they are received by the Commission.
        - (b) Division will notify the financial institution by email when funding becomes available for wait listed applicants. Applicants will be approved for funding in the order they were received, as funding becomes available.
    - ii) Retain original for their files.
    - iii) Forward one (1) copy to the *Conservation District*.
    - iv) Forward one (1) copy of the certification of qualification, the project plan, the promissory note or other debt instrument and appropriate loan request forms to the Division in electronic format to: [AGRI.Applications@agriculture.arkansas.gov](mailto:AGRI.Applications@agriculture.arkansas.gov)  
Or U.S. postal service addressed as follows:

Arkansas Department of Agriculture  
Natural Resources Division  
Agriculture Water Quality Loan Program  
1 Natural Resources Drive  
Little Rock, Arkansas 72205
- 6) The District will use the completed information on the bottom portion of the Certificate of Qualification to complete Conservation District Tracking Form.

## Arkansas Agriculture Water Quality Loan Program CERTIFICATE OF QUALIFICATION

### TO BE COMPLETED BY LOCAL CONSERVATION DISTRICT:

This certifies the below-named applicant(s) have met the standards to apply for an Arkansas Agriculture Water Quality Loan Program (AgWQLP).

**APPLICANT:** \_\_\_\_\_ **CO-APPLICANT:** \_\_\_\_\_

Same Address? Yes  No

**ADDRESS:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**TYPE OF BUSINESS / OPERATION:** \_\_\_\_\_ (Examples: Cattle, Dairy, Farming, Pork, Poultry, etc.)

**NUMBER OF ACRES INCLUDED IN PROJECT:** \_\_\_\_\_

The following management practice(s) have been approved:

| NRCS Practice Name | Practice Number | Expected Date of Construction |      | Estimated Costs | Loan Amount |
|--------------------|-----------------|-------------------------------|------|-----------------|-------------|
|                    |                 | Month                         | Year |                 |             |
| 1.                 |                 |                               |      | \$              | \$          |
| 2.                 |                 |                               |      | \$              | \$          |
| 3.                 |                 |                               |      | \$              | \$          |
| 4.                 |                 |                               |      | \$              | \$          |
| 5.                 |                 |                               |      | \$              | \$          |
| 6.                 |                 |                               |      | \$              | \$          |
| <b>TOTAL:</b>      |                 |                               |      | \$              | \$          |

**District Chairman or Representative** \_\_\_\_\_ **Conservation District:** \_\_\_\_\_

(Printed)

**DC Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Date of ANRC affirmation of project plan:** \_\_\_\_\_

**NOTICE TO CONSERVATION DISTRICT:** Upon approval of Certificate of Qualification, provide **Applicant** with original Certificate of Qualification and copy of the project plan plus two (2) copies; Retain one (1) copy for **Conservation District** records.

**NOTICE TO APPLICANT:** Present original Certificate of Qualification and copy of the project plan plus two (2) copies to a participating **Financial Institution**. This certificate must be presented to the participating Financial Institution when making a credit application.

**Approval of this project by the Conservation District does not constitute approval for a loan.**

### TO BE COMPLETED BY FINANCIAL INSTITUTION:

**Loan Applicant Legal Name/Name loan is awarded under:** \_\_\_\_\_

**Loan Approved:** Yes  No  **Amount Approved:** \$ \_\_\_\_\_  
(Total Principal Balance of Applicant, all loans) not to exceed \$250,000 at any time)

**Approval Date:** \_\_\_\_\_ **Maturity Date:** \_\_\_\_\_

**Financial Institution Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Financial Institution Representative Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Financial Institution Representative Printed Name:** \_\_\_\_\_

**NOTICE TO THE FINANCIAL INSTITUTION:** Upon completion of Certificate of Qualification:

(A) Send funding request to Commission prior to loan closing (B) Retain original Certificate of Qualification in **Applicant's file**; (C) Send one (1) copy of Certificate of Qualification to the **Conservation District along with the Fee of one-half percent (½ %) of the Total Loan Amount**; (D) Send one (1) copy, along with a copy of the Promissory Note to **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)