

APPLICATION REQUIREMENTS
CHECK LIST

A. IDENTIFICATION INFORMATION:

1. Complete name and address of entity;
2. Incorporation papers with by-laws;
3. List of board of directors and executive director, with Addresses;
4. Resumes of all directors and officers;

B. Evidence of financial solvency (personal statement of principals):

1. Financial statement (income statement and balance sheet) For the past three years;
2. Federal tax number, New Mexico State Taxation and Revenue number and County business license;
3. Projected income statement for a t least three years.

C. Evidence of organizational capacity:

1. Brief history of the entity;
2. Organizational chart of the entity;
3. Business plans for the entity and proposed project (shall Include pro-forma cash flow analysis);

PART A:
APPLICATION FOR
RIO ARRIBA COUNTY

2. DATE SUBMITTED

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY COUNTY	State Application Identifier
	4. BUSINESS LICENCE BY COUNTY	Federal Identifier

5. APPLICANT INFORMATION
 Legal Name:

Address:	Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:	Prefix:	First Name:
City:	Middle Name	
County:	Last Name	
State:	Zip Code	Suffix:
Country:	Email:	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): _____ - _____	Phone Number (give area code)	Fax Number (give area code)
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7. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) _____ Other (specify)	8. NAME OF COUNTY:
9. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	

10. PROPOSED PROJECT	
Start Date:	Ending Date:

11. ESTIMATED FUNDING:		12. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> NO
a. Applicant	\$.00	
b. State	\$.00	
c. Local	\$.00	
d. Other	\$.00	
e. Program Income	\$.00	
f. TOTAL	\$.00	

13. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

Form RD 442-3 (Rev. 3-97)	Name Address
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BALANCE SHEET

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ASSETS	Month	Day	Year	Month	Day	Year
<u>CURRENT ASSETS</u>	<i>Current Year</i>			<i>Prior Year</i>		
1. Cash on hand in Banks.....						
2. Time deposits and short-term investments.....						
3. Accounts receivable.....						
4. Less: Allowance for doubtful accounts.....	()	()
5. Inventories.....						
6. Prepayments.....						
7.						
8.						
9. Total Current Assets (Add 1 through 8)						
<u>FIXED ASSETS</u>						
10. Land.....						
11. Buildings.....						
12. Furniture and equipment.....						
13.						
14. Less: Accumulated depreciation.....	()	()
15. Net Total Fixed Assets (Add 10 through 14).....						
<u>OTHER ASSETS</u>						
16.						
17.						
18. Total Assets (Add 9, 15, 16 and 17).....						
LIABILITIES AND EQUITIES						
<u>CURRENT LIABILITIES</u>						
19. Accounts payable.....						
20. Notes payable						
21. Current portion of USDA note.....						
22. Customer deposits.....						
23. Taxes payable.....						
24. Interest payable.....						
25.						
26.						
27. Total Current Liabilities (Add 19 through 26).....						
<u>LONG-TERM LIABILITIES</u>						
28. Notes payable USDA.....						
29.						
30.						
31. Total Long-Term Liabilities (Add 28 through 30).....						
32. Total Liabilities (Add 27 and 31).....						
<u>EQUITY</u>						
33. Retained earnings..... ;						
34. Memberships.....						
35. Total Equity (Add lines 33 and 34).....						
36. Total Liabilities and Equity (Add lines 32 and 35).....						

CERTIFIED CORRECT	Date	Appropriate Official (Signature)
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0015. The time required to complete this information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing Data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OPERATING BUDGET

Schedule 1

Name		Address				
Applicant Fiscal Year		County			State (Including ZIP Code)	
From	To					
	20	20	20	20	First Full Year	
	(1)	(2)	(3)	(4)	(5)	
<u>OPERATING INCOME</u>						
1.						
2.						
3.						
4.						
5. Miscellaneous						
6. Less: Allowances and Deductions	()	()	()	()	()	
7. Total Operating Income	\$	\$	\$	\$	\$	
<i>(Add Lines 1 through 6)</i>						
<u>OPERATING EXPENSES</u>						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15. Interest (RD)						
16. Depreciation						
17. Total Operating Expense	\$	\$	\$	\$	\$	
<i>(Add lines 8 through 16)</i>						
18. NET OPERATING INCOME	\$	\$	\$	\$	\$	
<i>(LOSS) (Line 7 less 17)</i>						
<u>NONOPERATING INCOME</u>						
19.						
20.						
21. Total Non operating Income	\$	\$	\$	\$	\$	
<i>(Add Lines 19 and 20)</i>						
22. NET INCOME (LOSS)	\$	\$	\$	\$	\$	
<i>(Add Lines 18 and 21)</i>						
<i>(Transfer to Line Schedule 2)</i>						

Budget and Projected Cash Flow Approved by Governing Body.

Attest: _____
Secretary Date

Appropriate Official Date

PROJECTED CASH FLOW

	20____	20____	20____	20____	First Full Year
A. Line 22 from Schedule I Income (<i>Loss</i>)	\$	\$	\$	\$	\$
<i>Add</i>					
B. Items in Operations not Requiring Cash:					
1. Depreciation (<i>Line 16, Schedule 1</i>)	\$	\$	\$	\$	\$
2. Others:					
C. Cash Provided from:					
1. Proceeds from RD loan/grant	..				
2. Proceeds from others					
3. Increase (<i>Decrease</i>) in Accounts Payable, Accruals and other Current Liabilities					
4. Decrease (<i>Increase</i>) in Accounts Receivable, Inventories and Other Current Assets (<i>Exclude Cash</i>)					
5. Other: _____					
6.					
D. Total all A, B and C Items	\$	\$	\$	\$	\$
E. <i>Less</i> : Cash Expended for:					
1. All Construction, Equipment and New Capital Items (<i>Loan and grant funds</i>)					
2. Replacement and Additions to Existing Property, Plant and Equipment					
3. Principal Payment RD Loan					-
4. Principal Payment Other Loans					
5. Other:					
6. Total E 1 through 5	\$	\$	\$	\$	\$
<i>Add</i>					
F. Beginning Cash Balances					
G. Ending Cash Balances (<i>Total of D minus E 6 plus F</i>).	\$	\$	\$	\$	\$
Item G Cash Balances Composed of:					
Construction Account	\$	\$	\$	\$	\$
Revenue Account					
Debt Payment Account					
O&M Account					
Reserve Account					
Funded Depreciation Account					
Others: _____					

Total- Agrees with Item G	\$	\$	\$	\$	\$

PART A:

ARTICLES OF INCORPORATION

ARTICLES OF INCORPORATION OF _____

The undersigned subscriber to these Articles of Incorporation, a natural person competent to contract, hereby forms a corporation under the laws of the State of [_____].

ARTICLE I [_____]

NAME

The name of the corporation shall be [_____].

NAME

ARTICLE II NATURE OF BUSINESS

This corporation may engage in or transact any and all lawful activities or business permitted under the laws of the United States, the State of [_____], or any other state, county, territory or nation.

ARTICLE III CAPITAL STOCK

The maximum number of shares of stock that this corporation is authorized to have outstanding at any one time is [#] shares of common stock having a par value of \$1.00 per share.

ARTICLE IV ADDRESS

The street address of the initial registered office of the corporation shall be [_____] and the name of the initial Registered Agent for the corporation at that address is [_____].

NAME

ARTICLE V SPECIAL PROVISIONS

The stock of this corporation is intended to qualify under the requirements of Section 1244 of the Internal Revenue Code and the regulations issued thereunder. Such actions as may be necessary shall be deemed to have been taken by the appropriate officers to accomplish this compliance.

ARTICLE VI TERM OF EXISTENCE

This corporation shall exist perpetually.

ARTICLE VII LIMITATION OF LIABILITY

Each director, stockholder and officer, in consideration for his services, shall, in the absence of fraud, be indemnified, whether then in office or not, for the reasonable cost and expenses incurred by him in connection with the defense of, or for advice concerning any claim asserted or proceeding brought against him by reason of his being or having been a director, stockholder or officer of the corporation or of any subsidiary of the corporation, whether or not wholly owned, to the maximum extent permitted by law. The foregoing right of indemnification shall be inclusive of any other rights to which any director, stockholder or officer may be entitled as a matter of law.

ARTICLE VIII SELF DEALING

No contract or other transaction between the corporation and other corporations, in the absence of fraud, shall be affected or invalidated by the fact that any one or more of the directors of the corporation is or are interested in a contract or transaction, or are directors or officers of any other corporation, and any director or directors, individually or jointly, may be a party or parties to, or may be interested in such contract, act or transaction, or in any way connected with such person or person's firm or corporation, and each and every person who may become a director of the corporation is hereby relieved from any liability that might otherwise exist from this contracting with the corporation for the benefit of himself or any firm, association or corporation in which he may be in any way interested. Any director of the corporation may vote upon any transaction with the corporation without regard to the fact that he is also a director of such subsidiary or corporation.

This corporation shall have a minimum of one director. The initial Board of Directors shall consist of:

- [NAME] [_____]
- [NAME] [_____]
- [NAME] [_____]
- [NAME] [_____]

ARTICLE X INCORPORATOR

The name and address of the incorporator is: [ADDRESS]

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and seal on this ____ day of _____, 20____.

Incorporator: [_____]
NAME

STATE OF [_____]

COUNTY OF [_____]

The foregoing instrument was executed and acknowledged before me this ____ day of _____, 20____, by [_____]
NAME

(SEAL)

Notary Public

State of [_____]
My Commission Expires: [_____]

PART C

1. Brief history of the entity:

2. Organizational chart of the entity:

3. Business plans for the entity and proposed project (shall include pro-forma cash flow analysis):