

## Fund B/C LOAN CONDITIONS CHECKLIST

Congratulations on receiving a conditional commitment of funding from KIA's Fund B/C Loan Program. Borrowers will now be assigned a Compliance Analyst to help guide them through the rest of the loan process based on which Area Development District (ADD) they are located. Please submit all documents to one of the following contacts:

- Julie Bickers ([Julie.Bickers@ky.gov](mailto:Julie.Bickers@ky.gov), 502-892-3455): Purchase, Pennyrite, Green River, Barren River, Lake Cumberland, Cumberland Valley, Big Sandy, Kentucky River
- Debbie Landrum ([Debbie.Landrum@ky.gov](mailto:Debbie.Landrum@ky.gov), 502-892-3454): Lincoln Trail, KIPDA, Northern KY, Bluegrass, Buffalo Trace, Gateway, FIVCO

After all of the conditions of the Conditional Commitment Letter have been fulfilled, KIA will initiate the Assistance Agreement with the borrower. The Assistance Agreement must be fully executed before any funds may be disbursed. The following is a list of items needed to process your loan (forms can be found here <https://kia.ky.gov/FinancialAssistance/Pages/Forms.aspx>):

**Before bid opening**, submit the following items to the designated agency.

Submit To:		
KIA	<input type="checkbox"/>	<b>Conditional Commitment Letter</b> (this letter is sent to the borrower via email shortly following KIA board approval and is to be signed by the authorizing official)
USBANK	<input type="checkbox"/>	<b>Authorization for Electronic Deposit/Debit of Borrower Disbursements/ Payment</b> (these forms are attached to the loan commitment letter sent after KIA board approval and are to be signed by the authorizing official and forwarded to US Bank)
KIA	<input type="checkbox"/>	<b>Ecclearinghouse Endorsement</b> (if not already submitted with loan application)
DOW	<input type="checkbox"/>	<b>Plans and specifications</b> (Kentucky Division of Water will review and KIA will need copy of approval letter)
KIA	<input type="checkbox"/>	<b>Proof of compliance with any special condition identified in the Conditional Commitment Letter</b> (e.g. adopted ordinance).

**After the project has opened bids**, please submit the following items to the designated agency assigned below. It is imperative that the remaining standard conditions are fulfilled by the deadlines set forth in the Conditional Commitment Letter.

Submit To:		
KIA	<input type="checkbox"/>	<b>Bid Advertisement</b>
KIA	<input type="checkbox"/>	<b>Bid Tabulation and Engineer's Recommendation</b>
KIA	<input type="checkbox"/>	<b>As-Bid Budget</b>
KIA	<input type="checkbox"/>	<b>Procurement Certification</b> (KIA sends to borrower after bid opening for signature.)
KIA	<input type="checkbox"/>	<b>Certification of obtainable revenue projections</b> (KIA sends to borrower after bid opening for signature.)
KIA	<input type="checkbox"/>	<b>Certification of clear site</b> (KIA sends to borrower after bid opening for signature.)
KIA	<input type="checkbox"/>	<b>Plans and specifications approval</b> from the Kentucky Division of Water
KIA	<input type="checkbox"/>	<b>Public Service Commission (PSC) approval</b> , (CPCN and Authorization to Incur Debt) if applicable.