

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 Division ***no later than the 15th day of the month following the quarter end*** addressed as follows:

Arkansas Natural Resources Division
 Arkansas Agriculture Water Quality Loan Program
 10421 West Markham, Suite 300
 Little Rock, Arkansas 72205

or via e-mail to:

ANRC.Applications@agriculture.arkansas.gov

Calendar Quarters	Due Date
Jan – Mar	Apr 15
Apr – Jun	Jul 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

Arkansas Agriculture Water Quality Loan Program CONSERVATION DISTRICT TRACKING FORM

Conservation District: _____
County: _____

1	2	3	4	5	6	7	8	9
Name of Borrower(s)	App. Sent	App. Rcv'd	Action Date	Disp.	Financial Institution Selected	Financial Institution Disp.	Loan Amt.	Contract Amt

CONFIDENTIAL

NOTICE TO CONSERVATION DISTRICTS: Complete Conservation Tracking Form at the close of each month. Retain one (1) copy at the **Conservation District**; submit original to **ARKANSAS NATURAL RESOURCES DIVISION**, Arkansas Agriculture Water Quality Loan Program, 10421 West Markham, Suite 300, Little Rock, Arkansas 72205 or via e-mail to ANRC.Applications@agriculture.arkansas.gov three (3) days following the Conservation District Board meeting