### Applicant Approval Letter Procedures

1. A letter is to be sent by the Conservation District office upon approval of the applicant's request for an AgWQLP loan.
2. An approval letter should be placed on letterhead of the Conservation District office.
3. Send the original letter to the applicant.
4. Retain one (1) copy of the approval letter to be placed in the applicant's file.
5. Include one (1) copy of the Certificate of Qualification as an enclosure of the approval letter.

#### RLF-305

(Revised May 2024)

**Arkansas Agriculture Water Quality Loan Program**

**APPLICANT APPROVAL LETTER**

***(Letter to be printed on Conservation District Letterhead)***

Date

***NAME OF APPLICANT***

Mailing Address

City, State Zip

Dear *(Recipient):*

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conservation District Board has reviewed your funding application for an Arkansas Agriculture Water Quality Loan. We would like to inform you at this time that your application has been approved. Approval is granted provided the practice prescribed in the project plan and/or conservation plan is followed and is in compliance with NRCS technical standards.

The Certificate of Qualification is enclosed. Please present the Certificate and a copy of the project plan to the financial institution with which you choose to place an application of credit.

The Certificate of Qualification and the necessary papers are enclosed in this mailing. Present the original to the bank with which you choose to place an application of credit and keep the copies for your records. Please notify your lending agent that they will need to contact Debra Dickson at the Arkansas Natural Resources Division at 501-682-0548 or via email (debra.dickson@agriculture.arkansas.gov) to complete the loan process.

If you should have any questions or concerns, please feel free to contact our office at any time. We appreciate your interest in the program and look forward to continued involvement with programs that are offered through Arkansas's Conservation Districts.

Sincerely,

*(Signature Block)*

***Enclosure (Certificate of Qualification)***