

**EMC AND TMC  
REDLG LOANS/GRANTS CHECK LIST**

- Transmittal Letter to NCREA Administrator
- Application Transmittal Specifics – brief description of the loan containing the following information:
  - a. Date
  - b. Applicant
  - c. Loan Amount
  - d. Total Project Cost
  - e. Term of Loan
  - f. Interest Rate
  - g. Purpose / Use of Proceeds
  - h. New Jobs Expected or Retained subject to Grant Approval
  - i. Collateral
  - j. Program Description
  - k. Background / Specifics of the Request
  - l. State the Action being Requested of NCREA
  - m. Year End RUS Form 7 for EMC
  - n. Year End RUS Form 479 for TMC
- EMC or TMC Board Resolution for NCREA (original w/seal)
- EMC or TMC Board Resolution / Letter to USDA
- EMC or TMC Application Form (Form RD 424)