
RE: Missing Documentation

1 message

Bub, David - RD, WI <David.Bub@usda.gov>
To: "clerk@ridgewaywi.gov" <clerk@ridgewaywi.gov>

Wed, Jul 1, 2026 at 1:46 PM

According to the **Letter of Conditions**, budgets are due **10/15**. If additional time is needed, please submit a formal email request for an extension **prior to the due date**, including the specific date by which the budget will be completed.

Providing this written request will keep your file in **full compliance** and will also document that I have completed my required follow-up. In addition, once an extension date is on record, I will not need to continue checking in.

Please note that **if** the National Office instructs us to ensure all budgets are completed by **10/15 in the future**, then all budgets must be submitted by that date without exception and extensions will not be available.

Dave Bub

Community Programs Loan Servicing Specialist

Community Programs

Fond du Lac Area Office



USDA Rural Development

W6529 Forest Ave Ste. 200 Fond du Lac, WI 54937

C: (715) 215-2891

From: Lori Phelan <clerk@ridgewaywi.gov>
Sent: Wednesday, July 1, 2026 1:37 PM
To: Bub, David - RD, WI <David.Bub@usda.gov>
Subject: Re: Missing Documentation

All looks good except the proposed budget. We rarely have a proposed budget by October 15th. What if it is the end of October or the beginning of November?

Lori Phelan***Clerk/Treasurer***

208 Jarvis St., Suite A, Ridgeway, WI 53582

www.ridgewaywi.gov

Office Phone: 608-924-5881

Upcoming 2026 Elections

08/11/26- Partisan Primary Election

11/03/26- Partisan General Election



On Wed, Jul 1, 2026 at 12:55 PM Bub, David - RD, WI <David.Bub@usda.gov> wrote:

Thank you for your follow-up. Here is the list of required documentation along with the correct due dates:

• **Annual Audit Package (Due on or before September 30):**

1. Audited Financial Statements
2. Insurance Documentation (General Liability including Auto, Position Fidelity Bond, Property, and Workers' Compensation)
3. Debt Service Reserve Fund Statement confirming required funding levels

• **Annual Budget Submission (Due October 15):**

1. Proposed budget for the upcoming fiscal year (USDA-RD Form 442-2 or equivalent internal format)

Yes, please send all required submissions to me.

If anything needs clarification, please let me know.

Dave Bub

Community Programs Loan Servicing Specialist

Community Programs

Fond du Lac Area Office



U.S. DEPARTMENT OF AGRICULTURE

USDA Rural Development

W6529 Forest Ave Ste. 200 Fond du Lac, WI 54937

C: (715) 215-2891

From: Lori Phelan <clerk@ridgewaywi.gov>

Sent: Wednesday, July 1, 2026 11:44 AM

To: Bub, David - RD, WI <David.Bub@usda.gov>

Subject: Re: Missing Documentation

David,

Can you clarify what documentation is required so I know exactly what to send? Please provide the due date for these so I can note in my calendar when to send them.

Also, do I send you the audited financials for 2025?

Lori Phelan

Clerk/Treasurer

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Upcoming 2026 Elections

08/11/26- Partisan Primary Election

11/03/26- Partisan General Election



On Wed, Jul 1, 2026 at 11:36 AM Bub, David - RD, WI <David.Bub@usda.gov> wrote:

This notice is to inform you that your **required insurance documentation has not been received for the current reporting year**. Under the terms of your USDA Rural Development Letter of Conditions, maintaining active and documented insurance coverage is a mandatory compliance requirement.

To bring your account back into compliance, please submit the following items:

- **Current Property Insurance documentation**
- **Current General Liability Insurance documentation**
- **Current Position Fidelity Bond documentation**
- **Current Workers' Compensation documentation**

These items are **due at the same time as your end-of-year submission** and must be submitted **within 10 days of this notice** to maintain your organization's compliance status. If any of the above documents have already been submitted, please provide confirmation so our records may be updated.

Thank you for your immediate attention to this compliance requirement.

Dave Bub

Community Programs Loan Servicing Specialist

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