



Architectural/Engineering Services

___ Architectural/Engineering Agreement with RD concurrence

Owner _____

Contract Documents, Final Plans and Specifications

___ Final Plans and Specs concurred by State Office
___ Final cost estimate
___ Resubmit cost estimate if older than 6 months

Project _____

Legal Services

___ Legal Service Agreement (Sample C-1, RUS Bulletin 1780-7 or similar)
___ Bond Counsel (engagement letter) (PB)
___ Draft Bond Resolution (PB)
___ Statement from Legal Counsel that they have reviewed the Notice of Public Hearing and Letting, and the Instructions to Bidders (PB)

Property Rights

___ Right-of-Way Map
___ Right-of-Way Certificate (RD 442-21)
___ Preliminary Title Opinion (RD 1927-9)
___ Option to Purchase
___ Right-of-Way Easement (RD 442-20 or equivalent)
___ Opinion of Counsel Relative to ROW (RD 442-22)

Systems Procedures

___ Draft Parity Agreement
___ Lease Agreements
___ 28E Agreement
___ Proposed agreements/ordinances submitted for review
___ Management Agreement
___ Contracts for Other Services

Loan Closing Instructions

___ Complete ROW file sent to OGC for loan closing instructions.

Interim Financing

___ Confirmation of interim financing

Other Funding

___ Copy of commitment letter from other funding source

Construction Account

___ Construction account established
___ EFT received (SF 3881)
___ Invoices for all project costs incurred to date

Proposed Operating Budget

___ Operating Budget – typical year of operation (RD 442-7 or similar form)

Other Information

___ Receipt of Fire Marshal permits
___ Real Estate Appraisal (NP)

Upon completion of all applicable items, written authorization to advertise for bids was provided to the Owner on _____ with a copy to Bond Counsel (if applicable), Local Attorney, other Funding Agencies, and a copy to the Project File (attach authorization documentation to this Guide).