



**Engineering Services**

\_\_\_\_\_ Engineering Agreement with RD concurrence      **Owner** \_\_\_\_\_

**Contract Documents, Final Plans and Specifications**

**Project** \_\_\_\_\_

- \_\_\_\_\_ Final Plans and Specs concurred by State Office
- \_\_\_\_\_ RUS Bulletin 1780-35 Exhibit B – Engineer Certification of American Iron & Steel compliance
- \_\_\_\_\_ Final cost estimate
- \_\_\_\_\_ Resubmit cost estimate if older than 6 months

**Legal Services**

- \_\_\_\_\_ Legal Service Agreement (Sample C-1, RUS Bulletin 1780-7 or similar)
- \_\_\_\_\_ Bond Counsel (may be an engagement letter) (PB)
- \_\_\_\_\_ Draft Bond Resolution (PB)
- \_\_\_\_\_ Statement from Legal Counsel of their review of the bid proceedings and compliance with Iowa code
- \_\_\_\_\_ RUS Bulletin 1780-27, Loan Resolution (PB)
- \_\_\_\_\_ RUS Bulletin 1780-28, Loan Resolution Security Agreement (NP)

**Property Rights**

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

**Systems Procedures**

- |  |   |
|--|---|
| _____ Rates & Use Ordinance (PB)                 | _____ Draft Parity Agreement                              |
| _____ Rate Schedule & System Rules/Policies (NP) | _____ 2 Mile Agreement                                    |
| _____ Water Purchase Contract                    | _____ Contracts for Other Services/Lease Agreements       |
| _____ Sewer Treatment Contract                   | _____ 28E Agreement                                       |
| _____ Franchise Agreement                        | _____ Management Agreement                                |
| _____ Water/Sewer User Agreement                 | _____ Proposed agreements/ordinances submitted for review |

**Loan Closing Instructions**

\_\_\_\_\_ Loan Closing Instructions obtained

**Interim Financing**

\_\_\_\_\_ Confirmation of interim financing

**Other Funding**

\_\_\_\_\_ Copy of commitment letters from other funding sources

**Construction Account**

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

**System Users**

- \_\_\_\_\_ Owner certification of number of users
- \_\_\_\_\_ Resubmit owner certification if older than 6 months
- \_\_\_\_\_ Water/Sewer User Agreement (executed documents if applicable)

**Vulnerability Assessment/Emergency Response Plan (VA/ERP)**

\_\_\_\_\_ Existing System must provide certification (Do not obtain a copy of the plan – certification only.)

**Other Information**

\_\_\_\_\_ Documentation from engineering of construction permits (IDNR, local construction, etc.).

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 to this guide).