



**Engineering Services**

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

**Contract Documents, Final Plans and Specifications**

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

\_\_\_\_\_ Final Plans and Specs concurred by State Office  
\_\_\_\_\_ 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 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 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 letter from other funding source

**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)

**Proposed Operating Budget**

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

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

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

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).