Lead Service Line Inventory (LSLI) Document Submittal Checklist – Loan/Grant Project

***Project Name, Number***

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| --- |
|  **Date Comment** |
| LSL Application  |  |  |
| Authorized Representative Resolution |  |  |
| Verify UEI # - SAM.gov |  |  |
| System Documents1. Business Entity Certification
2. Affidavit of Work Authorization
3. E-Verify documentation
4. Certification Regarding Lobbying
5. Disclosure of Lobbying Activities
6. Certification Regarding Debarment
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| Bond Election Documentation Checklist |  |  |
| Drinking Water TMF Checklist and Instructions |  |  |
| Due Diligence |  |  |
| User Charge1. Rate methodology
2. User Charge Ordinance
3. Water Use Ordinance
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| Easement Certification |  |  |
| Applicant Assurance of Local Share |  |  |
| **Do Not Advertise the RFP Until Notified by the Financial Assistance Center** |
| Procurement Documents1. RFP
2. Proof of Advertising
3. Procurement Certification
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| Contractor Documents1. Business Entity Certification
2. Affidavit of Work Authorization
3. E-Verify documentation
4. Certification Regarding Lobbying
5. Disclosure of Lobbying Activities
6. Agreement
7. Contract Concurrence Letter
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| **Prior to Making Final Payment to Contractor** |
| Affidavit of Compliance w/Prevailing Wage (contractor) |  |  |
| Certificate of Compliance w/Davis Bacon (contractor) |  |  |
| Certificate of Payroll & Insurance (system) |  |  |
| Inventory Spreadsheet Submittal to PDWB |  |  |