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 Documents   1. 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 Charge   1. 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 Documents   1. RFP 2. Proof of Advertising 3. Procurement Certification |  |  |
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| Contractor Documents   1. 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 |  |  |