

Lead Service Line State Revolving Fund Grant/Loan Procedures

1. Submit GEFA Loan/Grant Application via Quickbase with Completed SERP
2. Execute Loan/Grant Agreement with GEFA
3. Loan/Grant Draw Types and Required Backup
 - **Draws Containing Only Engineering Invoices**
 - GEFA Loan Drawdown Form signed by the community
 - Engineers Certification Form signed by the engineer
 - Engineer's invoice with breakout of fees
 - **Draws Containing Construction Invoices (Contingent on Completed Exhibit C)**
 - GEFA Loan Drawdown Form signed by the community
 - Engineers Certification Form signed by the engineer
 - Engineer's invoice with breakout of fees (if applicable)
 - Contractor Invoice in AIA Format
 - **Exhibit C Requirements (For Construction Related Invoices Only)**
 - Proof of advertising
 - Certified detailed bid tabulation
 - Engineer's award recommendation
 - Governing body's award resolution
 - Executed contract documents, including plans and specifications
 - Construction and payment schedules
 - Notice to proceed
 - Non-collusion Affidavit (Contractor's written oath in accordance with O.C.G.A. 36-91-21)
 - Summary of plans for on-site quality control to be provided by the Owner or Engineer - name and brief qualifications of construction inspector(s) and approximate hours per week of inspection to be provided.
 - EPD Plan & Spec Approval Letter
 - BID, Performance, and Payment Bond
 - Certificate of Insurance
 - Disadvantaged Business Enterprise (DBE) approval
 - **Project Closeout**
 - Engineer's Certification that work is completed in conformance with approved documents
 - Contractor's final pay estimate with release of lien
 - Owner's certification that the project is completed with no known liens or claims