

**State Revolving Fund Verification Form  
Asset Management Plan and Service Line Inventory Development**

Project Number: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Utility Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Applicant Title: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_  
Applicant Phone Number: \_\_\_\_\_

I, \_\_\_\_\_ hereby verify that \_\_\_\_\_ implements an  
*Utility Representative* *Utility Name*  
asset management plan and/or service line inventory plan containing the following elements (check each that apply):

**Asset Inventory:** a list of above and belowground assets, which, includes as available the date constructed/installed, identifying information, location, remaining useful life, condition, estimated cost to replace, and priority rating, based on criticality.

**Strategic Plan:** at a minimum, must include a mission statement, level of service goals for the system that are SMART (Specific, Measurable, Attainable, Realistic, and Time-bound), and preventive maintenance program.

**Capital Improvement Plan:** a list of capital projects for the next five (5) or more years which includes project title, anticipated year of construction, cost estimate, and sources of potential funding).

For service line inventory development:

**Data management system:** includes all fields required for the LCRR (location information, material, verification method)

**Description of standard procedures for recording and updating service line data:** at a minimum, must document the types of records reviewed (previous materials evaluation, construction records and plumbing codes, water system records, distribution system inspections and records, etc.). In addition:

- procedures to collect data during routine maintenance and operations,
- describe customer engagement efforts,
- procedure for identifying customer-owned service line material
- procedure for digitizing records or organizing record information in an electronic format
- when relevant: alternative procedure developed in consultation with DOW

**Provide documentation that above procedures are in effect:** Use Methodology, Summary, and Public Accessibility pages of the DOW Service Line Inventory template, as well as any additional documentation needed (e.g., examples of work orders, customer flyers, etc.)

By signing this form, I am verifying that this information is true and accurate. I understand that no priority points will be allotted for asset management and/or service line inventory development unless this document is signed by a utility representative. Furthermore, I understand that the falsification of this form could result in the above referenced project receiving no priority points towards asset management planning and/or service line inventory project readiness, which may impact the overall prioritization of the proposed project. This information must be made available for inspection upon request by Division of Water personnel.

  
\_\_\_\_\_  
Utility Representative

\_\_\_\_\_  
Date