**PROJECT CHECKLIST**

|  |  |
| --- | --- |
| Project Manager: |       |
| Contract Number: |       |
| Land Occupier: |       |
| Landowner(s) *(if different)*: |       |
| Technical Assistance Provider: |       |
| Conservation Practice(s): |       |
| Technical Standard(s) Used: |       |
| Funding Sources: |       |

|  |  |
| --- | --- |
| **Project Investigation and Technical Assessment** |  |
| *Date* | *Initial* | *Documentation* |
| [ ]  | Conducted Field Investigation of the Problem |  |  | Site Photos, Survey Notes,  |
| [ ]  | Technical Assessment Completed |  |  | TA Form |
| **Application and Contracting** |  |
| *Date* | *Initial* | *Documentation* |
| **[ ]**  | Application Completed |  |  | Cost-Share Application ( % or Flat-rate) |
| [ ]  | Contract Approved & Signed |  |  | Signed Contract |
| [ ]  | Action Documented in Minutes |  |  | Copy of signed minutes |
| [ ]  | Approval / Denial Letter Sent |  |  | Copy of Letter |
| **Practice Design** |  |
| *Date* | *Initial* | *Documentation* |
| [ ]  | Final Design Completed |  |  | Final plans, specifications, bid documents *(if applicable)* |
| [ ]  | Operation & Maintenance Plan Completed |  |  | Signed O&M plan  |
| [ ]  | Contractor Bid Submitted *(if required locally)* |  |  | Copy of completed bid(s), prevailing wage statement *(if applicable)* |
| [ ]  | Permits Obtained *(as needed)* |  |  | Copies of permits or approval letters |
| **Installation & Inspection** |  |
| *Date* | *Initial* | *Documentation* |
| [ ]  | Installation Monitored/Inspected |  |  | Notes to document status, site photos, construction diary |
| [ ]  | As-Built Completed or Other Documentation to Support Practice Certification |  |  | As-built, record of completion and check out certification, seed tags, and/or other documentation as applicable |
| **Project Payment and Close-Out** |  |
| *Date* | *Initial* | *Documentation* |
| [ ]  | Voucher Completed |  |  | Itemized invoice and receipts *(% based)*, payee signature, technical and administrative signatures on voucher |
| [ ]  | Project Recording Completed *(if applicable)* |  |  | Copy of document recording information |
| [ ]  | Payment Processed |  |  | Copy of payment documentation |
| **Practice Reporting** |  |
| *Date* | *Initial* | *Documentation* |
| [ ]  | eLINK Reporting Completed |  |  | eLINK |