**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 |