CHECKLIST FOR PROCESSING A COST SHARE CONTRACT

LGU:

LGU Project Manager

Contract Number:

Land Occupier/Group Spokesperson:

LGU Technical Representative:

Conservation Practice

Practice Standard Used:

Funding Sources and FY:

Date Completed:

      Conducted Field Investigation of the Problem

      Completed Technical Assessment and Cost Estimate (steps on the back of this page)

      LGU Reviewed Eligibility Criteria

      LGU Action Completed (check off requirements)

 [ ]  Set Cost Share Maximum Rate [ ]  Action Documented in Minutes

 [ ]  Contract Approved & Signed (encumbered) /Denied [ ]  Approval/Denial Letter Sent

      **Technical Requirements Completed** (check Off Requirements)

 [ ]  Approval for Other standards (if not FOTG) [ ]  Practice Designed

 [ ]  Operation and Maintenance Plan Completed [ ]  Permits Attained (if needed) [ ]  Practice Constructed [ ]  As-builts Completed [ ]  Certification of Completion

      **Financial Requirements Completed** (check-off requirements)

# Partial Payments [ ]  N/A

 [ ]  Land Occupier Notified of Status and Terms of Partial Payment

 [ ]  Cost Share Voucher and Practice Certification Technical and Administrative Signatures

 [ ]  Partial payment Approved on

 [ ]  LGU Check Number

Final Payment

 [ ]  Cost Share Voucher and Practice Certification Technical and Administrative Signatures

 [ ]  LGU Approves Final Payment

 [ ]  LGU Check Number

[ ]  eLINK Reporting Completed

[ ]  Project Mapped

[ ]  Benefit Calculation Completed

TECHNICAL ASSESSMENT

1. The Problem Does [ ]  Does Not [ ]  Meet the High Priority Erosion [ ]  Water Quality [ ]  Definition.

Explain:

1. Conservation Practices that will Effectively Treat the Problem:

Alternatives:

Recommendation:

1. Potential Impacts of Construction/Implementation of the Conservation Practice:

Cultural Resources (Including Historical): [ ]  No [ ]  Yes (please explain)

Threatened or Endangered species: [ ]  No [ ]  Yes (please explain)

Wetlands: [ ]  No [ ]  Yes (please explain)

Other: [ ]  No [ ]  Yes (please explain)

1. Watershed Treatment Assessment:

Runoff or sediment from the contributing watershed prevents the practice from achieving the intended purpose with normal operation and maintenance and practice is ineligible.

 [ ]  No [ ]  Yes (please explain)