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)