QAQC Project Hard Files Review Checklist

Project Name:
Municipality:

1. Hard file Checklist, Narrative, Project Timeline Forms completed?

2. Application
   a. Is Application complete and signed?
   b. Applicant ESM Certified?
   c. Cost estimates accurate? Total grant amount accurate?

3. Project Work Plan
   a. Does the project work plan outline provide enough detail for the project? (tons of DSA, fabric, # of pipes, etc.)
   b. Project Location? (can be separate map)

4. Contract Documents
   a. Contract complete and signed by both parties?
   b. All attachments as outlined in the admin manual are included with contract?
      • Application and work plan –
      • General Contract Provisions
      • DGLVR Statement of Policy
      • QAB Standards (local policy)
      • Schedule of Payments (no more than 50% upfront, hold 30%)
   • Project Performance Report complete and signed

5. Copies of checks paid to the applicant
   • No more than 50% advanced and held at least 30% until project complete

6. Copy of all receipts for project
   • Receipts total less than or equal to grant amount and are consistent with Project Performance Report totals.
   • Optional: in-kind receipts
   • Project expense tracker completed?

7. Signed Project Performance Report (Project Completion Report) and consistent with receipts
8. If Applicable:

- Stream Crossing Form –
- Off Right of Way Consent Form
- Signed Contract Amendment with minutes from District Board Approval –
- DSA Certification Forms
- Traffic Count Validation Form –
- Evidence that all applicable Permits have been obtained by the applicant –
- PA 1-call serial # included - No
- Provisions of the Prevailing Wage Act followed for project totals $25,000 or greater -

9. Optional:

- Before and After Pictures