

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**