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 –**
- **3rd party mix design for FDR?**
- **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**