

VSP Cost Share Checklist

Cooperator Name: _____

C-S Project Description: _____

Project Start: _____

Project Completion Date: _____

Cost Share Funding Source & Amount: (%) \$ _____

Cooperator Contribution Amount: (%) \$ _____

PRE-IMPLEMENTATION CHECKLIST

<input type="checkbox"/> Ranking Form - with date, total, and the initials of all the ranking members present during the ranking session.	<u>Date:</u>
<input type="checkbox"/> Technical Description (TD)	<u>Date:</u>
<input type="checkbox"/> BMP Cost Estimates – do one for each proposed BMP	<u>Date:</u>
<input type="checkbox"/> CPDS (Entered and selected as in development) <input type="checkbox"/> Before Photos	<u>Date:</u>
<input type="checkbox"/> Send Barbara Adkins a copy of the Technical Description Form (TDF) so she or Nick Schneider can answer questions from the VSP Board when she gets their approval to pursue initial VSP, NRI or Shellfish funding awards.	<u>Date:</u>
<input type="checkbox"/> CPDS (Entered and selected as ready for funding)	<u>Date:</u>
<input type="checkbox"/> Save a pdf copy of the Cost-Share Award notification email in your file. This will come from WSCC and Evan Bauder	
<input type="checkbox"/> Check if SAM federal funds owed – Check this and save a copy of the determination of no findings. <i>Complete this and save a dated copy BEFORE cost-share contract is signed.</i>	<u>Date:</u>
<input type="checkbox"/> (Email/Letter) Notification of Cost-Share award to landowner	<u>Date:</u>
<input type="checkbox"/> Print WSCC contract for the cost-share award, review it with the landowner, and get their initials and signatures through the contract.	<u>Date:</u>
<input type="checkbox"/> WSCC Cost-Share Contract Signatures – (Pre-construction) <input type="checkbox"/> Landowner <input type="checkbox"/> MCD staff <input type="checkbox"/> MCD Auth Sign	<u>Date:</u>
<input type="checkbox"/> Provide signed WSCC contract to Evan Bauder and Barbara Adkins for the next VSP meeting.	<u>Date:</u>

<input type="checkbox"/> Provide Finance & Admin Manager a digital copy of signed WSCC contract (with all signatures at top of last page, including Barbara, Evan, or Nick). This copy will be replaced at the project end with the final version of the signed contract. (This initial copy is being kept as a backup for you in case you lose the original signed contract. Don't do that.)	
<input type="checkbox"/> Cultural Resources Investigation Completed (Use whichever form is now required) <ul style="list-style-type: none"> <input type="checkbox"/> (File Responses from DAHP and tribes/30 days) <input type="checkbox"/> Complete an UDP form (Unanticipated Discovery Plan) form for your landowner, review it with them, and make sure they keep it on hand during construction in case any CR is uncovered. 	<u>Date:</u>
<input type="checkbox"/> Design Package <ul style="list-style-type: none"> <input type="checkbox"/> Engineering Request Submitted <input type="checkbox"/> Draft designs reviewed with landowners <input type="checkbox"/> Final stamped design received 	<u>Date:</u> <u>Date:</u>
<input type="checkbox"/> Permits (City, County, State, Fed) <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<u>Date:</u>
<input type="checkbox"/> Pre-construction Photo-documentation <input type="checkbox"/> Pre-Construction / Pre-hiring of contractor – SAM Check on selected contractor <input type="checkbox"/> Review construction process & Inspection process with landowner and engineer. Confirm points at which inspection is needed before the project can move to the next phase. Make sure landowner communicates this to the contractor they hire. <input type="checkbox"/> As-Built of design drawings, signed by engineer.	<u>Date:</u>

POST-IMPLEMENTATION: REIMBURSEMENT PROCESS & FORMS

<input type="checkbox"/> Request reimbursement for Landowner <ul style="list-style-type: none"> <input type="checkbox"/> Complete Partial Payment (Optional) OR Final Payment Form <input type="checkbox"/> Accounting submits via WSCC Online 	<u>Date:</u>
<input type="checkbox"/> Itemize all labor and materials expenses	<u>Date:</u>
<input type="checkbox"/> Complete As-Built Drawings & Photo-documentation	<u>Date:</u>

<input type="checkbox"/> Inspection reports filed with other documents (if any)	
<input type="checkbox"/> Collect original Invoices & Receipts , landowner timesheets etc.	<u>Date:</u>
<input type="checkbox"/> WSCC Contract – BMP Completion Signatures <input type="checkbox"/> Landowner <input type="checkbox"/> MCD staff <input type="checkbox"/> MCD Auth Sign	<u>Date:</u>
<input type="checkbox"/> Reimbursement Packet to Accounting – Check with Rhonda/Sam first, to confirm what they want- sometimes this changes. Typically: *** Please scan the below documents into PDFs and provide them to Accounting <input type="checkbox"/> Copy of the Signature Page of WSCC contract <input type="checkbox"/> Copy of all the project receipts <input type="checkbox"/> Copy of the Cultural Resource Compliance Form 05-05 <input type="checkbox"/> Copy of the project design drawings <input type="checkbox"/> Copy of the signed landowner hours/rates sheet, and proof of payment to any additional people who worked on the project if different than a hired contractor invoice <input type="checkbox"/> Appendix B WSCC Worksheet Receipt Detail <input type="checkbox"/> Copy of the SAM print out evidence of no findings <input type="checkbox"/> How landowner wants to receive reimbursement check *mail? *pick-up?	<u>Date:</u>
<input type="checkbox"/> Final Check and Letter of Completion to Landowner -> communicate to Rhonda/Sam if you want them to mail check to the landowner or if it will be delivered by you or picked up etc. etc.	<u>Date:</u>
<input type="checkbox"/> CPDS Status Update – Change status to “Completed” <input type="checkbox"/> Upload “after” pictures; completion date for each BMP	<u>Date:</u>

YOU ARE DONE!

*** If the project went especially well, consider requesting a landowner testimonial or an interview or some other tour type thing for outreach.