

Recovery Act Local Project Checklist

Project Number: _____ TIP Number: _____ ONEDOT DATE: _____

CHECK <input checked="" type="checkbox"/> Documents are in File	DATE OF COMPLETION	ACTIVITY DESCRIPTION AND REFERENCE SECTION
		<p><u>Note:</u> This checklist and other forms and documents related to Recovery Act projects can be found at: http://www.modot.mo.gov/arra/Information.htm</p>
		<p>Project Sponsor has obtained a DUNS number (ARRA Section 1512 h)</p> <p>DUNS Number: _____</p>
		<p>Project sponsor has registered in the CCR database (ARRA Section 1215 h)</p>
		<p>Project has ONEDOT Approval.</p> <p>Note: Projects cannot move forward with reimbursable expenses prior to FHWA approval.</p> <p>Approval Date: _____</p>
		<p><u>Form FHWA 1586: Initial Project Plan Report</u> (ARRA Section 1201)</p> <p>Report to be sent to emma.jones@modot.mo.gov within 10 calendar days of ONEDOT approval. The district completes this report with information from the LPA. Please note that if special provisions are made to expend PE monies, then the reporting begins at that time.</p>
		<p><u>Form 1585: Monthly Recipient Project Status report</u> (ARRA Section 1201)</p> <p>This report needs to be complete by the LPA and submitted to the District by 6th of every month. The report is then sent from the district to emma.jones@modot.mo.gov by the 8th of every month. Once a project has been reported on a Form 1586, a status report must begin the following month even if there is no activity. These reports are due until September 2012 or until the project is complete or withdrawn.</p>
		<p><u>Form 1589 Contractor Employment form</u> (ARRA Section 1512c)</p> <p>This form is completed by the contractor or consultant each month and forwarded by the LPA to the district office. A copy of these signed forms need to be in the project folder.</p>
		<p><u>Form 1587: Monthly Summary Employment Report</u> (ARRA Section 1512 c)</p> <p>Using the form 1589 (Contractor Employment form) the district submits the 1587 Summary Employment form to emma.jones@modot.mo.gov by the 15th of every month. Once a project has been reported on a Form 1586, jobs reporting must begin the following month, even if there is no activity. These reports are due until September 2012 or until the project is complete or withdrawn.</p>
		<p>Programming Data Form sent to Resource Management</p>
		<p>Program Agreement is executed by local sponsor and the Missouri Highways and Transportation Commission (MHTC). FHWA Form 1273 is attached.</p>
		<p>Project followed proper selection process for consultant (<i>must advertise</i>).</p> <p>Documentation must include: advertisement, evaluation criteria, evaluation forms and written documentation of selected consultant</p> <p>Consultant selected: _____</p>
		<p>Consultant contract includes Recovery Act JSP for consultant project reporting requirements</p>

Recovery Act Local Project Checklist

Project Number: _____ TIP Number: _____ ONEDOT DATE: _____

CHECK <input checked="" type="checkbox"/> Documents are in File	DATE OF COMPLETION	ACTIVITY DESCRIPTION AND REFERENCE SECTION
		<u>Note:</u> This checklist and other forms and documents related to Recovery Act projects can be found at: http://www.modot.mo.gov/arra/Information.htm
		Consultant has obtained a DUNS number. DUNS Number _____
		Consultant has registered in the CCR database (ARRA Section 1215 h)
		District submits PE obligation request to Resource Management (if applicable)
		Consultant has been provided a FHWA Form 1589: Contractor Monthly Employment Report. The contractor needs to complete these reports monthly and the originals need to be in the project file. (ARRA Section 1512)- JSP – Required to be in the bid documents and submitted
		E-mail from Resource Management and copy of FHWA approved summary sheet for PE
		District letter to LPA giving consultant authority to begin design
		Design Division- Environmental Section has reviewed for National Environmental Protection Act (NEPA) impact.
		Section 106 clearance is received from State Historic Preservation Office (SHPO) to MoDOT Design Division- Environmental Section and forwarded to District. A copy of this clearance is kept in project file.
		Right of Way Plans Approval date _____
		'A- Date' issued or Notice to Proceed with Right of Way acquisition If applicable, 'A-Date': _____ (FHWA Approval date)
		Project follows Relocation Act and a copy of document to support acquisition is in the project file.
		MoDOT is sent a copy of documentation to support acquisition.
		Central Office Right of Way clearance date _____
		Utility Relocation Status

Recovery Act Local Project Checklist

Project Number: _____ TIP Number: _____ ONEDOT DATE: _____

CHECK <input checked="" type="checkbox"/> Documents are in File	DATE OF COMPLETION	ACTIVITY DESCRIPTION AND REFERENCE SECTION
		<i>Note:</i> This checklist and other forms and documents related to Recovery Act projects can be found at: http://www.modot.mo.gov/arra/Information.htm
		Project has obtained all applicable environmental clearances
		Recovery Act JSP is included in the Bidding Documents (<i>Fig. 10-1 LPA Manual Bid Proposal Checklist for additional federal requirements completed</i>)
		Project is ADA compliant
		Contractor has obtained a DUNS number (ARRA Section 1512 h) Include this number in contract Documents DUNS Number _____
		Provide initial data information to MoDOT
		Contractor has been provided a <u>FHWA Form 1589: Contractor Monthly Employment Report</u> . The contractor needs to complete these reports monthly and the originals need to be in the project file. (ARRA Section 1512)
		Construction Authorization E-mail from Resource Management containing the FHWA approved summary sheet
		Contractor has registered in the CCR database (ARRA Section 1215 h)
		District letter to LPA giving authority to advertise
		Request sent to Resource Management requesting concurrence of selection of lowest bidder.
		Email from ECR giving concurrence of DBE participation
		Concurrence letter from Resource Management on selection of lowest bidder.
		District concurrence letter to LPA on selection of lowest bidder.
		Bid Award Obligation Approval e-mail from Resource Management and copy of FHWA approved summary sheet

Recovery Act Local Project Checklist

Project Number: _____ TIP Number: _____ ONEDOT DATE: _____

CHECK <input checked="" type="checkbox"/> Documents are in File	DATE OF COMPLETION	ACTIVITY DESCRIPTION AND REFERENCE SECTION
		<u>Note:</u> This checklist and other forms and documents related to Recovery Act projects can be found at: http://www.modot.mo.gov/arra/Information.htm
		Pre-construction meeting information
		District letter to LPA giving Notice to Proceed
		Change Orders are approved and in file (change orders must be approved prior to beginning/start of work)
		Field Diaries are being used to track work and quantities
		Labor Records are being kept and submitted as appropriate
		Labor Interviews are being conducted as required
		All information posters are posted in a conspicuous place within the project limits
		Semi-final inspection
		Final inspection Date _____
		Final Acceptance Date _____
		Final certifications submitted to close out the project