Print Form

CDAP PLANNING/DESIGN ENGINEERING
GRANT MONITORING CHECKLIST
(Revised 9/30/03)

Grantee: _____ Grant Administrator: _____

Grant Number: _____ Grant Amount: $_____

CDAP Grant Manager: _____ Grant Ending Date: _____

GRANT AWARD REQUIREMENTS

1. Does the grantee maintain a grant file that includes: Check Appropriate Option

   A. A fully executed Grant Award Document Yes ☐ No ☐

   B. An Environmental sign-off letter from DCEO? Yes ☐ No ☐
   Date of Letter: _____

   C. A Special Grant Conditions sign-off letter from DCEO? Yes ☐ No ☐
   Date of Letter: _____

2. Has the grantee complied with EEO requirements? Yes ☐ No ☐

List Activities: _____
_____
_____

3. Has the grantee complied with Fair Housing requirements? Yes ☐ No ☐

List Activities: _____
_____
_____

PROJECT IMPLEMENTATION

1. Date first non-administrative costs were incurred: _____

PROGRAM PROGRESS

1. Did the project progress according to schedule? Yes ☐ No ☐

If no, explain: _____

_____

_____

2. Has the grantee officially approved/accepted the plan/design? Yes ☐ No ☐

If no, will the plan/design be approved/accepted at the next village/city/county board meeting? Yes ☐ No ☐

Explain _____

_____

3. Planning Only

Review the plan

A) For Water Projects, does the plan include: N/A: ☐

1) A complete description of the public water supply system of which the proposed project is a part, identification of any violations of public water supply regulations, and identification of the needs to be addressed by the proposed project. Yes ☐ No ☐ N/A ☐

2) A discussion of the technical, financial and managerial considerations that form the basis for the applicant's selection of the cost-effective project from the range of alternatives available and considered. Yes ☐ No ☐ N/A ☐

3) Were the following issued addressed (if applicable)?

a) The relationship to the nature, size, and capacity of each alternative to the needs to be served, including reserve capacity; Yes ☐ No ☐ N/A ☐

b) A discussion of the operational requirements of each alternative and provisions for disposal of water by-products in accordance with state requirements; Yes ☐ No ☐ N/A ☐

c) An assessment of the capability of each alternative to maintain compliance with drinking water standards; Yes ☐ No ☐ N/A ☐

d) An inventory of the relative environmental impacts of each alternative and a discussion of the measures that would be required during design and construction to mitigate or minimize negative environmental impacts; Yes ☐ No ☐ N/A ☐

e) Adequate basis of design information for each alternative to confirm the reasonability of cost estimates; Yes ☐ No ☐ N/A ☐

f) A comparison of costs for each alternative, including both capital and operational costs over the design life of the facilities. Yes ☐ No ☐ N/A ☐

B) For Sewer Projects, does the plan include N/A ☐

1) A cost effective analysis of appropriate alternatives for the waste water treatment works to assure that the proposed project constitutes the Best Practical Waste Water Treatment Technology ("BPWTT"). Yes ☐ No ☐ N/A ☐

2) The relationship of the nature, size, and capacity of each alternative to the needs to be served, including reserve capacity; Yes ☐ No ☐ N/A ☐

3) An evaluation of alternatives, including those technologies and techniques for beneficial recycling and reuse of wastewater where appropriate; Yes ☐ No ☐ N/A ☐

4) An evaluation of the capability of each alternative to meet applicable effluent limitations; Yes ☐ No ☐ N/A ☐

5) An evaluation of the alternative means by which ultimate disposal can be effected for treated waste water and for sludge materials resulting from the treatment process; Yes ☐ No ☐ N/A ☐

6) An evaluation of water reclamation, water recycling, recreational opportunities and open space opportunities; Yes ☐ No ☐ N/A ☐

7) An inventory of environmental impacts of the alternatives within the planning area and discussion as to what measures are being taken or will be taken during planning, design and construction to avoid or mitigate potential negative environmental impacts. Yes ☐ No ☐ N/A ☐

C) For Storm Water Projects, does the plan include: N/A: ☐

1) The relationship of the nature, size, and capacity of each alternative to the needs to be served, including reserve capacity; Yes ☐ No ☐ N/A ☐

2) An evaluation of alternatives, including those technologies and techniques for beneficial recycling and reuse of wastewater where appropriate; Yes ☐ No ☐ N/A ☐

3) An evaluation of water reclamation, water recycling, recreational opportunities, and open space opportunities; Yes ☐ No ☐ N/A ☐

4) An inventory of environmental impacts of the alternatives within the planning area and discussion as to what measures are being taken or will be taken during planning, design, and construction to avoid or mitigate potential negative environmental impacts. Yes ☐ No ☐ N/A ☐

D) Attach a copy of the plan

4. <u>Design Engineering Projects</u> Check Appropriate Option

A) Has a letter been submitted to DCEO documenting the certification of the engineering design by a registered engineer? Yes ☐ No ☐ N/A ☐
Date of Letter: _____

B) If applicable, have the necessary permit requests (e.g. EPA) been made to the appropriate agencies? Yes ☐ No ☐ N/A ☐
Date of Letter: _____

5. <u>Financial Management</u>

A) List persons responsible for handling grant funds (name and title):

1. Receipt of CDAP funds: _____ | _____
2. Deposit of CDAP funds: _____ | _____
3. Check Preparation: _____ | _____
4. Monthly reconciliations: _____ | _____
5. How many signatures are required on a check: _____

6. Titles and names of persons authorized to sign checks:

B) All officials having signature authority should be covered by a fidelity bond. The following officials are bonded for the following amounts (name, title, amount):

Check Appropriate Option

C) Does an authorization for expenditures require city/village/township/county board approval? Yes ☐ No ☐

If no, indicate the procedure for expenditure approval:

_____

_____

D) Interest Earned

1. Was interest in excess of $100.00 per year earned on CDAP funds? Yes ☐ No ☐

2. If yes, attach documentation of interest earned (bank statements) and a check for the amount in excess of $100 per year.

E) CDAP Expenditures

1. Attach documentation supporting expenditures and disbursements of CDAP funds (e.g. invoices, canceled checks, bank statements, etc.).

F) Leverage Expenditures

1. Does the Scope of Work in the Grant Award Document indicate leverage funds are to be expended? Yes ☐ No ☐
2. If yes, attach documentation supporting expenditures and disbursements of leverage funds (e.g. invoices, canceled checks, bank statements, etc.).

ADDITIONAL COMMENTS

_____
_____
_____
_____
_____

Attachments: CDAP Expenditures Documentation (copies of checks, invoices, bank statements, etc.)
Leverage Expenditures Documentation, if applicable (copies of checks, invoices, bank statements, etc.)
Completed Plan (Planning Only)
Letter from engineer certifying design (Design Engineering Only)

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CERTIFICATION

To the best of my knowledge, the foregoing information is correct and I have full signature authority to sign this report on behalf of the grantee.

Grantee:_____ Grant Number: ___ ___ - ___ ___ ___ ___ ___

Name of Authorized Agent: _____ Title: _____
(Printed/Typed)

Authorized Agent Signature: _____ Date: _____

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Office Use Only

Reviewed and Approved by:

Grants Manager: _____ _____
Signature Date

Program Manager: _____ _____
Signature Date