

# Agriculture Conservation Assistance Program (ACAP)

## Project Documentation Checklist

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 Worksite ID

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 Project Participant

### REQUIRED DOCUMENTS

- ☐ **ACAP Plan Verification Form**
- ☐ **Contract / Grantee-District Agreement:** complete and signed by both parties
- ☐ **All attachments as outlined in the admin manual are included with contract:**
  - ☐ **Application:** Completed and signed. Detailed cost estimates included.
  - ☐ **Work plan:** Identifies all deliverables on project. Identifies location of site (can be separate map).
  - ☐ **General Contract Provisions**
  - ☐ **Local Policy** (any local policy)
  - ☐ **Schedule of Payments**
  - ☐ **Prevailing Wage Notification and Acknowledgement Form:** Required for every project. Must be signed by the grant recipient and returned to the District.
- ☐ **Project Completion Report:** Properly completed and signed by both parties. Spending and deliverables consistent with contract and invoices.
- ☐ **Copy of all receipts/invoices to account for grant funds:** Receipts /invoices must total at a minimum the project expenditure amount and be consistent with Project Completion Report totals.

### REQUIRED (IF APPLICABLE) DOCUMENTS

- ☐ **Landowner Concurrence Form**
- ☐ **Prevailing Wage Certified Payroll and Certified Statement of Compliance**
- ☐ **Signed Contract Amendment:** if contract is amended
- ☐ **Documentation that all applicable Permits have been obtained by the applicant**
- ☐ **Erosion and Sediment Pollution Control Plan**
- ☐ **PA 1-call serial # included**

### RECOMENDED DOCUMENTS

- ☐ **Before, during, and after project pictures.**
- ☐ **Project Narrative, Timeline, and File Checklist**
- ☐ **Project Expense Tracker**
- ☐ Evidence that LAB meetings are following the provisions of the PA Sunshine Act
- ☐ Copy of LAB Approval Meeting Minutes with complete Ranking Form
- ☐ Copy of District Board Meeting Minutes showing approval of contracts and contract amendments
- ☐ Receipts for in-kind costs.
- ☐ Checklists/notes for meetings and inspections, including pre-app, pre-design, pre-bid, pre-construction, etc.
- ☐ Technical Assistance documents

