

# Agriculture Conservation Assistance Program (ACAP)

## Project Documentation Checklist

Worksite ID

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

