

PROJECT MILESTONE CHECKLIST

The State understands that administering the Small Community Grant (SCG) program takes time and resources that could otherwise be spent elsewhere. When submitting this Project Milestone Checklist, the State acknowledges this document as an invoice for administration costs incurred. The Municipality or Municipal representative is hereby granted **\$500.00** for the administration of this project located at Map / Lot #: _____.

Property Owner(s): _____

Address: _____

Steps	Description of Project Milestone (Shaded items are completed by the DEP)	Date Completed
1. Application and Grant Award		
A	Application and Discharge Field Report submitted to DEP	
B	Received letter from DEP identifying eligibility and grant award	
C	Received email with Grant Service Contract , digitally sign	
D	Owner's Agreement signed and down payment (if applicable) received	
E	Owner signed the SCG Easement , but DO NOT RECORD it yet	
F	Service Contract approved, notified by DEP to move onto Design	
2. Design		
A	Site Evaluator hired, and Replacement Septic System design completed	
B	Copy of design sent to Owner and the DEP	
C	Variance approval obtained by DHHS Health Engineering (if needed)	
D	Received letter from DEP approving septic design and informing you to proceed to bidding	
E	Local plumbing permit issued	
F	All applicable permits and easements received (road opening, permit by rule, easements for property not owned by Owner, etc.)	
3. Bidding		
A	Bid packages assembled	
B	Advertised for Bids - for at least 7 days	
C	Bids opened and evaluated	
D	Bid summary, low bid proposal, and intent to award sent to DEP	
E	Received letter from DEP approving contract award	

4. Construction		
A	Additional share of funding collected from Owner (if applicable)	
B	Construction contract agreement signed, and contractor's insurance certificates received	
C	Construction started	
D	SCG Easement recorded in the Registry of Deeds (within 30 days of construction starting)	
E	Change Order request submitted to DEP for approval (if applicable)	
F	Received letter from DEP to incorporate change order(s) (if applicable)	
G	LPI Inspection of system before covered (including photos) completed	
H	Construction substantially completed	
I	LPI Septic System Inspection Checklist completed	
5. Payment Request		
A	Completed Payment Request Form and submitted to DEP (include the Project Milestone Checklist and LPI Septic System Inspection Checklist)	
B	Received reimbursement from DEP	
C	Substantial completion (90%) payment made to contractor	
D	Site of construction has been visited to confirm the system is operating properly, no known problems or uncompleted punch list items and site restoration is completed including the establishment of grass	
E	Final Payment Affidavit received, and final payment made to contractor	
F	Balancing Project Budget - refund property owner if overpaid	

SIGNATURE OF LPI / MUNICIPAL OFFICIAL

Print Name: _____

Title: _____

Signature: _____

Date: _____