

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 **\$400.00** 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 completed and submitted to DEP	
2	Receive letter from DEP requesting the Discharge Field Report	
3	Submit Discharge Field Report documents to DEP for review	
4	Receive letter from DEP identifying eligibility and grant award	
5	Owner's Agreement signed and their down payment (if applicable) received	
6	Owner signed the Easement , but DO NOT RECORD it yet	
7	Site Evaluator hired, and the site investigation performed	
8	Replacement Septic System design completed	
9	Copy of design sent to Owner and the DEP	
10	Variance approval obtained by DHHS Health Engineering (if needed)	
11	Receive letter from DEP approving septic design and informing you to proceed to bidding	
12	Local plumbing permit issued	
13	All applicable permits and easements received (road opening, permit by rule, easements for property not owned by Owner, etc.)	
14	Bid packages assembled	
15	Advertisement for Bids - for at least 7 days	
16	Bids opened and evaluated	
17	Bid summary, low bid proposal, and intent to award sent to DEP	
18	Receive letter from DEP approving contract award	
19	Additional share of funding collected from Owner (if applicable)	

20	Construction contract agreement signed, and contractor's insurance certificates received	
21	Easement recorded in the Registry of Deeds	
22	Construction started	
23	Change Order request submitted to DEP for approval (if applicable)	
24	Receive letter from DEP to incorporate change order(s)	
25	LPI Inspection of system before covered (including photos) completed	
26	Construction substantially completed	
27	LPI Septic System Inspection Checklist completed	
28	Complete Payment Request Form submit to DEP (include the Project Milestone Checklist and LPI Septic System Inspection checklist with request)	
29	Receive reimbursement from DEP	
30	Substantial completion (90%) payment made to contractor	
31	Site of construction has been visited to confirm the system is operating properly, no known problems or uncompleted punch list items and restoration of the site is completed including the establishment of grass	
32	Final Payment Affidavit received, and final payment made to contractor	
33	Balancing Project Budget - refund property owner if overpaid	

SIGNATURE OF LPI / MUNICIPAL OFFICIAL

Print Name: _____

Title: _____

Signature: _____

Date: _____