

**Capital Grants Project Documentation Check List**

**Capital Grants where the Total Overall Inclusive Project Cost is greater than \$2 Million**

The following items are required by the Common Council prior to introduction.

\_\_\_\_ Conceptual PE

\_\_\_\_ Construction

Check list:

- 1. Standard project title and account number
- 2. The project manager name/names and contact information
- 3. Conceptual/Construction Engineering cost estimate of the entire project, including all infrastructure components and phases, detail of the cost estimate by infrastructure type and phase.
- 4. A sources and uses sheet identifying city and non-city funding sources, using standardized chart of accounts.
- 5. An estimated/updated project timeline.
- 6. A statement of assumptions/updated assumptions used to develop the project.
- 7. A statement of risks to the timely completion and on-budget completion of the project
- 8. Analysis of material increases and decreases in costs and changes in construction time lines such a scope changes, material changes, or labor cost changes. (Not applicable for conceptual / preliminary engineering estimate)

The attached packet of information to fill the file was prepared and completed by:

Engineer in Charge Signature \_\_\_\_\_

Engineer in Charge printed name \_\_\_\_\_

Date \_\_\_\_\_

Comptroller's Office verifies that the above information is included in the packet and submitted to the file.

Name \_\_\_\_\_

Date \_\_\_\_\_