



CONSTRUCTION / REHABILITATION PROGRAM WORKSHEET

DISTRICT NAME: _____ **DISTRICT NO.** _____

FLOOD CONTROL SITES: _____

DATE OF ACTION:

1. Application for cost-share assistance approved by the
Kansas Department of Agriculture – Division of Conservation..... _____
 2. Agreements (2) prepared and mailed on..... _____
 3. Signed agreements (2) returned on..... _____
 4. Copy of minutes authorizing district to enter into agreement received on..... _____
 5. Request from District for publication in Kansas register received on..... _____
 6. Published in Kansas Register on..... _____
 7. Bids opened on..... _____
 8. Copy of minutes awarding contract received on..... _____
 9. Copy of minutes naming person to approve modifications received on _____
 10. Copy of contract for construction received on..... _____
 11. Copy of performance bonds received on..... _____
 12. Copy of public works bond received on..... _____
 13. Copy of bid summary received on..... _____
 14. If low bid not accepted, a statement or justification for acceptance of higher bid..... _____
 15. Cash basis law compliance letter received on..... _____
 16. Pre-construction meeting notification received on _____
- Agreement is ready for processing of payment requests as of..... _____**

AUTHORIZED BY: _____

DATE: _____