

# ADMINISTRATIVE REVIEW CHECKLIST

## Pre-Assignment Administrative Review (8/19/16)

Item		Notes
<input type="checkbox"/>	Assignment Type	<ul style="list-style-type: none"> <li>• Verify assignment type is in accordance with the ATC Selection Process</li> <li>• If Direct Assign, determine if ATC and CID is appropriate for the region and listed in the SPI description</li> <li>• If SHARE, verify cost share %</li> <li>• If COND, verify Conditional Closure Agreement and Contractor Recommendation Form</li> <li>• If SECUR, review Program Administrator approval memo</li> </ul>
<input type="checkbox"/>	Site Access Information	<ul style="list-style-type: none"> <li>• Verify Site Access Agreement is valid and included in package</li> <li>• Did the owner retain the right to reject?                             <ul style="list-style-type: none"> <li>-If yes it should be indicated in STCM SPI</li> </ul> </li> <li>• Does the Owner/RP wish to participate?</li> <li>• -If yes has the Owner/RP been contacted?</li> </ul>
<input type="checkbox"/>	CAP and Deductible	<ul style="list-style-type: none"> <li>• Verify CAP has not been reached and necessary funds are available</li> <li>• Verify deductible has been paid</li> </ul>
<input type="checkbox"/>	Cost Share Information	<ul style="list-style-type: none"> <li>• If applicable, verify cost share percentage in STCM SPI</li> </ul>
<input type="checkbox"/>	SOW Workbook – SPI Quantities	<ul style="list-style-type: none"> <li>• Verify for consistency                             <ul style="list-style-type: none"> <li>• FACID,</li> <li>• Site name (STCM),</li> <li>• Phase and sub-phase</li> <li>• General Reasonableness of scope and total cost</li> </ul> </li> </ul>
<input type="checkbox"/>	Correct Contractor Selection Method indicated in SPI/STCM (CSF, Direct Assign)	<ul style="list-style-type: none"> <li>• Cost share indicated and referenced</li> <li>• Verify cost share data in STCM</li> </ul> <p>Cost share documents should be submitted with package from Site Manager</p>

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## Final TA/SOW/SPI Package Review (Revised 8/16/16)

Item		Notes
<input type="checkbox"/>	Verify Package contents and naming conventions	<ul style="list-style-type: none"> <li>• Task Assignment</li> <li>• Attachment A – SOW (w/tables)</li> <li>• Attachment B – SPI</li> <li>• Figures (if applicable)</li> <li>• Quotes (if applicable)</li> <li>• Agreements and Amendments                             <ul style="list-style-type: none"> <li>○ Cost Share (PCPP, SRFA, AC)</li> <li>○ Transition</li> </ul> </li> </ul>
<input type="checkbox"/>	Task Assignment	<ul style="list-style-type: none"> <li>• Verify total amount to SPI DEP Share</li> <li>• TA GC# matches GC# on SPI</li> <li>• Concise description of activities</li> <li>• Deliverables to SOW Deliverable</li> <li>• Priority Code and Funding Eligibility</li> <li>• AR must sign TA</li> </ul>
<input type="checkbox"/>	Attachment A - SOW Workbook	<ul style="list-style-type: none"> <li>• Site name and FACID match TA</li> <li>• Task descriptions                             <ul style="list-style-type: none"> <li>○ Clear and concise</li> <li>○ Include all SPI activities</li> <li>○ Items missing</li> </ul> </li> <li>• Deliverable names &amp; due days</li> <li>• Table and figure references (spelled out in applicable tasks)</li> <li>• Tables complete &amp; hide rows engaged</li> </ul>
<input type="checkbox"/>	Attachment B – SPI Workbook	<ul style="list-style-type: none"> <li>• Verify heading info: facility name, FACID, site manager, contractor, contract #, retainage and cost share %</li> <li>• Quantities match tables by task #</li> <li>• Proper use of pay items</li> <li>• Reimbursable items format</li> <li>• Proper ‘Rapid Turnaround Lab’ quantities</li> </ul>
<input type="checkbox"/>	Figures	<ul style="list-style-type: none"> <li>• Legible</li> <li>• FACID# correct</li> <li>• Referenced in SOW Task description</li> </ul>
<input type="checkbox"/>	Quotes	<ul style="list-style-type: none"> <li>• Required for all reimbursable items (excluding permits) and Section 22 pay items</li> <li>• Correct # based on \$2500 threshold (sole source documentation)</li> <li>• Are quotes comparable (apples to apples)</li> <li>• Quote not expired</li> <li>• No confidentiality disclaimer</li> <li>• Vendor letterhead or vendor name in email address</li> </ul>
<input type="checkbox"/>	Agreements and Amendments (if applicable) – PCPP, SRFA, AC, Transition	<ul style="list-style-type: none"> <li>• Verify complete agreement (all pages) and all amendments are attached.</li> </ul>