

## Site Manager Checklist for PR Creation Documents

Documents		Example
<input type="checkbox"/>	<b>Scope of Work (SOW)</b> (includes applicable tables): (.xslm) Naming Convention: AttachmentA-SOW-Fac ID-SubPhase Acronym <i>[HIDE ROWS should be engaged on all applicable tables]</i>	AttachmentA-SOW-658517818-NAM.xslm
<input type="checkbox"/>	<b>Schedule of Pay:</b> (.xslm) Naming Convention: AttachmentB-SPI-Fac ID-SubPhase Acronym	AttachmentB-SPI-658517818-NAM.xslm
<input type="checkbox"/>	<b>Figure(s) if necessary (ALL in one pdf):</b> (.pdf) Naming Convention: Figures-Fac ID <i>[Each table must include Fac ID]</i>	Figures-658517818.pdf
<input type="checkbox"/>	<b>Quotes for Reimbursable and Misc Sec 22 items (ALL in one .pdf):</b> Naming Convention: Quotes-Fac ID <i>[Each quote must include SPI line #]</i>	Quotes-658517818.pdf
<input type="checkbox"/>	<b>Cost Share Agreements (PCPP, SRFA, AC) and all Amendments, Transition Agreements (ALL in one pdf):</b> (.pdf) Naming Convention: <i>Type of Agreement-Fac ID</i>	SRFA-Agreement-658517818.pdf
<input type="checkbox"/>	<b>Task Assignment Front Page- <u>priority code in upper right corner (no site manager signature required):</u></b> (.pdf) Naming Convention: TA-Task Assignment#-Fac ID	TA-GC999-099A-658517818.pdf

- Once all the documents are confirmed, the site manager sends an email to their Administrative Reviewer using the following naming convention in the subject line:

Facility ID# - Task Assignment # - PR Creator Name

Example: 658517818 - GC999-099A – Jane Doe

The site manager must include in the email text a list of the applicable tables used in the SOW. The PR Creator will convert the SOW workbook including these tables into PDF when preparing the PR.

- Administrative Reviewer will conduct a thorough review of the package contents per the Administrative Review Checklist and upon approval, forward to [PRP.TaskAssignment@FloridaDEP.gov](mailto:PRP.TaskAssignment@FloridaDEP.gov)

### Error Prevention Tips:

- Verify each file name has the correct **9 digit** facility ID#;
- Site name printed on Task Assignment is the current STCM site name and must match site name on SOW;
- Confirm the priority code is on the front page of the TA-priority codes provided below;
- Misc. Quotes should be reviewed for lowest quote verification and identified by SPI line item # with no confidentiality statements;
- Site manager name and contact information correct on SPI; and
- Cost share % correct on SPI.