

# Waterway Improvement Fund Grants Management Checklist

**1. Project Information:**

Project Number:
Project Name:
Location:
Description:
Amount:
FY Approved

**2. Document Requirements:**

Type	Date	Notes
Project Design sent to DNR		
Plans & Spec sent to DNR		
Plans & Specifications Approved by DNR		
Bids Advertised (Date): Engineering _____ Construction _____		
Bids Opened (Date): Engineering _____ Construction _____		
Bids Tabulated/Forwarded to DNR for Approval (Date): Engineering _____ Construction _____		
Bid Awarded/Approval from DNR (Date): Engineering _____ Construction _____		
Signed Contract Sent to DNR (Date): Engineering _____ Construction _____		

**3. Engineering:**

Action	Date	Notes
Engineering Started:		
Completion Plans/Specs Date:		

**4. Construction:**

Action	Date	Notes
Construction Started:		
Inspection Dates:		
Final Inspection Date:		

**5. Partial Payments:**

Amount	Date	Notes