

CAPITAL PROJECT MANAGEMENT DEPARTMENT
PROJECT PROPOSALS – CHECK-OFF LIST

SEWER/LAGOON/SEPTIC TANK REQUIREMENTS

It shall be the policy of the “Capital Project Management Department (CPMD) to utilize the following “Check-Off List” for review and acceptance of project proposals.

LOCATION & BUILDING NO.: _____

DATE: _____

PERSON ASSIGN TO: _____

Please check of documents that were received.

- Application for Services
- Chapter Resolution – *that indicate the need and priority of the proposal project and in accords with the local Land-Use Plan.*
- List of Clients – *to be served and a map of the home sites*
- IHS Feasibility Study
- Cost Estimates
- Written commitments and encumbrance of other funding source(s)
- Letter of Support from IHS
- Documentation of required Clearances – *Archaeological, Environmental Assessments and Land User Consent (ROW)*

Project Quality Assurance/Quality Control Acknowledgement Complete Incomplete

Project Name: _____ Project Type: _____

The undersigned have read and concur with this Project Folder is complete with all necessary PPA's and is in adherence to the Capital Project Management Department Policies and Procedures and Gaming Fund Distribution and Policies and Allocations:

Project Manager

Date

CPMD Department Manager

Date