

Southeast Missouri Solid Waste Management District Project Checklist

Project: _____

X or NA

On Award

- Project application complete
- Evaluation Criteria Score Sheet Signed and Dated
- Contract with Appropriate Award Letter
- District Grant Subgrantee Profile

To Fiscal Officer on Contract Award

- Attachment 2 (Project Budget)
- District Grant Subgrantee Profile

Following Award

- 1st Quarterly Report
- 2nd Quarterly Report
- 3rd Quarterly Report
- 4th Quarterly Report
- Final Close Out Report and Letter
- UCC filing
- Title



Requests for Reimbursement (Copy to Fiscal Officer)

- Date: _____
- Date: _____
- Date: _____
- Date: _____

Miscellaneous Correspondence

Site Visits

- Date: _____
- Date: _____