



**CONSTRUCTION / REHABILITATION PROGRAM WORKSHEET**

**DISTRICT NAME:** \_\_\_\_\_ **DISTRICT NO.** \_\_\_\_\_

**FLOOD CONTROL SITES:** \_\_\_\_\_

**DATE OF ACTION:**

- 1. Application for cost-share assistance approved by the  
     Kansas Department of Agriculture – Division of Conservation..... \_\_\_\_\_
- 2. Agreements (2) prepared and mailed on..... \_\_\_\_\_
- 3. Signed agreements (2) returned on..... \_\_\_\_\_
- 4. Copy of minutes authorizing district to enter into agreement received on..... \_\_\_\_\_
- 5. Request from District for publication in Kansas register received on..... \_\_\_\_\_
- 6. Published in Kansas Register on..... \_\_\_\_\_
- 7. Bids opened on..... \_\_\_\_\_
- 8. Copy of minutes awarding contract received on..... \_\_\_\_\_
- 9. Copy of minutes naming person to approve modifications received on ..... \_\_\_\_\_
- 10. Copy of contract for construction received on..... \_\_\_\_\_
- 11. Copy of performance bonds received on..... \_\_\_\_\_
- 12. Copy of public works bond received on..... \_\_\_\_\_
- 13. Copy of bid summary received on..... \_\_\_\_\_
- 14. If low bid not accepted, a statement or justification for acceptance of higher bid..... \_\_\_\_\_
- 15. Cash basis law compliance letter received on..... \_\_\_\_\_
- 16. Pre-construction meeting notification received on ..... \_\_\_\_\_

**Agreement is ready for processing of payment requests as of.....** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_