

## CASE FILE CHECKLIST

- 1. Approved application
- 2. Copy of estimated cost sheet
- 3. A reference to the approved conservation plan, which should include:
  - conservation plan map
  - record of decisions
  - construction permits
  - district cooperator agreement
- 4. Performance Agreement (signed and dated by both parties)
- 5. Amendments to Performance Agreement
- 6. Maintenance Agreement
- 7. Amendments to Maintenance Agreement
- 8. Certifications of conservation practice quantities and cost
- 9. Copies of vouchers, bill, or receipts
- 10. Copies of any approved cost-share payment claims and back-up documentation
- 11. Any receipts of payment
- 12. Consent Form (if applicable)
- 13. Release of Warrant Form
- 14. Any correspondence to and from the participant (successful applicant, time extensions granted, cancellations, etc)
- 15. Any notes of relevant conversations with the participant