

NYMS Program Manual

(fill in address/area; print or type)

NYMS PROJECT CHECKLIST

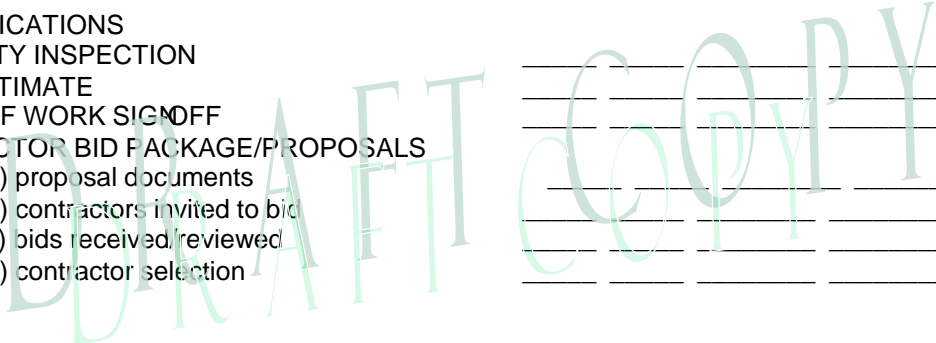
ACTIVITY (check ONE; use ONE checklist for each activity)

___ FAÇADE ___ ANCHOR

___ BUILDING RENOVATION ___ STREETSCAPE

NYMS \$\$ AMOUNT _____

	YES	NO	DATE	COMMENTS
OWNER APPLICATION	_____	_____	_____	_____
OWNER COMMITMENT/AGREEMENT	_____	_____	_____	_____
OWNER MATCH VERIFICATION	_____	_____	_____	_____
SEQR DOCUMENTS (if necessary for individual project sites; if not, then copy of original letter from program file.)	_____	_____	_____	_____
SHPO IMPACT LETTER (if necessary for individual buildings or streetscapes; if type 'a' then copy of original from program file.)	_____	_____	_____	_____
PLANS & SPECIFICATIONS				
PROPERTY INSPECTION	_____	_____	_____	_____
COST ESTIMATE	_____	_____	_____	_____
SCOPE OF WORK SIGNOFF	_____	_____	_____	_____
CONTRACTOR BID PACKAGE/PROPOSALS				
(a) proposal documents	_____	_____	_____	_____
(b) contractors invited to bid	_____	_____	_____	_____
(c) bids received/reviewed	_____	_____	_____	_____
(d) contractor selection	_____	_____	_____	_____
CONSTRUCTION DOCUMENTS				
CERTIFICATE OF CONTRACTOR INSURANCE	_____	_____	_____	_____
CONSTRUCTION CONTRACT	_____	_____	_____	_____
BUILDING PERMITS & NOTICE TO PROCEED	_____	_____	_____	_____
CHANGE ORDERS (if any)	_____	_____	_____	_____
PROGRESS INSPECTIONS	_____	_____	_____	_____
WAIVER OF LIENS	_____	_____	_____	_____
CERTIFICATE(S) OF FINAL INSPECTION	_____	_____	_____	_____
FINANCIAL DOCUMENTATION				
PROJECT SETUP SHEET	_____	_____	_____	_____
PROJECT COMPLETION REPORT	_____	_____	_____	_____
DISBURSEMENT REQUEST				
(a) contractor's invoices	_____	_____	_____	_____
(b) contractor's vouchers	_____	_____	_____	_____
(c) evidence of contractor disbursement	_____	_____	_____	_____
(d) payment certification vouchers	_____	_____	_____	_____
DECLARATION (Ex. E)	_____	_____	_____	_____
LIEN ON PROPERTY	_____	_____	_____	_____
PROPERTY RELEASE (Ex. F)	_____	_____	_____	_____
(a) property photos	_____	_____	_____	_____



* If more space is needed, attach additional sheets for comments; denote topic