Grant Project Review Submission Milestone Checklist

30% Submissions Include:

- ☐ Design Plans
- ☐ Quality/Cost Estimate with quantities included
- ☐ ADA waivers (if applicable)
- ☐ ADA Team meeting (if applicable to discuss the need for the waiver)

PLEASE NOTE: If ADA Waivers accompany a submission, they need to be sent to the ADA Division for review. The ADA Waivers have a 2-week turnaround time.

60% Submissions Include:

- ☐ Point-by-Point Response letter to SHA comments if previously reviewed by SHA
- ☐ Updated Design Plans
- ☐ Updated Quantity/Cost Estimate with quantities included
- ☐ ADA waivers (if applicable)
- ☐ Any additional items that may have been requested by reviewers (reports, permits, critical area, scour analysis, special provisions, etc.).

90%/Final Review Submissions Include:

- ☐ Point-by-Point Response letter to SHA comments
- ☐ Updated Design Plans
- ☐ Updated Quantity/Cost Estimate with quantities included
- ☐ Approved ADA waivers (if applicable)
- ☐ ADA Team meeting (if applicable)
- ☐ IFB for construction projects (PS&E Checklist needs to be sent with the review comment letter to be addressed with the 100% submission)
- ☐ Any additional items that may have been requested by reviewers (reports, permits, critical area, scour analysis, special provisions, etc.).

100% Submission/PS&E Submission (Construction projects only):

- ☐ Point-by-Point Response letter to SHA comments
- ☐ Updated design plans
- ☐ Updated Quantity/Cost Estimate with quantities included Approved ADA
- ☐ Waivers (if applicable)
- ☐ ADA Team meeting (if applicable)
- ☐ IFB for construction projects
- ☐ Completed PS&E Checklist (Signed by PS with all required items received)
- ☐ Any additional items that may have been requested by reviewers (reports, permits, critical area, scour analysis, special provisions, etc.)