

PCA CHECKLIST

I. BASIC INFORMATION:

a. Name of Authorized Project:

b. Name of Separable Element: _____

c. CWIS Number: _____

d. Project Report Reviewed by OMB: ___ Yes ___ No Any special conditions imposed by OMB? ___ Yes ___ No Describe conditions _____

e. Date Chief's Report Transmitted to Congress: _____

f. Authorizing Document: _____

g. Law/Section/Date of Project Authorization: _____

h. Laws/Sections/Dates of Any Post-Authorization Modification: _____

i. PCA Covers: ___ (1) Authorized Project
___ (2) Separable Element
___ (1) or (2) plus (for example Locally Preferred Plan) _____

j. Construction New Start: ___ Budgeted
___ Congressional Add

k. Non Federal Sponsor(s): _____

l. Project/Separable Element Purpose(s): _____

m. Scheduled date for execution of the PCA: _____

n. Scheduled Advertisement Date: _____ Scheduled Award Date: _____

II. PROJECT DOCUMENTS:

a. Title/Date/Approving Authority of Project Report Supporting PCA: _____

b. Project Management Plan Approval Date: _____

- c. Mitigation Authorized: ___ Yes ___ No Cost of Mitigation _____
Describe Type of Mitigation and Whether Included in Project Report and PCA: _____
- d. Current M-CACES Estimate: \$ _____ Date Prepared and Price Level: _____
- e. Section 902 Cost Limit: \$ _____ Fully Funded as of 1 Oct FY _____
- f. Date of Latest Economic Analysis: _____
- g. Current Economics: BCR _____ @ _____ % FY _____
RBRCR _____ @ _____ % FY _____

III. COST SHARING SUMMARY:

Purpose (s)	Non- Fed Cash	Non-Fed LERRD	Non-Fed Const. Credit	Total Non-Fed Share	Federal Share (%)	Total Project Cost
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total

- a. Projected Credit for Section 215 Work and Date 215 Agreement Signed: _____
- b. Projected Credit for Section 104 or Other Authorized Creditable Work and Date Work Approved by ASA(CW) or Agreement Addressing Work Signed: _____
- c. Annual Non-Fed OMRR&R Costs (1 Oct FY _____ Price Levels): _____
- d. Source of Non-Federal Funds: _____
- e. Source, Amount, & Date of Authorization From Granting Agency for Other Agency Funds (Attach Authorizing Letter) : _____
- f. Status of Obtaining Funds: _____
- g. Describe Sponsor's Financial Capability (Attach Documentation Required By ER 1105-2-100) : _____

IV. FUNDING HISTORY

- a. Construction, General or MR&T Construction Budget and Appropriations History for Project/Separable Element:

<u>Fiscal Year</u>	<u>Budget Amount</u>	<u>Appropriated Amount</u>
_____	_____	_____
_____	_____	_____

V. SPECIAL CONDITIONS

- a. Sub-agreement Required for Sponsor to Perform: ___Yes ___ No Describe the Sub-agreement and How It Relates to the Sponsor’s Requirements Under the PCA _____
- b. As Applicable, Describe the Allocation of Costs Among the Multiple Sponsors:_____
- c. As Applicable, Describe Special Cost Sharing IAW Section 103(m) or Section 1156, Public Law 99-662: _____
- d. List and Provide Cost Estimates For Betterments to be Funded by the Sponsor: _____

VI. REVIEW BY NON-FEDERAL SPONSOR AND ITS COUNSEL

- a. Does the non-Federal sponsor concur in the PCA as submitted? ___Yes ___No
- b. Has PCA as submitted, including the Certificate of Authority, been reviewed by the non-Federal sponsor’s counsel? ___ Yes ___ No

VII. OTHER REQUIREMENTS:

- a. Attach current Federal/Non-Federal Allocation of Funds Table Using Format Prescribed by Appendix B, ER 1165-2-131.
- b. Notify Affected Congressional Delegation , Including Senators’ Offices , Once the PCA Has Been Approved for Signature.

VIII. CERTIFICATION FOR DELEGATED PCA's: YOU MUST ANSWER "YES" TO ALL OF THE FOLLOWING QUESTIONS TO SIGN THE PCA UNDER DELEGATED AUTHORITY.

a. PROJECT PLAN

Has the Project Report (Item IIa) been approved by ASA(CW) or other official to which authority has been delegated? ___ Yes ___ No

If there were conditions associated with the approval, have they been resolved with the organizational level attaching the conditions? ___ Yes ___ No

If the project to be described in the PCA deviates from the approved project document plan, was it approved by the approving authority? ___ Yes ___ No

b. FUNDING

Have funds to initiate construction been appropriated? ___ Yes ___ No

If funds were added by Congress has guidance been furnished by HQUSACE regarding the scope of the project to be built and any limiting language to be included in the PCA? ___ Yes ___ No

Does the proposal comply with HQUSACE Congressional add guidance? ___ Yes
No ___

c. AUTHORITY

Is authority adequate to complete the project as proposed? ___ Yes ___ No

Is the project (GNF cost plus LERRD for navigation projects) cost estimate to be entered into the PCA less than the Section 902 limit (for projects authorized by WRDA 1986 and thereafter)? ___ Yes ___ No

d. ENVIRONMENTAL COMPLIANCE

Have all applicable environmental requirements been met and clearances received?
___ Yes ___ No

Dates of Environmental Compliance :

FONSI Signed _____ EIS Filed _____ ROD Signed _____
ESA Sec. 7 Concluded _____ CZM Consistency Determination _____

401 Certification _____ or 404(r) _____ 404(b) (1) _____
Sec 103 MPRSA Eval _____
Sec 106 NHPA (SHPO and/or ACHP) _____ USFWS Coord. Act Rpt. _____
Clean Air Act _____

Have the costs of compliance with the above clearances been adequately defined and included in the project cost estimate to ensure the 902 cost cap is not exceeded and that the sponsor is not required to provide unexpected funds? ___ Yes ___ No

e. FINANCING PLAN

Has the Project Manager certified that the sponsor has the funds to share in the project costs as required by the PCA? ___ Yes ___ No

f. PCA

Is the PCA in accordance with the model PCA for this type project? ___ Yes ___ No

g. DISTRICT COUNSEL REVIEW OF PCA

Has the District Counsel reviewed and approved the draft PCA for legal sufficiency?
___ Yes (Certification included in PCA package submittal) ___ No

IX. PCA NOT DELEGATED FOR APPROVAL: PCA MUST BE SUBMITTED TO HQUSACE FOR ASA(CW) APPROVAL WHEN THERE ARE DEVIATIONS FROM THE MODEL PCA OR THE FOLLOWING APPLY:

- a. If the PCA includes any deviation from the approved model, describe and provide the rationale.
- b. If the PCA includes any deviation from the approved Project Report, describe them and the reasons why.
- c. If there are issues/controversies that must be resolved to enable the PCA to be signed, describe how and when they will be resolved.
- d. If the project is a Congressional add and the PCA covers more than the limit of Federal appropriations, describe why and how this can be recommended.

X. AUTHENTICATION:

Project Manager

Date: _____

DDE (PM)

Date: _____

District Commander

Date: _____