

The following are the minimum responsibilities for Monitoring and Oversight:

**LOCAL ASSISTANCE PROJECTS
MONITORING
(Off System)**

1. Project Review
(Risk Assessment)
2. Spot Check Deliverables on a real-time basis during project
(For Uniform Act compliance)
3. Accept Certification for Department
4. Monitor Project

**SPECIAL FUNDED PROJECTS
OVERSIGHT
(On System)**

1. Project Review
(Risk Assessment)
 2. Attend PDT Meetings
Review Maps
Review Co-ops
Review Project and Hazardous Waste Reports
Review Data Sheets, Environmental Assessment Documents
Attend Field Reviews and Public Meetings
 3. Participate in Consultant Selection, if requested by LPA
 4. Spot Check Deliverables on a real-time basis for Uniform Act compliance
(Review Appraisals, Acquisition files, RAP files, etc.)
 5. Accept Certifications for Department
 6. Close out files (e.g., check conveyances to State for questions and completeness, Monumentation, etc.). This is often overlooked; but as the "Owner-Operator move," it is an important step.
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