NOA Signing Checklist

Sponsor: City of Vicksburg

Agreement #: NR264423XXXXC010

Agreement End Date: As noted on Agreement.

Sponsor: Obtain CPA-52 from NRCS if needed for 404 permitting. All permits are Sponsor responsibility.

Sponsor: I have reviewed the appropriate DSR(s), Statement of Work, and Notice of Award and Agreement end date. I understand all EXPECTED ACCOMPLISHMENTS AND DELIVERABLES, MILESTONES and documentation requirements for eligible reimbursements. Monthly updates will be provided to NRCS.
Cultural Resources review letter from NRCS is required before doing earthwork. If contractor will use borrow from off-site it must be from a site with a Cultural Resource review. NRCS will provide a review from non-MDOT approved sites.

A) I am responsible for communicating all requirements of this agreement to my engineer, employees, and contractors. B) A dated photograph of site each day's work performed will be recorded by sponsor and provided if requested. C) Quantities of the units of work applied for each site within 90 days of completion of construction. D) Only those items listed on the DSR (request if needed) Engineering Cost Estimate are eligible for reimbursement. E) Extension requests must be submitted in writing 60 days prior to Agreement End Date. Extensions will only be granted for exceptional circumstances. Failure to meet milestones will automatically disqualify for extensions. F) Rock weight tickets must be from certified scales. All tickets will be clear and legible without any handwritten quantities/weights. Inappropriate tickets will not be reimbursed. For any in-kind by Sponsor, rock from stock-pile must have weight tickets from certified scales during transport from stockpile to site. G) For CAD computations, surveys, surface elevation plots must be provided.

Sponsor must provide a monthly update (due by 7th of following month) of progress in completing Agreement. Lack of monthly progress may result in extension requests being denied.

X Locally led Agreements

1. **Notice to NRCS of start of construction and expected completion date.**
2. All submitted documentation must be clear and legible.
3. All quantifiable units must be documented in those units (e.g. CY must be documented in those quantities, not "loads").

___ Forced Accounts: In-kind work and reimbursement (Plan of Operations) must be approved by NRCS prior to start of work. See Agreement Sponsor Requirements 11 and 12 for in-kind services.

1. **Notice to NRCS of start of construction and expected completion date.**
2. A) Invoices covering actual cost of materials; records showing materials actually used on the work. B) Equipment operating records showing the hourly rate, hours, and dates/hours actually used on the work. Equipment idle time is not eligible in-kind construction services. e.g. Job Diary. C) Daily time records for each employee showing the name, classification, wage rate, hours, and dates actually employed on the work. e.g. Job Diary.
3. All submitted documentation must be clear and legible.
4. All quantifiable units must be documented in those units (e.g. CY must be documented in those quantities, not "loads")

Extension requests submitted less than 35 days before Agreement end date will automatically be denied. Milestone requirements on back side of this sheet.

Sponsor: _____ Date: _____

Title: Mayor, City of Vicksburg

10/09/25

Construction Performance 7 CFR § 624.9 Construction complete within 220 calendar days of funding availability for emergency measures.

We are aware that Agreement development is not always timely, so NCEs will always be provided, within this office's control, to ensure sponsor has a minimum of 220 days from Agreement signature by the State Conservationist. However, the bar is being raised on documentation of milestones within the initial 220 days for a NCE.

For future NCEs:

Locally-Led Agreements
A) Time Limit Waiver Justification
In addition to describing the cause for delay and how issue will be addressed, clear milestones must be addressed.

Please list the following either as planned or accomplished in the "Milestones and Deliverables" section of every NCE:

1) **Date bids solicited**
2) **Date contract awarded**
3) Award construction deadline
4) Construction progress to date (with picture(s))
5) NCE new date of estimated construction completion

B) Letter:
1) List a specific end date (#5) above and corresponding # of days requested.

If bids are not solicited/awarded in the first 220 days an extension may not be approved.

Force Accounts (sponsor does work) – for milestones see specific Agreement. Construction must be started within the first 220 days or an extension may not be approved.

For a lack of significant progress within the first 220 days, there must truly be extenuating circumstances.