

Nonstate Bridge Soft Match Credit Program

Documentation Checklist for Internal MoDOT Use

District: _____

County: _____

Bridge Number: _____

Facility Carried: _____

Feature Intersected: _____

- The following is a listing of documentation that MoDOT requires in the file for a Nonstate Bridge Soft Match Credit Project. A copy of this checklist should be submitted with the credit package when it is sent to Bridge Division.
- This documentation should be kept in some format so that it is readily available on request.
- The area listed with initial responsibility is either the first receiver of the documentation at MoDOT or the creator of the documentation.
- The area listed as responsible for archiving this information is responsible for being able to produce it during an Audit.
- EPG 136.3.10 should be consulted for more detail about the specific requirements on each piece of documentation.

	Initial Responsibility	Document Description	Archival Responsibility
<input type="checkbox"/>	District	Soft Match Credit Request Letter from Local Agency	District
<input type="checkbox"/>	District	Soft Match Credit Submittal Letter from District	District
<input type="checkbox"/>	District	As Built Bridge Plans	Bridge Division
<input type="checkbox"/>	District	Structure Inventory and Appraisal Sheet (SI&A)	Bridge Division
<input type="checkbox"/>	District	Load Rating Calculations and Summary	Bridge Division
<input type="checkbox"/>	District	Engineer Certification on Clearances and Permits	Bridge Division
<input type="checkbox"/>	District	Photographs of Completed Structure	Bridge Division
<input type="checkbox"/>	District	"Walk Through" Inspection Report or Documentation	District
<input type="checkbox"/>	District	Inspection Results Letter from Bridge Inspector	District
<input type="checkbox"/>	District	Actual Costs and All Supporting Documentation	Resource Management
<input type="checkbox"/>	Bridge Division	Bridge Division Approval Letter for Soft Match Credit Deliverables	Resource Management
<input type="checkbox"/>	Resource Management	Soft Match Credit Approval Letter from Resource Management	Resource Management

Fig. 136.3.4