King County Office of Performance, Strategy, and Budget - Checklist for High Risk Project Appropriation Requests

No.	Phase When Required	Description	Information
1	Each Request	Date of Appropriation Request	2/1/2018
2	Each Request	Project Number	1126875 & 1127461
3	Each Request	Project Title	Puget Sound Emergency Radio Network (PSERN)
4	Each Request	Program	N/A
5	Each Request	Fund	3361 & 1511
6	Each Request	Department/Division	King County Information Technology/PSERN
7	Each Request	Council District	1, 2, 3, 4, 5, 6, 7, 8, 9
8	Each Request	MPA Project Effective Date (if applicable)	Q3 2015
9	Each Request	Current Phase of Project, Phase Status	Phase IV
10	Each Request	Year of First Appropriation	2015
11	Each Request	LTD Appropriation Amount	$54,998,975
12	Each Request	LTD Appropriation as of Date	2/1/2018
13	Each Request	LTD Expenditure Amount	$22,572,154
14	Each Request	LTD Expenditure as of Date	2/1/2018
15	Each Request	Appropriation Request Amount	$204,695,669
16	Each Request	Affirmation that the implementing agency maintains a risk register (updated quarterly) and employ earned value management (updated monthly)	Quarterly updated Risk Dashboard and monthly updated spending plan Earned Value Management (available upon request)
17	Each Request	For mandatory phase appropriation project where one or more phases run concurrently or the appropriation request encompasses multiple phases, such as projects with alternative delivery methods, projects requiring staged construction due to site constraints or operations needs or projects performed under a declaration of emergency, when the appropriation request encompasses work performed in more than one phase, not including the closeout phase, submit an explanation of the reasons necessitating appropriation for more than one phase, including, but not limited to, cost and schedule factors.	The appropriation request does not encompass multiple phases, not including the closeout phase.

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No.	Phase When Required	Description	Information
18	Implementation	Certify that estimates and contract documents reflect a level of design completion that is sufficient to support a final cost estimate and schedule for proceeding to procurement.	Estimates and contract documents reflect a level of design completion that support a final cost estimate and schedule for procurement.
19	Implementation	Specify the ready date for proceeding with the selected procurement method for the project.	Standard Procurement for IT project selected on 8/4/2017. Certifying documents available upon request.
20	Implementation	Certify that all required permits are in place in accordance with the project management plan or provide status of pending approvals and the expected date of receipt.	Currently, not all permits are completed. All remaining permits estimated to be completed by July 2019. (Information is available upon request).
21	Implementation	Certify that all land acquisition, lease documents, and partnership agreements are in place in accordance with the project plan or provide status of pending actions and expected date of receipt.	We currently do not have all lease documents ready (attachment for estimated dates of completion available upon request). Site construction will not start until all legal documents are in place.
22	Implementation	Certify that the implementing agency completed a cost estimate validation process to provide an independent evaluation of the project's cost estimates	PSERN Re-Baselined Appropriation Budget Review completed by Case & Associates on 11/30/2017. Report available upon request.