2EN2 Stage 2 – Historic Architecture and Landscapes

QA Checklist for Work Products

SPOT ID/Project TIP #: _____

County: _____

Item #	Review Item	Yes	No	N/A
QA.1	**PA Forms**			
QA.1.1	Follow the Programmatic Agreement (PA) Manual	☐	☐	☐
QA.1.2	Upload forms to project's SharePoint site	☐	☐	☐
QA.1.3	Upload copies of forms in Annual Report folder on shared drive	☐	☐	☐
QA.2	**Building Inventory**			
QA.2.1	Follow the Historic Architecture Group Procedures and Work Products	☐	☐	☐
QA.2.2	Schedule review of inventory with staff and surveyor	☐	☐	☐
QA.2.3	Upload completed inventory to project's SharePoint site	☐	☐	☐
QA.3	**Eligibility Evaluation Report**			
QA.3.1	Follow the Historic Architecture Group Procedures and Work Products	☐	☐	☐
QA.3.2	Follow NC HPO's Historic Structure Survey Report Standards	☐	☐	☐
QA.3.3	Upload completed report to project's SharePoint site	☐	☐	☐
QA.3.4	Submit completed report to State Historic Preservation Office	☐	☐	☐
QA.4	**Finding of Adverse Effect/MOA**			
QA.4.1	Complete draft e106 and provide to Lead Federal Agency	☐	☐	☐

I have reviewed the plans for consistency with this checklist and confirmed that all items have been completed.

> *This checklist may not be comprehensive to every project. All items may not be applicable for smaller projects. It is the responsibility of the reviewer to ensure that an adequate review is performed.*

QA Reviewer Name: _____ **Date:** _____

QA Reviewer (Signature): _____