

CWIP Activity Manager NF 37-6 Checklist

1. Is the Beneficial Occupancy Date/Acceptance Date listed? Yes No
2. Has the “TO” block been completed? Yes No
3. Has the “FROM” block been completed? Yes No
4. Is the name of the facility/description of asset identified? Yes No
5. Has the “Region Asset is Under” block been completed? Yes No
6. Is the “Status of Asset” box checked? Yes No
7. Is the Expected Useful Life labeled? Yes No
7A. Is support provided to override the A-76 useful life? Yes No
8. Are the Project/Task Codes and Amounts and Object Class listed? Yes No
9. Has the CWIP documentation file been reviewed to ensure evidence is available to support all costs listed on the certified NF 37-6? Yes No
10. Does the NF 37-6 include any CWIP activity being transferred in by other federal agencies (including reimbursables), if applicable? Yes No
11. Does the NF 37-6 include any CWIP activity being donated from non-federal sources, if applicable? If so, has the FO-Financial Policy and Compliance Division (FPCD) been contacted to ensure proper authorizations have received? Yes No
12. Are Obligating Document Numbers listed? Yes No
13. Have the appropriate boxes been checked as to whether the NF 37-6 is: an Estimate/Preliminary, Final, or Revised? If the NF 37-6 is a revision, have the cost increases/decreases not previously recorded been identified by project/task codes and amounts. Yes No
14. Are there sufficient uncapitalized costs by project code on the current CBS CWIP Report (CA500D) to process the NF 37-6? Yes No
15. Have all applicable certifications been received & checked? Yes No
16. Does the NF 37-6 contain signatures of both the CWIP Activity Manager and CFO or CAO (Deputy CAO)? Yes No