

# ProTrack+ Packet Tracker Checklist



Federal Aid Project Number <i>(if applicable/known)</i>	DC Project Number <i>(if applicable/known)</i>	Project Title <i>(if applicable/known; if FAP: must match STIP name exactly)</i>

## ARTICLE 3 DIRECTIVE

	YES Complete	N/A
<b>55. Article 3 Letter</b>		
<b>56. Copy of Proposed Change Order</b>		
<b>57. Updated PAR form</b> <i>Include the federal-aid project number established when the project was obligated. Any budget amount changes should go in the Task/Change Order column on the form. State in the Justification for Revision box the modification or change order number, to what contract, vendor and task order (if appropriate), and the dates of any time extension. Update the Project End Date, if the close-out date for the entire federal-aid project is being changed; that box does NOT refer to the end date of a particular task order or change order.</i>		
<b>58. Signed FHWA Form 1365 (if applicable)</b> <i>Only for major contract revisions of projects under FHWA oversight; a form is NOT required for option years.</i>		
<b>59. OCFO E-mail re: Temporary Requisition (RQ)</b> <i>Must state what temporary requisition has been established from a local capital project while DDOT attempts to secure a formal change order and seeks federal participation in the funding.</i>		

*I certify that the above listed content is accurate and included as part of a complete package.*

\_\_\_\_\_  
Program Manager

\_\_\_\_\_  
Date