

Exhibit A-3
CHECKLIST FOR INITIAL GRANT DISBURSEMENT

Grant Recipient: _____ EDA Project # _____

Grant Recipient's Authorized Representative:
Name:

Title:

This checklist is for guidance on the information the EDA Regional Office will need before an initial grant disbursement can be approved. The regional office may use their own version of this checklist which may or may not be required to be sent in with the initial grant disbursement request. Use of the checklist will expedite EDA processing of the initial grant disbursement.

Y N NA The EDA grant award/offer was accepted within the 30 day after receipt time limit.

Y N NA Those Special Conditions to the grant award requiring action prior to the initial grant disbursement have been satisfied.

Y N NA An architect/engineer contract has been approved by EDA.

Y N NA An unconditional "EPA Section 106" certificate has been secured and a copy furnished to, or received from, EDA.

Y N NA All required land, easements and rights-of-way have been secured and title opinion has been approved by EDA.

Y N NA The proposed bid documents were approved by EDA.

Y N NA The final plans, specifications and contract documents have been approved by EDA.

Y N NA All contracts required for completion of the project have been executed and approved by EDA.

Y N NA If the answer to the previous question is "N", a request for phasing has been made to, and approved by, EDA.

Y N NA Bid award of the construction contract was to the lowest bidder.

Y N NA The full firm name and owner's name of all contractors have been furnished to EDA for checking against the Federal debarred and ineligible list.

Y N NA The company listed as surety for the low bidder is listed on Treasury Department Circular 570 and possesses sufficient capability to insure the project.

Y N NA Davis-Bacon wage rates have been incorporated into all construction contracts.

Y N NA EDA's Supplemental General Conditions have been incorporated into all construction contracts.

Y N NA Matching funds for the Recipient's share are on hand or immediately available.

Y N NA A first lien or Property Management Agreement has been executed, recorded and submitted to EDA.

Y N NA A relocation assistance plan as required by the Uniform Relocation Assistance Act has been approved by EDA.

Y N NA Use of force account (workmen hired by the Recipient specifically for the EDA approved project) has been approved by EDA.

Y N NA Use of in-house forces (workmen who are part of the Recipient's current workforce) has been approved by EDA.

Y N NA EDA approval of the start of construction before the award of the EDA grant has been received.

Y N NA All work accomplished by change order which is part of the claim for the initial grant disbursement has been approved by EDA.

Y N NA All proposed or actual changes to the EDA approved budget have been approved by EDA.

Y N NA All project activities to the date of the initial grant disbursement request have been accomplished within the approved time schedule or EDA approved extension.

Y N NA Currently due project performance reports have been submitted to EDA.

Y N NA Tabulation of bids, bid form of the low bidder (and bid form of any bidder to whom the Recipient has made, or proposes to make to other than the lowest bidder) and certified minutes of the bid opening have been submitted to EDA.