

Exhibit A-4
CHECKLIST FOR PROJECT CLOSEOUT

Grant Recipient: _____ EDA Project # _____

Grant Recipient's Authorized Representative:

Name: _____

Title: _____

This checklist is for the Recipient's guidance on the information the EDA Regional Office will need to closeout the EDA assisted project. Although its use is not mandatory, using it will expedite EDA's processing of the final grant disbursement.

Y N NA All of the Special Conditions to the EDA grant award have been satisfied and approved by the EDA Regional Office.

Y N NA A final inspection was performed by the Architect/Engineer and the completion of the project with all deficiencies corrected has been accepted by the Architect/ Engineer in writing.

Y N NA The Recipient has accepted the project without deficiencies from the contractor.

Y N NA All currently due project progress reports have been submitted to the EDA Regional Office.

Y N NA The project was completed on time or an EDA approved time extension is on file.

Y N NA As-built drawings have been received from the Architect/Engineer and are on file.

Y N NA If requested by EDA, photographs of above ground facilities have been submitted to EDA.

Y N NA The Recipient understands that a warranty inspection is to be performed before the warranty expiration date and the results submitted to EDA.

Y N NA All audit issues have been resolved.

Y N NA If occupancy of the facilities by the Recipient was obtained prior to the Recipient's or Architect/Engineer's acceptance of the facility from the contractor evidence of consent of the contractor, the insurance carrier, and the surety is on file.

Y N NA Permanent insurance on the facility has been obtained.

Y N NA The Recipient is aware that project records must be retained for a minimum of three years.

Y N NA The Recipient is aware that for the EDA determined useful life of the EDA assisted facilities, all real property must be used for originally authorized purposes and the Recipient shall not dispose of or encumber its title or other interests. When the facility is no longer needed for the originally authorized purpose and the useful life has not expired, the Recipient will request instructions from EDA. The instructions will conform to applicable DoC and EDA regulations.

Y N NA All payments due to contractors for construction, services and supplies for the project are current except for contract retainage if project has not been accepted.

Y N NA The first Post Construction Report evaluating the achievement of the Core performance Measures outlined in the EDA grant award package has been submitted to EDA.