

**ECONOMIC DEVELOPMENT ADMINISTRATION
CHECKLIST FOR PROJECT CLOSEOUT**

EDA Award Number: _____ Date: _____

Recipient: _____

Recipient's Authorized Representative: _____
(Name & Phone Number) _____

Y N N/A

___ ___ ___ All Special Award Conditions to the EDA grant award have been satisfied and accepted by the EDA Project Engineer;

___ ___ ___ A final inspection was performed and has been accepted by the Recipient and the Architect/Engineer in writing (Final Acceptance Report or similar document);

___ ___ ___ All deficiencies noted in the punch list have been corrected; If "No," the deficiencies will be completed by _____;

___ ___ ___ Recipient has received the as-built drawings from the Architect/Engineer;

___ ___ ___ Permanent insurance on the facility has been obtained;

___ ___ ___ The project was completed on time or an EDA approved time extension is on file;

___ ___ ___ All currently due quarterly reports have been submitted/accepted by EDA;

___ ___ ___ The first lien or covenant has been executed, recorded, and submitted/accepted by EDA;

___ ___ ___ Project photographs have been submitted to EDA (including EDA sign);

___ ___ ___ All audit issues have been resolved;

___ ___ ___ The Recipient is aware that project records must be retained for a minimum of three years;

___ ___ ___ 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 original purpose and the useful life has not expired, the Recipient will request instructions from EDA;

___ ___ ___ All payments due to contractors for construction, services and supplies are current, less retainage (if project has not yet been accepted);

___ ___ ___ Recipient is aware of the requirements for EDA GPRA Performance Reporting.

Prepared By (Signature)

Date