

## ECONOMIC DEVELOPMENT ADMINISTRATION CHECKLIST FOR INITIAL DISBURSEMENT

EDA Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient: \_\_\_\_\_

Co-Recipient(s): \_\_\_\_\_

Recipient's Authorized Representative: \_\_\_\_\_

*Name & Phone Number*

The initial disbursement amount request is \$ \_\_\_\_\_

Y	N	NA

1. All Specific Award Conditions requiring action prior to initial disbursement have been satisfied.

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2. A complete and signed Form SF-271 for pay request number one has been submitted to EDA.

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3. All copies of partial pay estimates and invoices have been submitted to EDA, listed on the project's EDA financial spreadsheet and the spreadsheet has been submitted to EDA.

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4. The current quarterly progress report has been submitted to and accepted by EDA.

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5. The current semi-annual Federal Financial Report (SF-425) has been submitted to and accepted by EDA.

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6. The Project/Grant Administration contract has been reviewed and accepted by EDA.

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7. The Architect/Engineer contract has been reviewed and accepted by EDA.

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8. All required land, easements, and rights-of-way have been secured and the Site Certificate or other title opinion has been approved by EDA.

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9. The first priority lien or covenant has been executed, recorded, and submitted to and accepted by EDA.

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10. Davis-Bacon wage rates (Federal wage rates) are incorporated into all construction contracts.

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11. Copies of the weekly certified payrolls are on file and are available to the Government upon request.

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12. The project/grant administrator has certified that all contractors and subcontractors have complied with Davis-Bacon wage rate requirements.

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13. The "EDA Contracting Provisions for Construction Projects" has been incorporated into all construction contracts.

Y	N	NA
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14. The proposed bid documents, including final plans, specifications, and contract documents have been submitted to and accepted by EDA.

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15. Bid opening documents, including bid tabs and certified minutes of the bid opening have been submitted to and accepted by EDA. This includes written justification from the Recipient if the Award has been made to other than the lowest bidder.

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16. All contractors (including general contractor and subcontractors) have been searched for on [www.SAM.gov](http://www.SAM.gov) and none of the contractors are subject to any active exclusions (e.g., suspensions, debarments) imposed by a Federal Agency.

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17. The surety company listed for the low bidder is included on the [Treasury Department Circular 570](#) and possess sufficient capability to insure the project.

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18. All construction contracts required for completion of the project have been executed by the EDA Grant Recipient and accepted by EDA.

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

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20. Matching funds for the Recipient's share are on hand or immediately available.

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21. All work accomplished by change order(s) that is part of the claim for initial disbursement has been approved by EDA.

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22. All proposed or actual changes to the EDA-approved budget have been approved by EDA.

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23. A photo of the EDA project sign has been submitted to EDA.

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**Prepared By (Signature)**

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**Date**

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**Prepared By (Typed or Written Name & Title)**