

ECONOMIC DEVELOPMENT ADMINISTRATION

EXECUTED CONSTRUCTION CONTRACT DOCUMENT CHECKLIST

EDA Award Number: _____ Date: _____

Recipient: _____

Co-Recipient(s): _____

Recipient's Authorized Representative: _____
Name & Phone Number

The recommended contractor is: _____
Contractor Name/Address

Project/Contract Description	Contract Award Date	Total Contract Amount	EDA Funded Amount	* Non-EDA Funded Amount	Current A/E Estimate
		\$	\$	\$	\$

* Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.

Y	N	NA
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1. The submitted contract documents include a complete set of executed contract documents (all required sections are completely filled out, signed and dated.)

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2. The Performance and Payment Bonds:

- a. Are written for 100% of the contract amount.
- b. Are completely filled out and properly signed and dated.
- c. Date of bond does not precede the date of the contract.
- d. Surety company is on the Department of the Treasury's Listing of Certified Companies. [Link to the Treasury Department Circular 570.](#)
- e. All bonds are supported by a signed and dated Power of Attorney, issued by the Surety Company.

3. Insurance:

- a. Public Liability Expires _____
- b. Property Damage Expires _____
- c. Vehicular Liability Expires _____
- d. Workmen's Compensation Expires _____
(as required by State or Local law)
- e. Builder's Risk Insurance * Expires _____

* (Building Project Only) Certificate may be from either the Contractor or Grant Recipient. Insurance on the completed value basis on the insurable portion of the project.

Y	N	NA
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4. For contract over \$100,000, an executed copy of the Certification Regarding Lobbying, from the contractor as required by Section 1352, Title 31, of the U.S. Code, if not previously submitted.

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5. The executed construction contract has been reviewed by the Recipient's Attorney.

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Prepared By (Signature)

Date

Prepared By (Typed or Written Name & Title)