

Release of Funds Checklist

Release of Funds must be received **no later than eight (8) months** after the grant award. If not obtained by designated date, grant is subject to de-obligation. Contact Grant Support to schedule Release of Funds meeting well in advance of due date.

1.	Copy of fully executed Grant Agreement on file with Grant Support	
2.	Copy of authorized signature card on file with Financial Services	
3.	Copy W-9 Form on file with Financial Services	
4.	Grantee's Financial Vendor Account Preference on file with Financial Services	
5.	Copy of Contractor Registry Number Form (Effective Round 1, 2011)	
6.	Copy of Grant Support's Environmental Release Letter.	
7.	Copies of certified mail receipts and letter sent to MBE vendors and publisher's affidavit of RFP/RFQ if applicable.	
8.	Copies of score sheets. (If only one response was received, then a letter from Chief Elected Official is needed)	
9.	Copies of Professional Service Related Contracts with Attached Federal and State Third Party Contract Provisions	
10.	Copies of plans and specifications with included Federal Contract Provisions and Applicable Wage Decision	
11.	Copy of IFB newspaper notice with proof of publications	
12.	Verification of at least two (2) MBE state certified firms solicited	
13.	Copy of pre-bid conference minutes confirming that Section 3 Requirements were explained. Signed Acknowledgement and Sign-In Sheet.	
14.	Copy of bid opening minutes and attendance roster	
15.	Copy of bid tabulation certified by the engineer/architect (seal must appear on document)	
16.	Original letter from Engineer/Architect recommending the Contractor and Bid Price (Include any alternatives selected).	
17.	Original certification letter signed by the chief elected official and engineer/architect that all permits have been obtained	
18.	Copies of easement/property acquisition purchases with attached letters of interest, applicable waivers, property questionnaires, title/deed information and appraisals	
19.	If no easements/property acquisition, letter from Engineer stating so.	
20.	Updated Original Local match commitment letter (and proof of funds) if amount has changed since Resolution and letter included in application.	
21.	Copy of Civil Rights/Section 3 Officer Notification.	
22.	Copy of Fair Housing and Drug Free Workplace Ordinances.	
23.	Copy of Affirmatively Furthering Fair Housing Checklist Completed	
24.	Copy of Labor Standards Officer Notification.	
25.	Copy of Contractor Verification.	
26.	Copy of Wage Determination Lock-In Notice.	
27.	Copy of Fully Executed Sub - Recipient Agreement with Date Recorded Stamp Receipt from County Recorder (if applicable.)	