**RELEASE OF FUNDS CHECKLIST**

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| **GRANTEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRANT NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

## FINANCIAL DOCUMENTATION REQUIRED

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| * Local match commitment letter/loan documents, if different from application |  |
| * Certification of Professional Services Providers Form signed by Engineer and Grant Administrator (Financial Form 6.4) |  |
| PROCUREMENT PACKET MUST INCLUDE | |
| * Copies of all Professional Service Related Contracts, regardless of funding source, with State and Federal Third Party Provisions |  |
| * RFP/RFQ Newspaper Notice and Publisher’s Affidavit |  |
| * Copies of Solicitation Letters and Certified Mail Receipts |  |
| * List of all Firm’s that responded to RFP/RFQ’s. |  |
| * Signed evaluation score sheets from proposal review, if applicable |  |
| * Letters to those firms not selected for interview (due to short listing) |  |
| * Signed evaluation score sheets from interviews, if applicable |  |
| * Letters to those firms interviewed but not selected. |  |
| * Selection letter from CEO, if only one response was received |  |
| * Copy of IFB Newspaper Notice with Proof of Publication and Publisher’s Affidavit |  |
| * Certified mail receipts of at least two (2) M/WBE State Certified Firms solicited |  |
| * Copy of Bid Tabulation – Signed and Certified by Engineer/Architect with Seal |  |
| * Copy of letter from Engineer/Architect Recommending Contractor and Bid price, including any Alternatives, if applicable |  |
| LABOR STANDARDS | |
| * Labor Standards Officer Notification (Labor Form 1, if not already submitted) |  |
| * Initial Wage Determination Assignment Notice (Labor Form 2) |  |
| * Copy of Pre-Bid Conference Sign-In Sheet (Labor Form 3) |  |
| * Signed Pre-Bid Conference Guide Acknowledgement (Labor Form 4) |  |
| * Wage Determination Lock In Notice (Labor Form 5) |  |
| * Copy of Bid-Opening Sign-In Sheet |  |
| * Copy of Bid-Opening Minutes |  |
| * Contractor/Subcontractor Verification (Labor Form 6) |  |
| * Printout from [www.sams.gov](http://www.sams.gov) and <https://www.hud.gov/topics/limited_denials_of_participation> verifying eligibility of each Contractor/Subcontractor identified |  |
| ACQUISITION |  |
| * Copies of recorded easements, if applicable |  |
| SUBRECIPIENT |  |
| * Recorded Lien and Restrictive Covenant, if applicable |  |