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