

PLANNING GRANT

RELEASE OF FUNDS STATUS REPORT CHECKLIST

The following is a quick guide for planning grant Release of Funds reports. This is new for Grant Services. **The update of financials is the ONLY file that should be uploaded to the main “Files” section of your Release of Funds Status Report in GMS.** This report should be submitted after your FEPS is approved. Please try to ensure that all your scans are clear enough to be read.

For Planning Grants ONLY please leave all the Labor Sections empty. They will not need to be reviewed. You may also go ahead and check the Certification of Professional Services box, we know this does not apply for planning grant.

GENERAL INFORMATION

- Local match documentation. This would be a statement saying there is no change since application – OR – a statement with documentation showing an increase or decrease in local match.

CONTRACTOR CARDS – At least 2 separate contractor cards should be set up for each project. Grant Administration & Engineering/Architecture.

The following should be loaded in the “Files” section of the corresponding Contractor Card, NOT on the main file section of the report.

- Copies of all Professional Service Related Contracts (GA & Engineering), **regardless of funding source**, with State and Federal Third-Party Provisions. If possible, these should be signed by all parties. If they are not please indicate so in the memo section. Signed copies WILL be required at monitoring.

CONTRACTOR CARDS (Continued)

If grant funds are used for Grant Administration or Engineering/Architecture than the following items should loaded to the corresponding Contractor Card:

- RFP/RFQ Newspaper Notice and Publisher’s Affidavit. Do not cover publication date with a copy of add taped to the affidavit. The complete ad should be included. If unreadable, please provide typed word or pdf copy along with ad.
- Copies of Solicitation Letters and Certified Mail Receipts w/ at least 2 MBE/WBE receipts that are clearly marked as MBE/WBE.
- List of all Firm’s that responded to RFP/RFQ’s.
- List of evaluation and scoring team members including names titles
- Signed evaluation score sheets from proposal review, if applicable

- Letters to those firms not selected for interview (due to short listing)
- Letters to firms selected for interview confirming time and location
- Signed evaluation score sheets from interviews, if applicable
- Letters to those firms interviewed but not selected
- Letter to firm that is selected awarding the project
- Selection letter from CEO, if only one response was received, as well as a letter to OCRA establishing why this firm was chosen by the grantee.

September 8, 2021 – Grant Services