

Release of Funds Checklist

Release of Funds (ROF) is requested by completing the ROF status report in eGMS. This report should be submitted after the Pre-Release of Funds (Pre-ROF) report has been submitted and approved. The ROF status report must be submitted on or before the ROF deadline to remain in compliance.

All fields in the status report should be completed with accurate dates and information. Check box fields serve as a checklist for file uploads. If applicable, check the box to indicate you uploaded the corresponding file. The following items must be uploaded to the Files widget in the ROF status report. All scans must be clear and legible. Failure to adhere to this guidance may result in processing delays.

General Information

- Local Match Documentation
 - Statement acknowledging no change to match since the application
OR
 - Statement with documentation showing an increase or decrease in match
 - For increases in match, documentation of additional source(s)
- Certification of Professional Services Providers (Financial Form 6.4), signed by Engineer and Grant Administrator
 - Must list the contractor name, contract amount, and be dated

Acquisition

- Recorded Easements or Deeds not previously collected

Labor Standards

- Contractor/Subcontractor Verification (Labor Form 6)
- Documentation verifying the Prime Contractor's eligibility
 - Active SAM.gov registration OR proof of new/pending registration
 - Copy of SAM.gov exclusions search
 - Copy of HUD Limited Denial of Participation (LDP) list
- Documentation verifying any identified Subcontractors' eligibility
 - Copy of HUD Limited Denial of Participation (LDP) list

***Note: It is the responsibility of the Prime Contractor to ensure all subcontractors are not debarred, suspended, or otherwise excluded from participating in federally assisted projects!**

Contractor Cards – to be created in in the ROF status report

- Contractor Card for each Prime Contractor
 - Copy of sent certified mail receipts, of which at least two (2) must be sent to M/WBE State Certified firms
 - Receipts to certified M/WBE firms must be clearly labeled as such to distinguish them from non-M/WBE firms solicited
 - M/WBE firms must have current certification with IDOA, not expired
- Contractor Card for the Grant Administrator
 - Copy of signed professional services contract with Federal/State Third-Party Provisions (regardless of funding source)
 - Additional documentation noted below when using grant funds for procurement of these services
- Contractor Card for the Engineer/Architecture
 - Copy of signed professional services contract with Federal/State Third-Party Provisions (regardless of funding source)
 - Additional documentation noted below when using grant funds for procurement of these services

When grant funds are used for Grant Administration and/or Engineering services, the following items must also be uploaded to the respective Contractor Cards

- RFP/RFQ Newspaper Notice and Publisher's Affidavit
 - Publication date and entire ad must be visible
 - If ad is unreadable, provide a typed copy with the original ad
- Copies of Solicitation Letters and Certified Mail Receipts w/ at least two (2) M/WBE receipts that are clearly marked as such
- List of all firms that responded to the RFP/RFQ
- List of evaluation/scoring team members with name and titles
- Signed evaluation score sheets from proposal review, if applicable
- Letters to those firms not selected for interview
- Letters to those firms shortlisted and selected for interview
 - Letter must confirm time and location of interview
- Signed evaluation score sheets from interviews, if applicable
- Letters to firms interviewed but not selected
- Letter to selected firm, awarding the contract
- If only one (1) response was received, selection documents
 - Letter from CEO selecting the one respondent
 - Letter to OCRA justifying why the selection was made