

RELEASE OF FUNDS CHECKLIST

GRANTEE: _____	GRANT NUMBER: _____
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FINANCIAL DOCUMENTATION REQUIRED

- 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 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 _____