

## ECONOMIC DEVELOPMENT ADMINISTRATION CHECKLIST FOR FINAL DISBURSEMENT / PROJECT CLOSEOUT

EDA Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient: \_\_\_\_\_

Co-Recipient(s): \_\_\_\_\_

Recipient's Authorized Representative: \_\_\_\_\_  
*Name & Phone Number*

The final disbursement amount request is \$ \_\_\_\_\_

Y	N	NA
---	---	----

1. A complete and signed Form SF-271 for Final Pay Request Number \_\_\_\_\_ has been submitted to EDA.
2. All partial pay estimates and invoices have been listed on the project EDA Financial Spreadsheet and the spreadsheet has been submitted to EDA.
3. Copies of the partial pay estimates and invoices supporting the claim for the final reimbursement have been submitted to EDA.
4. Copies of the weekly certified payrolls are on file and are available to the Government upon request.
5. The project/grant administrator has certified that all contractors and subcontractors have complied with Davis-Bacon wage rate requirements.
6. All construction contract change orders have been submitted and accepted by EDA.
7. All payments due to contractors for construction, services and supplies are current.
8. All Special Award Conditions to the EDA grant award have been satisfied and accepted by EDA.
9. A final inspection was performed and has been accepted by the Recipient and the Architect/Engineer and an executed EDA Final Acceptance Report or similar document has been submitted to EDA.
10. All deficiencies noted in the punch list have been corrected; If "No," the deficiencies will be completed by \_\_\_\_\_.
11. Recipient has received the as-built drawings from the Architect/Engineer.
12. Permanent insurance on the facility has been obtained.

Y	N	NA
---	---	----

13. The project was completed on time or an EDA-approved time extension is on file.
14. All quarterly progress report has been submitted to and accepted by EDA.
15. All semi-annually Federal Financial Report (SF-425) have been submitted to and accepted by EDA.
16. The first lien or covenant has been executed, recorded, and submitted/accepted by EDA.
17. All executed tenant leases have been submitted and accepted by EDA.
18. Project photographs have been submitted to EDA (including EDA sign.)
19. The Recipient certifies that a valid audit, completed according to the requirements outlined in 2 CFR 200, Subpart F, was submitted to the Federal Audit Clearinghouse for the Recipient's fiscal years ended \_\_\_\_\_  
(Recipient should enter the Month/Year for each fiscal year during the award period of the grant if applicable.)
20. The Recipient certifies that an audit was not required, per 2 CFR 200, Subpart F, for the fiscal years ended \_\_\_\_\_ (Recipient should enter the Month/Year for each fiscal year during the award period of the grant if applicable), as the Recipient did have expenditures of the federal award monies (includes all federal award monies, not just EDA) in excess of \$750,000 in these fiscal years.
21. The Recipient certifies that an audit will be performed, per 2 CFR 200, Subpart F, for the fiscal years ended \_\_\_\_\_ (Recipient should enter the Month/Year for each fiscal year during the award period of the grant if applicable), if the Recipient does have expenditures of the federal award monies (includes all federal award monies, not just EDA) in excess of \$750,000 in these fiscal years.
22. All audit issues have been resolved.
23. The Recipient is aware that project records must be retained for a minimum of three years. EDA encourages the grant application and Site Certificate be maintained for Governmental Performance and Results Act (GPRA) purposes as well as the Site Certificate for Real Property Status Reporting purposes.
24. The Recipient is aware that for the EDA determined useful life of the EDA assisted facilities, all real property must be used for originally authorized purposes and the Recipient shall not dispose of or encumber its title or other interests. When the facility is no longer needed for the original purpose and the useful life has not expired, the Recipient will request instructions from EDA.

Y	N	NA
---	---	----

- 25. The Recipient is aware that a Final Financial Report (SF-425) needs to be submitted to the EDA within ninety (90) days after receiving final payment and project closeout.
- 26. The Recipient is aware of the requirements for EDA GPRA Reporting and the GPRA Checklist for Project Closeout will be submitted to EDA.
- 27. The Recipient is aware of the requirements for Real Property Status Reporting and the Real Property Status Reporting Checklist for Project Closeout will be submitted to EDA.

\_\_\_\_\_  
**Prepared By (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Prepared By (Typed or Written Name & Title)**