

**ECONOMIC DEVELOPMENT ADMINISTRATION  
 EXECUTED CONSTRUCTION CONTRACT DOCUMENT CHECKLIST**

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

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

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

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

The recommended contractor is: \_\_\_\_\_  
*Contractor Name/Address*

Project/Contract Description	Contract Award Date	Total Contract Amount	EDA Funded Amount	* Non-EDA Funded Amount	Current A/E Estimate
		\$	\$	\$	\$

\* Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.

Y	N	NA
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1. The submitted contract documents include a complete set of executed contract documents (all required sections are completely filled out, signed and dated.)
2. The Performance and Payment Bonds:
  - a. Are written for 100% of the contract amount.
  - b. Are completely filled out and properly signed and dated.
  - c. Date of bond does not precede the date of the contract.
  - d. Security company is on the Department of the Treasury's Listing of Certified Companies. [Link to the Treasury Department Circular 570.](#)
  - e. All bonds are supported by a signed and dated Power of Attorney, issued by the Security Company.
3. Insurance:
  - a. Public Liability Expires \_\_\_\_\_
  - b. Property Damage Expires \_\_\_\_\_
  - c. Vehicular Liability Expires \_\_\_\_\_
  - d. Workmen's Compensation Expires \_\_\_\_\_  
(as required by State or Local law)
  - e. Builder's Risk Insurance \* Expires \_\_\_\_\_

\* (Building Project Only) Certificate may be from either the Contractor or Grant Recipient. Insurance on the completed value basis on the insurable portion of the project.

Y	N	NA
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- 4. For contract over \$100,000, an executed copy of the Certification Regarding Lobbying from the contractor as required by Section 1352, Title 31, of the U.S. Code, if not previously submitted.
- 5. A copy of the Recipient’s Notification of Award of Prime Contracts letter to the Director, Office of Federal Contract Compliance Programs (OFCCP), in response to the requirements of E.O. 11246 and 41 CFR Chapter 60.

The letter includes the following items:

- a. Award of all prime contracts within 10 working days of the award.
- b. Any subcontracts within 10 working days of the award.
- c. Identify the EDA project.
- d. Name, address and telephone number of the contractor.
- e. Contractor’s employer identification number.
- f. Dollar amount of the contract.
- g. Estimated start and completion dates of the contract.
- h. Geographical area in which the contract is to be performed.

See the link below for the Office of Federal Contract Compliance Program’s Region office listing <http://www.dol.gov/ofccp/contacts/regkeyp.htm>.

- 6. The executed construction contract has been reviewed by the Recipient’s Attorney.

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

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

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