

# 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.

## 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
  - List the contractor name, contract amount, and date
- Copy of the bid tabulation – signed and certified by the Engineer/Architect with seal.
- Copy of letter from the Engineer/Architect recommending contractor selection and bid price, including any alternatives, if applicable.

## BABA Materials (If applicable to your grant)

- A letter from the BABA Cognizant agency confirming they are the cognizant agency and their BABA policies apply.
- A letter from the Engineer or Architect confirming all BABA applicable materials in the design are of domestic origin.
  - If not of domestic origin, a waiver must be supplied.

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

- Contractor Card(s) for the Prime Contractor(s)
  - Copy of unsigned draft contract
    - Contract Amount should match the amount on Financial Form 6.4

- 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
- 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

### **Acquisition**

- Recorded Easements or Deeds not previously collected