

Project Name: _____

CDBG Pre-Bid/Pre-Proposal Checklist

- Eligibility Determination Memo on File
- Federal Regulations Attached to Bid Document
- Updated Davis-Bacon Wage Determination Filed within Federal Regulations.
- Bid Documents and Procurement Summary

National Environmental Policy Act:

- SHPO Consulted/Clearance Letter on File*
- Environmental Review Complete and on File*
- Request for Release of Funds Initiated

*Note: SHPO + ERR should be filed together in their own file

CDBG Pre-Contract Checklist

- Debarred Contractor List Checked and Documentation on File
<http://www.sam.gov/>
- DBE/WBE Solicited
<https://www.nh.gov/dot/org/administration/ofc/documents/TransportationRelatedDBEConsultants.pdf>
- Section 3 Materials Distributed
- Request for Release of Funds Approved?
- Notice of Intent to Award
- Notice to Proceed

Contract/Post-Contract

- Executed Grant Agreement
- Budget Amendment/Change Order Documentation (if required)
- Weekly Certified Payroll (originals)