

## EDA Proposal Package Checklist

**Prior submission, make sure that you have all the following documents:**

\_\_\_\_ Certification of non - federal match that is **unencumbered, available, committed and does not come from any other federal source** (Please use this specific verbiage).

\_\_\_\_ Single Point of Contact (SPOC) **comments**, not the proof of consultation.

\_\_\_\_ All the documents provided are **signed by the Authorized Official**.

\_\_\_\_ Certificate of Incorporation and Bylaws (**Non-for-profit organizations**)

\_\_\_\_ Recent Certificate of Good Standing (**Non-for-profit organizations**)

\_\_\_\_ Single Audit (**if applicable**)

\_\_\_\_ Letters of support from a state agency or municipality. Is required for all the non-for- profit organizations.

\_\_\_\_ Budget information is clear and has no discrepancies

\_\_\_\_ Negotiated Indirect Cost Rate certification. If the entity does not have a NICRA, certification requesting 10% de minimis rate is allowable. Please use the form provided by EDA.

\_\_\_\_ DUNS number

\_\_\_\_ SAM Registry is active

\_\_\_\_ Ownership. If you are not the facility owner, please provide the contract or any other valid documentation that shows you have the right of use.

\_\_\_\_ Proposal must demonstrate that the project advance at least two EDA Investment Priorities, including Resiliency.

**For construction projects, you will also need:**

\_\_\_\_ Environment Review

\_\_\_\_ Preliminary Engineering

\_\_\_\_ SHPO **concurrency letter**

\_\_\_\_ Fish and Wildlife **concurrency letter**

\_\_\_\_ Evidence of the 3 days of Public Notice, published on a general (**not regional**) newspaper.

Be advised that, based on 2 C.F.R. § 200.319(b), contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

Should you have any question, please contact us at: [zvelazquez@eda.gov](mailto:zvelazquez@eda.gov)

**\*\*\*Be sure that the proposed project fulfills ALL the NOFO requirements\*\*\***