ECONOMIC DEVELOPMENT ADMINISTRATION
FINANCING

o Once all contracts have been awarded, a budget revision may be in order. The Recipient should submit to the EDA Regional Office Project Engineer a request to revise the project budget and any updated list of funding sources, if applicable.

- If there will be a cost overrun, the Recipient must attach a list of funding sources that have been secured to cover the excess costs. An amendment to the grant may be required along with a revised budget.

o Prior to the initial release of EDA funds, all Specific Award Conditions required prior to initial disbursement must have been satisfied and accepted by the EDA Regional Office. An initial disbursement checklist is provided for the Recipient to help ensure all requirements have been met.

o Each pay request requires a signed Standard Form 271 (SF-271) *Outlay Report and Request For Reimbursement For Construction Programs*.

o Prior to the initial disbursement, the Recipient must complete the Form SF-3881, "ACH Vendor/Miscellaneous Payment Enrollment Form" and submit it to the EDA Regional Office Project Engineer.

o The EDA spreadsheet provided is to manage the project budget, keep track of each pay request, and to assist in filling out the SF-271.

o Pay requests will continue to be processed until 90% of EDA funds have been disbursed. Once all closeout documents have been received and all Specific Award Conditions required prior to final disbursement have been satisfied and accepted by the EDA Regional Office, the remaining 10% of EDA funds can then be requested for disbursement.

o Please submit the following items to the EDA Regional Office Project Engineer:

- **Pay Requests**
  - Initial Disbursement Checklist (submit only for the initial disbursement)
  - Interim Disbursement Checklist
  - ACH Vendor Form (SF 3881) (Submit form once to NOAA's Accounting Office by FAX to 301-528-3675)
  - SF-271
  - Instructions for SF-271
  - EDA Spreadsheet
  - Invoices or other documentation of payments