

**ECHO DRAWDOWN CHECKLIST**

Name of Sponsor: \_\_\_\_\_

Complete this checklist each time a drawdown is made and fax to FAA along with the **ECHO Payment Request Form**. The following list of items are provided to help focus the sponsor's attention on specific requirements that are to be satisfied prior to the drawdown of Federal funds:

1. Costs claimed are eligible for FAA participation. ( )
2. All costs claimed have been incurred and have supporting documentation. ( )
3. All costs claimed have been paid or are in the process of being paid and the check has or will clear the sponsor's checking account no later than the receipt of the Federal funds. (Interest earned on Federal funds will be paid to the FAA.) For State Sponsors, timing of the drawdown and payment of interest must be in accordance with the Cash Management Improvement Act of 1990. ( )
4. Claimed construction costs do not include contractor retainage per contract. ( )
5. Tests results have been received and meet/exceed specifications. ( )
6. Consultant fees claimed, including all supplemental agreements, are limited to FAA approved amounts. ( )
7. Force account costs claimed are limited to FAA approved amounts. ( )
8. Administrative costs claimed are supported and are direct costs to this project. (Indirect costs are allowable only if the sponsor has an approved indirect cost allocation plan.) ( )
9. Special conditions in the grant agreement which limit grant payments have been satisfied, or are considered in the costs claimed. ( )
10. Quarterly financial reports have been submitted for the most recent quarter. ( )

*I hereby certify that the above items are correct and the ECHO drawdown request has been made in accordance with the ECHO Guidelines and Procedures.*

\_\_\_\_\_  
(Signature and Title of Person Preparing Drawdown)

\_\_\_\_\_  
(Date)

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Note: Please remember to type accumulative Federal funds claimed to date for each project on the **ECHO Payment Request Form** and immediately fax to 816-329-2610 or 2611 with this checklist.