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AMC Equipment Purchasing Checklist:

Applicable to entities that have been awarded equipment funds through the AMC grant. This document overviews the steps from notice of award to EDA approval for purchasing.

All items below should be provided to Darrin Kelly, darrin@seconference.org. We encourage entities to submit draft documents to SEC for review.

1. Onboarding as a Subaward Recipient under the AMC Grant

- a. **Proposal Review for Unallowable Costs** – Southeast Conference (SEC) staff will review your proposal to identify any costs that may not be eligible for EDA funding, such as construction-related expenses or soft costs like engineering. If there are any questions about specific items included in your proposal, we will reach out.
- b. **Subaward Packet** – SEC will send you a subaward packet for review with the following elements
 - *Subaward agreement* – for your review/signature.
 - *Procurement Guidance for EDA awards* – please follow [these guidelines](#) for procurement of equipment and supplies. A [procurement record form](#) or [sole source justification form](#) will need to be filled out documenting how you selected your vendor.
 - *AMC Overarching narrative for equipment and tech component* – helpful background on the goals of the AMC equipment program.
- c. **Required Documentation** – After the subaward agreement is signed, please submit the following documents:
 - Articles of Incorporation
 - Corporate Bylaws
 - State-Issued Certificate of Corporate Good Standing
 - Certificates of Insurance (see subaward for required insurance)
 - Completed [SEC Federal Subrecipient Monitoring Plan & Guide \(Risk Assessment\)](#) – fill out to best of your ability documenting your internal controls. This is not designed to fix everything but just assign a risk level for your organization. Needs to be completed annually.

2. **Purchasing Documents** – Purchasing documents are applicable only to equipment (items with a per unit cost of \$5K or more). Some equipment subaward agreements also include budget for supplies. Supplies should not be included or mentioned in the equipment purchasing documents described below.

Once these items are complete and finalized, SEC will submit them to EDA for written approval. *Waiting for this approval before purchasing equipment is the only way to ensure equipment costs can be reimbursed.* SEC recommends and welcomes submission of draft documents for review prior to filing or signing. Send to darrin@seconference.org.

a. Procurement Record Form or Sole Source Justification

- See [EDA procurement guidance document](#) and forms provided:
 - [Procurement Record Form](#) or [Sole Source Justification Form](#)

b. UCC Filing

- See [UCC1 Form](#) with EDA address added. Ensure your entity's correct legal name is used.
- Ensure collateral (equipment) is listed.
- UCC1 filings are for initial filings, UCC3 filings are for amendments to prior filings.
- Forms must be recorded (see <https://dnr.alaska.gov/ssd/recoff/ucc> for filing links and instructions). SEC can download filed documents directly from the recorder's office or you can provide a copy of the filed documents.

c. Security Agreement

- See [provided template](#), which includes instructions to follow.
- Must be signed, but Alaska law does not require this agreement to be notarized.

d. Attorney Opinion

- Opinion letter must be signed AFTER the date of security agreement signing and UCC document filing date(s).
- Opinion letter must reference the correct dates for the security agreement (signed date) and UCC filing date(s). This ensures that it is clear which documents were reviewed.
- Opinion letter needs to confirm the existence of a perfected security interest and first priority lien, among other requirements. Do not use future tense – perfected security interest “exists” not “will exist”.
- EDA prefers not to have other documents (ie. subaward agreement) included in the attorney opinion, other than documents supporting the actual purchase attached, unless legally necessary.
- If hiring an attorney to provide this letter is a hardship, please reach out to SEC as we may be able to procure and pay this service on your behalf.