

## LCC ED Checklist

### SUBMISSIONS TO BE MADE TO ADECA

1. A "Local Program Implementation Schedule" showing all major management tasks, persons responsible for accomplishing the tasks, and planned starting and completion dates.
2. A "CDBG Budget/Final Financial Report" showing a detailed breakdown of CDBG and other funds. Please remember to break out all administrative and engineering/architectural costs associated with the approved grant activities. You are reminded that costs allocated to project engineering must adhere to limits imposed by the Alabama Rural Development "Approved Median Fees for Professional Engineering Services" scale (Revised 03-10-10) and that costs allocated to project architectural services must adhere to limits imposed by the "Approved Median Fees for Professional Architectural Services." Furthermore, administration costs must conform to the limits set by Alabama CDBG State Policy Letter 12(a) Revision 2, dated October 1, 2008.
3. Conduct an Environmental Review as per instructions located in the Environmental Review Guide.  
<http://adeca.alabama.gov/Divisions/ced/cdp/Pages/Environmental.aspx>
4. A completed "Designation of Responsible Officials" form.
5. A standard "Certification" showing signatures to be used on the drawdown forms and DUNS number.
6. An updated "CDBG Disclosure Report" indicating anyone to directly benefit from the project. This most probably will be the firms you have selected for engineering and administration.
7. A local "Analysis of Impediments to Fair Housing Choice" based on the survey/guide.
8. A completed Civil Rights Compliance Questionnaire with required attachments; and Language Assistance Plan, if required.
9. A completed Bidding and Contracting Compliance Questionnaire.
10. For all projects conducting new building construction or any activity taking place in a park property, submit a written concurrence from the ADECA Recreation and Conservation Program.
11. For all projects including CDBG funds for engineering, please provide the amount and percentage of fees for design and inspection separately.

12. Please provide a copy of the SAM.gov DUNS Number active registration page showing the registration expiration date.

Please note that engineering contracts must be reviewed and approved by the ADECA Engineer prior to executing contracts. Further, all bid documents for construction projects must be reviewed and approved by the ADECA Engineer prior to advertising for bids (housing, parks, and buildings are excluded). Engineering contracts and bid materials may be sent by email to [christopher.perkins@adeca.alabama.gov](mailto:christopher.perkins@adeca.alabama.gov). All construction projects will be subject to mandatory pre-bid meetings to encourage and promote economic opportunities to minorities, women, Section 3 contractors, and Section 3 residents.

Please note: As a condition of your grant, you will be required to comply with The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended. This compliance will require that for every contract or subcontract entered into as part of your CDBG project you need to do the following: 1) include the compliance language, as it appears in your grant agreement, in all contracts; 2) keep the original "Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535, as amended by Act 2012-491)" in your CDBG program files for review at monitoring; and 3) keep a copy of the "E-Verify Program for Employment Verification Memorandum of Understanding" between Homeland Security and the contractor/subcontractor. This applies to all vendors, contractors, and subcontracts, including professional services and regional planning and development commissions.

Please note that for water and sewer projects it will be necessary to forward to the Alabama Department of Environmental Management plans and specifications for review prior to advertising the project for bids. For any project, please note, other State and Federal agencies may require concurrence as part of your environmental review. All concurrences must be kept in your program files.