

## LCC Planning Checklist

### SUBMISSIONS TO BE MADE TO ADECA

- 1. A "CDBG Budget/Final Financial Report" showing a detailed breakdown of CDBG and other funds.
- 2. An itemized list of study elements, including maps and graphs to be included in the proposed plans.
- 3. A detailed schedule for the completion of the proposed plans.
- 4. Conduct an Environmental Review as per instructions located in the Environmental Review Guide.  
<http://adeca.alabama.gov/Divisions/ced/cdp/Pages/Environmental.aspx>
- 5. A completed "Designation of Responsible Officials" form.
- 6. A standard "Certification" showing signatures to be used on the drawdown forms and DUNS number.
- 7. 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.
- 8. A local "Analysis of Impediments to Fair Housing Choice" based on the survey/guide.
- 9. A completed Civil Rights Compliance Questionnaire with required attachments; and Language Assistance Plan, if required.
- 10. A completed Bidding and Contracting Compliance Questionnaire.
- 11. A copy of the Active Status page from sam.gov showing the registration expiration date.