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.


☐ 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.