

## ENGINEERING/ARCHITECTURAL SUBMITTAL CHECKLIST

Below are the items that are required to be submitted to ADECA for CDBG projects. Please ensure that these required items are submitted in a timely manner as to allow for the proper review and concurrence, should it be required. Email is the preferred method submittal.

Submittal	Submittal Date	Concurrence Date
1. Engineering/Architectural Service Agreement <ul style="list-style-type: none"> <li>a. Required if CDBG funds are being utilized to pay for engineering services</li> <li>b. Must receive concurrence in the form of an email or letter prior to proceeding</li> </ul>		
2. Plans, Specifications and Contract Documents <ul style="list-style-type: none"> <li>a. Required for all CDBG projects (excluding planning grants; housing/building rehabilitation, senior/community center projects and others as decided by the Engineer)</li> <li>b. Must receive concurrence in the form of an email or letter prior to proceeding</li> </ul>		
3. Engineer/Architect's Letter of Recommendation, Bid Tabulation, Bid Bond & Power of Attorney <ul style="list-style-type: none"> <li>a. Bid tabulation should contain the complete bid tabulation not just a summary of the bids</li> <li>b. Must receive concurrence in the form of an email or letter prior to proceeding</li> </ul>		
4. Notice of Start of Construction		n/a
5. Final Inspection Certification		n/a
6. Final Summary Change Order <ul style="list-style-type: none"> <li>a. Required for all construction projects (should contain the summarization of all change orders on the project and/or the reconciliation of quantities for the project)</li> <li>b. A concurrence email and letter will be issued once reviewed</li> </ul>		
7. As-built Certification Certification can be achieved by: <ul style="list-style-type: none"> <li>a. completing the form found in the Standard Bid Contract Package</li> <li>b. having the Mayor/Commissioner send an email or letter certifying that the as-built plans were received</li> </ul>		n/a