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
    a.   Required if CDBG funds are being utilized to pay for engineering services
    b. Must receive concurrence in the form of an email or letter prior to proceeding		

2. Plans, Specifications and Contract Documents
    a.   Required for all CDBG projects (excluding planning grants; housing/building rehabilitation, senior/community center projects and others as decided by the Engineer)
    b. Must receive concurrence in the form of an email or letter prior to proceeding		

3. Engineer/Architect's Letter of Recommendation, Bid Tabulation, Bid Bond & Power of Attorney
    a.   Bid tabulation should contain the complete bid tabulation not just a summary of the bids
    b. Must receive concurrence in the form of an email or letter prior to proceeding		

4. Notice of Start of Construction or Notice of Start of Demolition		n/a
5. Final Inspection Certification		n/a

6.   Final Summary Change Order
    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)
    b. A concurrence email and letter will be issued once reviewed		

7.   As-built Certification
    Certification can be achieved by:
    a.   completing the form found in the Standard Bid Contract Package
    b.   having the Mayor/Commissioner send an email or letter certifying that the as-built plans were received
		n/a