

# **ADF Project Checklist**

## **Lincoln Trail Area Development District**

County Committee Signature Sheet

Judge/Executive and Mayors review project requests and determine the distribution of County's ADF allocation. County Committee submits executed signature sheet to LTADD, and ADF recipients submit project profiles and supporting documentation to LTADD (see below).

Project Profile & Supporting Documentation

ADF recipients must submit the following to LTADD for Board approval:

1. Project Profile (see attached)
2. Statement of Assurances (see attached)  

Prepare, execute, and record the Statement of Assurances in the County Clerk's office.
3. Project Funding Sources Documentation
  - (a) Completed funding source table (see attached), AND
  - (b) Copy of applicable funding documentation, if other funding sources are indicated on the funding source table:
    - (1) Copy of resolution, minutes, or budget showing availability or other funds; and/or
    - (2) Copy of grant or loan award notice from federal or state agency stating the amount and date of fund availability; and/or
    - (3) Copy of documentation of private funding sources

4. Project Cost Documentation

For projects not yet completed:

- (a) Detailed cost estimates dated within thirty (30) days preceding submission of the ADF project profile and signed and dated by architect, engineer, contractor, or supplier, OR
- (b) Appraisals for real property acquisition, OR,

(c) Bid/contract documents, including the following:

- (1) Copy of bid advertisement
- (2) Copy of bid tabulation
- (3) Copy of minutes approving bid
- (4) Copy of contract

For reimbursement projects:

(a) Copies of paid invoices, purchase orders, and cancelled checks (front and back), AND

(b) Bid/contract documents, if applicable, including the following:

- (1) Copy of bid advertisement
- (2) Copy of bid tabulation
- (3) Copy of minutes approving bid
- (4) Copy of contract

5. Property, Easements, Lease Projects

(a) Copy of abbreviated title opinion covering 35 years, stating current property owner, identifying deed book and page, and identifying any and all liens, mortgages, and other claims, if applicable

(b) Copy of easements or right-of-way permits

(c) Copy of lease (no less than 25-year duration)

LTADD Board Approval & Notification of Approval

ADF Check Disbursement

Project Closeout

ADF recipients must submit the following documentation to LTADD:

1. Project Completion Report
2. Copy of paid invoices and cancelled checks (front and back)