

## APPENDIX 12a

### TID Certification Checklist

A TID certification application shall include the following information. Provide one hard copy along with a digital copy of the bidding documents, construction contracts, invoices, etc. sorted in sequential order according to the Project Plan. If more than one developer is identified in the Project Plan, each developer's data follows the same categories.

REQUIRED ITEMS	Submitted
Certification Affidavit	
Certification Submittal Worksheet (provided in Excel format)	
Construction Contract Worksheet (provided in Excel format)	
<b><u>Capital Costs documentation:</u></b>	
1. Provide bid documents and bid summary	<input type="checkbox"/>
a. Proof of publication (SDCL 5-18A-14)	<input type="checkbox"/>
b. Signed contract	<input type="checkbox"/>
c. All pay estimates associated with construction project	<input type="checkbox"/>
2. Provide subcontracts, reports, associated maps, etc. for all invoices submitted for reimbursement	<input type="checkbox"/>
3. Organize invoices, reports, maps, etc. according to the following:	<input type="checkbox"/>
a. Project Plan phasing	<input type="checkbox"/>
b. Project Plan line item expenditure	<input type="checkbox"/>
4. If costs are stock items, provide the invoices and ongoing tally to support the stock items	<input type="checkbox"/>
5. Provide description and all invoices that correspond to "incidentals"	<input type="checkbox"/>
6. Provide city staff approved contract change orders for Project Plan related contracts	<input type="checkbox"/>
7. Capital costs expended within TID boundary not associated with TIF Project Costs	<input type="checkbox"/>
<b><u>Professional Services Costs documentation:</u></b>	<input type="checkbox"/>
1. Design and Construction Administration professional services need to include a description sufficient to determine the actual service provided, including that portion of the project costs (e.g., Phase I, segment a to b, etc.)	<input type="checkbox"/>
2. Surveying professional services need to include a description sufficient to determine the actual service provided, including the specific portion of the project costs (e.g., Phase I, segment a to b, etc.)	<input type="checkbox"/>
3. Any reports and/or exhibits associated with TIF eligible expenditures shall be provided at time of certification submittal.	<input type="checkbox"/>
4. Professional service costs expended within TID boundary not associated with TIF Project Costs, e.g., development engineering costs for plat submittals, planned developments, etc.	<input type="checkbox"/>

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<b><u>Ineligible expenses:</u></b>	<input type="checkbox"/>
1. Application Fees	<input type="checkbox"/>
2. TIF Planning expenses	<input type="checkbox"/>
3. Development submittal expenses	<input type="checkbox"/>
4. Utility service lines	<input type="checkbox"/>
<b><u>Additional notes:</u></b>	<input type="checkbox"/>
<p>1. Eligible costs are those expenses specifically identified within the Project Plan and bid as a separate schedule within all construction documents. If the proposed development requires a utility main larger than the minimum required per the Infrastructure Design Criteria Manual, the increase in the size of the utility to provide adequate services to the development is ineligible, e.g., the development proposed on the property requires a 10" water main not the minimum 8" main, the increased cost for the 10" main is ineligible.</p>	
<p>2. All development costs within the TID boundary shall be submitted on the certification spreadsheet to determine eligibility of allowable TIF expenditures.</p>	
<p>3. Developer shall provide certification costs &amp; invoices together with bid documents, contracts, all under one sub category.</p>	
<p>4. Phasing – Certification affidavit shall include all phasing costs. Once accepted and payments begin, additional expenditures may not be added to revise approved certification nor added to subsequent phasing expenses.</p>	