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 Pay Estimate/Request Worksheet (provided in Excel format)	
Financial documentation:	
1. Organize bank draw requests as follows:	☐
a. Bank draw ledger sheet that includes vendor, payment date and check number	☐
b. Bank draw requests to include copies of invoices for each draw, including vendor invoices if referenced within another invoice (e.g., printout of in-house copies associated with project and invoices of XYZ Copy Company invoices)	☐
Capital Costs documentation:	
2. Provide bid documents and bid summary for each construction project, if bid separately	☐
a. Proof of publication (SDCL 5-18A-14)	☐
b. Signed contract	☐
c. All pay estimates associated with construction project(s)	☐
3. Provide supporting documentation for contract change orders	☐
4. Provide change order analysis if total amount exceeds SDCL 5-18B-19	☐
5. Capital costs expended within TID boundary not associated with TIF Project Costs	☐
Professional Services Costs documentation:	☐
1. Design and Construction Administration professional services need to include a description sufficient on the invoice to determine the actual service provided, including that portion of the project costs (e.g., Phase I, segment a to b, etc.)	☐
2. Surveying professional services need to include a description sufficient to determine the actual service provided, including the specific portion of the project costs and a copy of the work product if applicable (e.g., Phase I, segment a to b, etc.)	☐
3. Provide supporting documentation (exhibits, reports, invoices and proof of payment) if referenced in consultant invoice	☐
4. Professional service invoices for costs expended within TID boundary not associated with TIF Project Costs, e.g., development engineering costs for plat submittals, planned developments, project development, TIF Planning, etc.	☐

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Ineligible expenses:	☐
1. Application Fees	☐
2. TIF Planning expenses	☐
3. Development submittal expenses	☐
4. Utility service lines	☐

Additional notes:
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 to accommodate the proposed development that is 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 cost differential for the 10" main is ineligible.
2. All development costs within the TID boundary shall be submitted on the certification spreadsheet to determine eligibility of allowable TIF expenditures.
3. Developer shall compile certification costs & invoices together with bid documents, contracts, etc. for each separate Project Plan line item.
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.