CHECKLIST OF REQUIRED DOCUMENTS / REQUIRED INFORMATION

Unless otherwise indicated, listed documents to be in place prior to contract execution

*[Rev. May 5, 2022]*

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| --- | --- | --- | --- | --- |
| **Contractor’s Legal Name[[1]](#footnote-1)**: | | | | |
| **Required** | | **Document** | **On file in CU** | **Notes** |
| 1. |  | CA-1 Form, “Authority to Contract/Amend” and its appurtenant documents  (*To be filled out by EWDD staff*) |  | **Internal EWDD Document** |
| 2. |  | State of California entity number (<https://bizfileonline.sos.ca.gov/search/business>) |  |  |
| 3. |  | For out-of-state entity conducting business in CA: Copy of signed Franchise Tax Board Form 587 (<https://www.ftb.ca.gov/forms/2018/18_587.pdf>) |  |  |
| 4. |  | **Until 4/3/2022**  D-U-N-S® Number (<https://fedgov.dnb.com/webform/newReq.do>)  The federal government has discontinued the use of D-U-N-S® numbers, and you no longer will need a D-U-N-S® number. You will need a UEI (see below).  **Starting on 4/4/2022**  After April 2022, register at SAM.gov, and you will be assigned a Unique Entity Identifier (“UEI”) as part of the registration process.  Submit a printout of your SAM.Gov page. |  |  |
| 5. |  | **The following may be looked up at rampla.org.**  Copy: City of LA “Business Tax Registration Certificate” (BTRC)  **OR**  Copy: City of LA Vendor Registration Number (VRN) (<https://www.lacity.org/for-business>)  **OR**  Copy: Exemption |  |  |
| 6. |  | For entities: IRS Number & copy of letter from IRS with number  **OR**  For individuals: Individual’s Social Security number & proof document[[2]](#footnote-2)  **OR**  For individuals, instead of personal IRS number: W-9 form, “IRS EIN Certification form” (<https://www.irs.gov/forms-pubs/about-form-ss-4-application-for-employer-identification-number-ein>)  **OR**  For non-profit, 501(c)(3) organization: Copy of IRS letter dated within last 5 years |  |  |
| 7. |  | Original: Certification of Authorities (on City form) – dated, signed & with corporate seal affixed |  |  |
| 8. |  | Original: Board Resolution authorizing *this contract* -- dated, signed, and with corporate seal affixed (for corporations),  **OR**.  Original: Company Resolution authorizing *this contract* – dated, signed, and with corporate seal affixed (for LLC),  **OR**  Original: Self-Statement authorizing *this contract* – dated and signed (for individuals / sole proprietorships) |  |  |
| 9. |  | Original: Corporate Secretary Certification of the Board resolution or Company resolution -- dated, signed, and with corporate seal affixed |  |  |
| 10. |  | Copy: Articles of Incorporation & any amendments thereto (if corporation),  **OR**  Copy: Articles of Organization & any amendments thereto (if LLC),  **OR**  Copy: Partnership Agreement & any amendments thereto (if partnership) |  |  |
| 11. |  | Copy: By-laws & any amendments thereto (if corporation),  **OR**  Copy: Operating Agreement of LLC, & any amendments thereto (if LLC) |  |  |
| 12. |  | Copy: Roster of Board Members  *(To be updated annually, & for any change in membership*) |  |  |
| 13. |  | RAMP registration by Contractor at [https://www.rampla.org/](https://www.labavn.org/)  (*Includes the following forms to be uploaded: SDO, EEO/FSHO, DBWCO, etc*.) |  |  |
| 14. |  | Insurance:  To be posted by Contractor’s insurance agent or broker only, **NOT** by Contractor,  In City’s “KwikComply™ database at https://kwikcomply.org/Home/ |  |  |
| 15. |  | Original: Contractor Responsibility Ordinance Questionnaire – dated & signed |  |  |
| 16. |  | Original: Contractor Responsibility Pledge – dated & signed |  |  |
| 17. |  | Original: LWO-6 (Employee Info)  *(Notice to request submission of forms, and appropriate forms, are issued to Contractor at contract execution.*  *Contractor is required to submit requested forms within 30 days of contract execution)* |  |  |
| 18. |  | Original: LWO-18 (Subcontractor Info)  *(Notification requesting submission of forms, and appropriate forms, are issued to Contractor at contract execution.*  *Contractor is required to submit requested forms within 30 days of contract execution)* |  |  |
| 19. |  | Original: LWO-13 (Non-Profit Exemption Certification)  *(Notification requesting submission of forms, and appropriate forms, are issued to Contractor at contract execution.*  *Contractor is required to submit requested forms within 30 days of contract execution)* |  |  |
| 20. |  | Original: Code of Conduct – dated & signed |  |  |
| 21. |  | Organization Chart of Contractor |  |  |
| 22. |  | Resumés of Contractor’s key personnel |  |  |
| 23. |  | Jobs Descriptions and Salary Range Summary |  |  |
| **For CDBG-Funded Projects** | | | | |
| 24. |  | Project Eligibility Proposal (PEP) |  |  |
| 25. |  | Environmental Checklist |  |  |
| 26. |  | CBDO Certification (one Certification letter per year for each Program) |  |  |

1. *If operating as “****DBA****,” check by county. For LA County, verify at* [*http://rrcc.lacounty.gov/CLERK/FBN\_Search.cfm*](http://rrcc.lacounty.gov/CLERK/FBN_Search.cfm) [↑](#footnote-ref-1)
2. ***For purposes of confidentiality, an individual’s IRS number should not appear in the body of a city contract. Instead, the following notation should be placed in the appropriate spot of a contract’s signature page: Contractor’s IRS number is on file with the EWDD/CU.*** [↑](#footnote-ref-2)