CHECKLIST OF REQUIRED DOCUMENTS / REQUIRED INFORMATION

(Documents to be in place prior to contract execution)

*[Rev. April 20, 2022]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor’s Legal Name[[1]](#footnote-1)**: | | | | |
| **Required** | | **Document** | **On file in CU** | **Notes** |
| 1. | ☐ | Subrecipient General Information (Attachment 2) | ☐ |  |
| 2. | ☐ | State of California entity number ([https://bizfileonline.sos.ca.gov/search/business](about:blank)) | ☐ |  |
| 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](about:blank)) | ☐ |  |
| 4. | ☐ | **☐ Until 4/3/2022**  D-U-N-S® Number ([https://fedgov.dnb.com/webform/newReq.do](about:blank))  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. | ☒ | ☐ Copy: City of LA “Business Tax Registration Certificate” (BTRC)  **OR**  ☐Copy: City of LA Vendor Registration Number (VRN) ([https://www.lacity.org/for-business](about:blank))  **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](about:blank))  **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 (Attachment 3) | ☐ |  |
| 8. | ☐ | ☐ Original: Board Resolution authorizing *this contract* -- dated, signed, and with corporate seal affixed (for corporations), (Attachment 4)  **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 (updated annually, & for any change in membership) (Attachment 5) | ☐ |  |
| 13. | ☐ | RAMP registration by Contractor at [https://www.rampla.org/](about:blank) (Appendix D)  (Includes the following forms to be uploaded: SDO, EEO/FSHO, DBWCO, etc.) |  |  |
| 14. | ☐ | Insurance: To be posted by Contractor’s insurance agent or broker, not by Contractor, in City’s “KwikComply™” database at https://kwikcomply.org/Home/ |  |  |
| 15. | ☐ | Original: Contractor Responsibility Ordinance Questionnaire – dated & signed (Attachment 7) | ☐ |  |
| 16. | ☐ | Original: CRO Pledge – dated & signed (Attachment 8) | ☐ |  |
| 17. | ☐ | Original: LWO-6 (Employee Info) as applicable | ☐ |  |
| 18. | ☐ | Original: LWO-18 (Subcontractor Info) as applicable | ☐ |  |
| 19. | ☐ | Original: LWO-28 (Non-Profit Exemption Certification) as applicable | ☐ |  |
| 20. | ☐ | Original: Code of Conduct – dated & signed (Appendix C) | ☐ |  |
| 21. | ☐ | Budget Forms 1-8 (Attachment 6 and Appendix B) |  |  |
| 22. | ☐ | Organization Chart of Contractor | ☐ |  |
| 23. | ☐ | Resumés of Contractor’s key personnel | ☐ |  |
| 24. | ☐ | Jobs Descriptions and Salary Range Summary | ☐ |  |
| **For CDBG-Funded Projects (EWDD Staff Section)** | | | | |
| 24. | ☐ | Project Eligibility Proposal (PEP) | ☐ |  |
| 25. | ☐ | Environmental Checklist | ☐ |  |
| 26. | ☐ | CBDO Certification (one Certification letter per year for each Program) | ☐ |  |
| 27. | ☐ | CA-1 Form, “Authority to Contract/Amend” and its appurtenant documents  (To be filled out by EWDD staff) | ☐ |  |

1. *If operating as “****DBA****,” check by county. For LA County, verify at* [*http://rrcc.lacounty.gov/CLERK/FBN\_Search.cfm*](about:blank) [↑](#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)