CHECKLIST OF REQUIRED DOCUMENTS / REQUIRED INFORMATION

(Documents to be in place prior to contract execution)

*[Rev. April 20, 2022]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legal Name[[1]](#footnote-1)**: | | | | |
| **Required** | | **Document** | **On file in CU** | **Notes** |
| 1. | X | Checklist of Required Documents (Attachment 1) | ☐ |  |
| 2. | X | Subrecipient General Info (Attachment 2) | ☐ |  |
| 3. | X | ☐ State of California entity number (<https://bizfileonline.sos.ca.gov/search/business>)  ☐ 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. | X | Unique Entity Identifier (“UEI”) number.  **Submit a printout of your SAM.gov page.** | ☐ |  |
| 5. | X | ☐ 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. | X | ☐ 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: W-9 form, “IRS EIN Certification form” (<https://www.irs.gov/forms-pubs/about-form-ss-4>)  **OR**  ☐ For non-profit, 501(c)(3) organization: Copy of IRS letter dated within last 5 years | ☐ |  |
| 7. | X | Original: Certification of Authorities (on City form) – dated, signed & with corporate seal affixed (Attachment 3) | ☐ |  |
| 8. | X | ☐ Original: Board Resolution authorizing *this contract* with Corporate Secretary Certification of the Board resolution -- dated, signed, and with corporate seal affixed (for corporations), (Attachment 4)  **OR**  ☐ Original: Company Resolution authorizing *this contract* Corporate Secretary Certification of the Company resolution – dated, signed, and with corporate seal affixed (for LLC),  **OR**  ☐ Original: Self-Statement authorizing *this contract* – dated and signed (for individuals / sole proprietorships) | ☐ |  |
| 9. | X | ☐ 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) | ☐ |  |
| 10. | X | ☐ Copy: By-laws & any amendments thereto (if corporation),  **OR**  ☐ Copy: Operating Agreement of LLC, & any amendments thereto (if LLC) | ☐ |  |
| 11. | X | Copy: Resolution Identifying Members of Board of Directors (updated annually, & for any change in membership) (Attachment 5) | ☐ |  |
| 12. | X | RAMP registration at [https://www.rampla.org/](https://www.labavn.org/) (Appendix D)  (Includes the following forms to be uploaded: SDO, EEO/FSHO, DBWCO, etc.) | ☐ |  |
| 13. | X | Insurance: To be posted by insurance agent or broker, not by Subrecipient or City Staff, in City’s “KwikComply™” database at https://kwikcomply.org/Home/ | ☐ |  |
| 14. | X | Original: Contractor Responsibility Ordinance Questionnaire – dated & signed (Attachment 7) | ☐ |  |
| 15. | X | Original: CRO Pledge – dated & signed (Attachment 8) | ☐ |  |
| 16. | ☐ | Original: LWO-6 (Employee Info) as applicable | ☐ |  |
| 17. | ☐ | Original: LWO-18 (Subcontractor Info) as applicable | ☐ |  |
| 18. | ☐ | Original: LWO-28 (Non-Profit Exemption Certification) as applicable | ☐ |  |
| 19. | X | Original: Code of Conduct – dated & signed (Appendix C) | ☐ |  |
| 20. | X | Budget Forms 1-8 (Attachment 6 and Appendix B) | ☐ |  |
| 21. | X | Organization Chart | ☐ |  |
| 22. | ☐ | Resumés of key personnel | ☐ |  |
| 23. | X | Jobs Descriptions | ☐ |  |
| **EWDD Staff Section** | | | | |
| 24. | ☐ | Project Eligibility Proposal (PEP) with NEPA (CDBG only) | ☐ |  |
| 25. | ☐ | CA-1 Form, “Authority to Contract/Amend” and its appurtenant documents | ☐ |  |

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)