



EQUIPMENT CHECKLIST

FUNDING RECIPIENT (Name of Non-Profit Organization): _____

Pursuant to Section 5 of the Funding Agreement, the Funding Recipient hereby submits the below-listed documentation to the New York City Department of Design and Construction (“DDC”) upon review and certification as to each document’s truth and authenticity by the Funding Recipient’s Chief Financial Officer.

Part A:

The Funding Recipient must provide DDC with all of the items listed in this section in order for the City to register the Funding Recipient’s contract. **Please note that all of the documents should be forwarded to DDC’s Legal Division at the same time within one package** (with the exception of Item 1, the DDC Legal Questionnaire).

- Item 1: DDC Legal Questionnaire.....[]
- Item 2: All Documentation Reflecting the Organization’s Legal Status, as indicated in Question No. 10 of DDC’s Legal Questionnaire.....[]
- Item 3: Funding Agreement duly executed.....[]
- Item 4: Security Agreement duly executed
(See Funding Agreement Section 5.01(d).).....[]
- Item 5: Uniform Commercial Code (“UCC”) Lien Search Report
(See Funding Agreement Section 5.01(c).).....[]
- Item 6: Insurance Policies, as described in Exhibit B
(See Funding Agreement Section 5.01(b).).....[]
- Item 7: Equipment Budget
(See Funding Agreement Section 5.01(e).).....[]
- Item 8: Formation Documents
(See Funding Agreement Section 5.01(f).).....[]
- Item 9: Opinion of Counsel, as set forth in Exhibit D
(See Funding Agreement Section 5.01(g).).....[]
- Item 10: VENDEX Affidavit of No Change*
(*DDC will advise when to submit this documentation.).....[]



**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**

Part B:

The Funding Recipient must provide DDC with all of the items noted in this section in order for the City to issue payment.

- Item 1: UCC-1 Financing Statement for review by DDC's Division before being filed with the New York State Department of State ("NYSDOS").
(See Funding Agreement Section 5.01(d)(i).).....[]
- Item 2: If necessary, UCC-3 Financing Statement Amendment.
(See Funding Agreement Section 5.01(d)(i).).....[]
- Item 3: Form of Requisition, as described in Exhibit C.
(See Funding Agreement Section 5.02(a).).....[]
- Item 4: UCC-1 Financing Statement Certification from the NYSDOS showing DDC as secured Party and the Funding Recipient as Debtor.
(See Funding Agreement Section 5.01(d)(i) & 5.02(b).).....[]

Certified as to the Truth and Accuracy of All the Above Referenced Documents:

By: _____
 Name: _____
 Title: Chief Financial Officer
 Date: _____

Acknowledgment:

State of _____)
) ss:
 County of _____)

On this ____ day of _____, 200__ before me personally came _____, who being by me duly sworn, did depose and say that s/he is the CHIEF FINANCIAL OFFICER of _____, the non-profit organization / corporation described in and which executed the foregoing instrument, and s/he duly acknowledged to me that s/he executed the same for and in behalf of the said non-profit organization / corporation for the uses and purposes mentioned therein.

 Notary Public
 (Stamp or Seal)

