

FY 2011 Contract Documents Checklist

For FY 2011 Discretionary Contract package(s), the following documents are required. These documents (or links to them) are available on DYCD's website

(http://www.nyc.gov/html/dycd/html/resources/discretionary_contracts_fy2011.shtml).

Please Note: There are NEW Contract Documents for FY 2011 – please do not use any previous years' contract documents and please be sure you are completing the correct documents for your contract.

Three (3) Originals:

- Signature Page of the FY11 Discretionary Contract (signed)
- Notary Page of the FY11 Discretionary Contract (notarized)
- Affirmation Page of the FY11 Discretionary Contract
- Board listing (signed and notarized)

One (1) Original:

- Budget, including all required attachments as needed (see budget instructions)
- Exhibit A-1 - Work Scope and Program Summary
- Letter of Authorization (signed and notarized)
- Board Resolution (signed)
- Disclosure & Compliance Certification
- Certificate on Client Abuse/Neglect
- Doing Business Data Form
- Contracts over \$5,000 need to supply the most recent audit
- Training Attendance Certification
- Certificate of Liability Insurance: The language required by NYC and DYCD on the Certificate can be found in the sample on the Discretionary web page. (If you have not contracted with DYCD before, an original certificate must also be supplied directly from your insurance carrier and must be sent by them to ierenburg@dycd.nyc.gov)

Please note the following:

- Please read and review **Step 5** and **Step 6** and complete and return all applicable documents listed.
- Your organization must be registered with the New York State Attorney General's Charities Bureau and be current with filings or provide an Exemption Form (signed & notarized).
- Your organization must be entered and validated in the Payee Information Portal (<https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>).
- If this is your first business with the City, and you are receiving less than \$10,000, you must supply two (2) reference letters (One programmatic, one financial).
- For organizations receiving more than \$100,000 in funding, please take note of additional requirements laid out in Step 6 on our Discretionary Contracts webpage.
- All signatures should be in **BLUE INK**.

If you have any questions, please contact us at discretionary@dycd.nyc.gov.