Department of Youth & Community Development
Jeanne B. Mullgrav
Commissioner

FY 2012 Contract Documents Checklist

For FY 2012 Discretionary Contract package(s), the following documents are required. These documents (or links to them) are available on the DYCD website. All signatures must be in **BLUE INK.**

Please Note: There are NEW Contract Documents for FY 2012 – please do not use any previous years' contract documents and please be sure you are completing the correct documents for your contract.

For organizations acting as a Fiscal Conduit for other community based organizations, please note the following:

DYCD will not contact those organizations designated as subcontractors under a Fiscal Conduit. It falls to the Fiscal Conduit to contact and collect all required contract documents from each subcontractor.

For each subcontractor under a Fiscal Conduit, the following documents (in addition to the contract) are required:

1. **Substitute W-9 Form**
2. **Disclosure & Compliance Certification**

In addition, each subcontractor must be in compliance with the NYS Charities Bureau (or supply the exemption form) and must submit a copy of one of the following:

- **the organization's 501(c) 3 form**
- **letter from the IRS with the organization's EIN**
- **IRS form LTR 147c**

FY 2012 Contract Documents Checklist

THREE (3) ORIGINALS:

- ☐ Signature Page of the FY12 Discretionary Contract (signed)
- ☐ Notary Page of the FY12 Discretionary Contract (notarized)
- ☐ Tax Affirmation Page of the FY12 Discretionary Contract (Signed)
- ☐ Board listing (signed and notarized)

ONE (1) ORIGINAL:

☐ Budget, including all required attachments as needed (see budget instructions). Please note that the budget is not included in this package and must be completed by clicking on the link.
- o Consultant Agreement Forms (If Applicable)
- o Consultant/ Subcontractor Approval Form

☐ Subcontract Agreement Forms

☐ Exhibit A-1 - Work Scope and Program Summary

☐ Letter of Authorization and Board Resolution (Originals need to be on organizational letterhead, signed and notarized)

☐ Prequalification Status Certificate of No Change: If your organization has previously been Prequalified, you must return an original of this Certificate affirming that no material changes in programming or key staff have occurred since the last submission of the Prequalification/Recertification Application. If material changes in programming or key staff have occurred since the last submission, a full description of said changes must be attached and submitted with the Certificate.

☐ Conflict of Interest Disclosure Certification

☐ Disclosure & Compliance Certification

☐ Training Attendance Certification

☐ Certificate on Client Abuse/Neglect

☐ Doing Business Data Form

☐ Most recent audit

☐ 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 emailed by your insurance carrier to ierenburg@dycd.nyc.gov.

FY12 STANDARD CONTRACT GREATER THAN $100,000

☐ Supply and Service Employment Form

☐ Brokers Insurance Certification

☐ Certification of No Change (**If your organization is up to date with required VENDEX filings and there are no changes to the information provided, submit to DYCD two Certificates of No Change.)**

☐ VENDEX Memo (**If your organization has submitted new VEDNEX questionnaires to MOCS the VENDEX memo must be included in your submission package)**

PLEASE NOTE THE FOLLOWING:

☐ 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 (Form must be signed & notarized).

☐ Your organization must be entered and validated in the Payee Information Portal.

If you have any questions or would like to schedule an appointment, please contact us at discretionary@dycd.nyc.gov.