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 (www.nyc.gov/dycd - Click 'Resources for CBOs', then click 'Discretionary Contracts'):

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)
- ☐ Work Scope and Program Summary
- ☐ Letter of Authorization (signed and notarized)
- ☐ Board Resolution (signed)
- ☐ Certificate on Client Abuse/Neglect
- ☐ Disclosure & Compliance Certification
- ☐ Doing Business Data Form
- ☐ Contracts over $5,000 need to supply the 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. (In addition to the copy you will supply covering the contract term – 7/1/10-6/30/11 - an original certificate must also be supplied directly from your insurance carrier and must be sent by them to cmiller@dycd.nyc.gov)

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 (signed & notarized).
- ☐ Your organization must be entered and validated in the PIP system.
- ☐ 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 Step5 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