Department of Youth & Community Development
Jeanne B. Mullgrav
Commissioner

FY 2013 Contract Documents Checklist

For FY 2013 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 2013 – 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 FY13 Discretionary Contract (signed) **Please Note**: You will need to make copies
- ☐ Notary Page of the FY13 Discretionary Contract (notarized) **Please Note**: You will need to make copies
- ☐ Affirmation Page of the FY13 Discretionary Contract (Signed) **Please Note**: The Affirmation can be found on page 46 of the Appendix A – once completed, insert all three (3) copies in the contract after the Notary pages.
- ☐ 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 Subcontract Agreement Forms (If Applicable)
- o Consultant/ Subcontractor Approval Form

☐ Exhibit A-1 - Work Scope and Program Summary

☐ Letter of Authorization and Board Resolution (Package contains sample, 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

☐ 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. 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.

☐ Broker's Certification (completed, signed and notarized): Located on page 47 of Appendix A. Please submit with the Certificate of Liability Insurance.

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 this is your first time doing business with the City, and you are receiving less than $10,000, you must supply two (2) reference letters (One programmatic, one financial).
- ☐ All signatures must be in **BLUE INK**.

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