

Budget & Pre-CP Checklist

Funding Recipient:  
(Insert Full Corporate Name)

**NOTE:** Additional documents will be required later in the registration process. The information provided must be consistent with the CapGrants application. Written justifications are required for any differences. Please include this checklist as a cover sheet with all of the below-requested documents included as attachments (incomplete submissions will not be accepted.)

Items marked with an \* have templates that are available at <https://www1.nyc.gov/site/ddc/contracts/not-for-profit-forms.page>

Part A: Required Items for all Awards

Budget Spreadsheet*	<ul style="list-style-type: none"><li>List all items purchased with their corresponding quantities and costs, based on the price quotes/invoices.</li><li>See the Notes tab on the spreadsheet for more information on completing the budget.</li></ul>
Current Price Quotes/Invoices	<ul style="list-style-type: none"><li>Quotes or invoices must clearly identify the item type, make, model, quantity, and cost of items to be purchased.</li><li>Vehicle quotes/invoices must contain full specifications, to include the passenger count for transportation vehicles.</li></ul>
Purchase Dates of the Equipment/Vehicles	<ul style="list-style-type: none"><li>Enter actual or expected purchase dates in the Date Purchased column of the Budget Spreadsheet. TBD is not acceptable.</li></ul>
Organization's Hours of Operation & Frequency of Use of the Equipment/Vehicles*	<ul style="list-style-type: none"><li>Provide the number/range of hours and days of the week when the organization is open for business.</li><li>Provide the number/range of hours and days of the week, along with the minimum number of days in the year, in which the equipment/vehicles will be used.</li><li>Vehicle/equipment usage should be consistent with the application. If there are any differences, then provide an explanation in the statement.</li></ul>
Useful Life Statement*	<ul style="list-style-type: none"><li>If there are items that have varying useful life expectancies, then attach a spreadsheet listing each item and their applicable useful life period.</li><li>Statement must be signed by the CEO or equivalent and a staff member (CIO for IT Projects) who is <b>employed</b> by the organization and is familiar with the items being purchased.</li></ul>
Non-Discrimination Affirmation*	<ul style="list-style-type: none"><li>Organization name must be the exact full legal name.</li></ul>
Letter of Operating Contracts with City Agencies Related to the Award*	<ul style="list-style-type: none"><li>Include the contract details (e.g., registration number, service period, contract amount, agency) and provide copies of such contracts and amendments. Do not include discretionary grants from elected officials for expense dollars.</li><li>If there are no operating contracts, then indicate that on the letter.</li></ul>

Part B: Applicable Items for Specific Awards

DDC will notify the organization which items, if any, applies to their award.

Parking Facility Lease	<ul style="list-style-type: none"><li>If a vehicle is parked at a location (sidewalk parking is not allowed) not operated by the organization, then provide a lease agreement from the parking facility.</li></ul>
Information Management Systems (ISM) Questionnaire*	<ul style="list-style-type: none"><li>Questions are based on the functionality and connectivity of equipment systems.</li><li>Include the Equipment Systems Diagram, which is a visual presentation of how the system components are connected.</li></ul>
Initial Outfitting Affirmation*	<ul style="list-style-type: none"><li>Applies to awards for the outfitting a newly purchased, leased, renovated, or constructed facility.</li><li>Include all applicable attachments as stated on the form.</li></ul>
Major Medical Systems Letter*	<ul style="list-style-type: none"><li>Affirmation that the medical equipment to be purchased, meets specific eligibility requirements by the City.</li></ul>
Software Checklist*	<ul style="list-style-type: none"><li>List each software product associated with the equipment purchase and identify if the license is transferable by its terms, as per the licensor's terms and conditions.</li><li>Provide copies of the licensor's End User License Agreement.</li></ul>
Software Acknowledgement Letters*	<ul style="list-style-type: none"><li>If a software license is not transferrable by its terms, then the licensor must provide a preliminary approval letter agreeing to sign the Assignment of Software License Agreement, prior to reimbursement.</li></ul>
Minimally Attached Moveable Property Questionnaire*	<ul style="list-style-type: none"><li>Complete, if your award contains equipment that is minimally attached to the premises and whose total eligible amount is at least \$250,000.</li><li>Questions are based on the ease and cost of transportability of the equipment, method of attachment to the property, ownership of the premises, and potential lienholders.</li></ul>
Personalty Agreements*	<ul style="list-style-type: none"><li>Required, if you completed the Minimally Attached Moveable Property Questionnaire.</li><li>Include agreements from your landlord and/or lender, acknowledging that none of the attached equipment are deemed to be fixtures.</li></ul>
DASNY & HUD-Related Liens	<ul style="list-style-type: none"><li>An acknowledgement letter is required from private HUD-insured lenders, agreeing to submit the Subordination Agreement.</li><li>List all relevant and applicable DASNY and HUD-insured security interests/liens.</li><li>For more information, see the DDC UCC Guidelines</li></ul>