NYC DDC Department of Design and Construction

REGISTRATION CHECKLIST:

Funding Recipient:
(Insert Full Corporate Name)

Note: These documents must be **emailed** directly to the DDC Project Manager handling your organization's project. Please include this checklist as a cover sheet with all of the below-requested documents included as attachments (incomplete submissions will not be accepted.) DDC cannot register your project with the New York City Comptroller's Office without these submissions. Payments cannot be made prior to registration.

Fully Executed Funding Agreement

- The DDC Attorney assigned to your project will email your organization PDF copies of the necessary agreements. Please print, sign, and scan the pages that require a notarized signature for each legal document by your organization's duly authorized representative.

- Please also ensure to provide the following Exhibits within the Funding Agreement:

Opinion of Counsel Letter

- Please note that this letter MAY NOT BE MODIFIED. For a Word version of this document, please see the City's template letter under the "Legal Documents" section available at https://www1.nyc.gov/site/ddc/contracts/not-for-profit-forms.page
- This letter must be placed on your counsel's letterhead and **cannot** be completed by an attorney who is a member of your organization's Board of Directors.
- The agreement dates referenced in the letter should refer to the date when DDC's Commissioner signs off on the agreements. [NOTE: The DDC attorney assigned to your project will include this date, once the agreements are executed by the agency. (However, if your counsel requires a date, then your organization may refer to the date when your duly authorized representative executed the agreements.)]
- Please include the signed letter as an exhibit within the Funding Agreement where indicated.

Tax Affirmation Form

- Please include a fully completed copy as an exhibit within the Funding Agreement where indicated.

Certificates of Insurance

- The provided checklist outlines the required insurance documents such as Workers Compensation, Disability Coverage, Commercial General Liability (Acord 25), & Certification by Insurance Broker or Agent. Please see the checklist for further instructions.
- Please see Exhibit B of the Funding Agreement for further information about the required policies and details.
- City must be listed as: The City of New York Department of Design and Construction, in the Certificate Holder box on all insurance documents.
- "The City of New York, together with its officials and employees, are listed as additional insured on a primary and non-contributory basis", along with the Project ID and award description, must be entered in the Description of Operations box in the Commercial General Liability Certificate.

Enrollment in Procurement and Sourcing Solutions Portal (PASS*Port*)

- All non-profit organizations must set up a PASS*Port* account. To create an account and learn more information about PASS*Port*, visit the Mayor's Office of Contract Services at: https://www.nyc.gov/site/mocs/passport/about-passport.page
- Once the DDC Contracts unit receives the registration package, you will be notified to complete several tasks in PASS*Port* such as the Certification of No Change and the Contract Signature Page. These tasks may be performed by different members of your organization. Tips on completing these tasks are available at https://www.nyc.gov/assets/nonprofits/downloads/pdf/Discretionary_Contracting_Provider_Tips.pdf. Upon completion of these tasks, the registration package is forwarded to the Comptroller's Office for review and approval.

Doing Business Data Form

- Please see the City's template Doing Business Data Form online at the Mayor's Office of Contract Services site at: https://www.nyc.gov/site/mocs/opportunities/dba.page .
- The form's signature date is valid for three (3) months.

Division of Labor Services (DLS) Employment Report & Certification (if applicable)

- Please see DLS' website at: https://www.nyc.gov/site/sbs/businesses/contract-compliance.page, and go to the "Supply and Services Contractors" section. Specific forms must be submitted to DLS for contracts that are for $100,000 or more, depending on whether your non-profit organization has more or less than 50 employees. If your organization has never filed with DLS, then you must complete and submit to DLS, the entire employment report and provide the required supporting documentation (for 50 or more employees). If your organization has less than 50 employees, you will instead complete an online DLS form for approval. If within the last three years, your organization received the DLS Certification, then your organization only needs to complete the General Information and Part I of the report (for 50 or more employees), and provide the prior DLS Certification, to receive the continued approval from SBS. If your organization received prior DLS approval and have less than 50 employees, then you will complete the online form.
- The DLS Employment Report report (for 50 or more employees) and supporting documentation must be uploaded to the Equal Employment Opportunity section in PASSPort and copies are emailed to the DDC Project Manager. The Project Manager will forward the documentation to the Department of Small Business Services (SBS) for approval.
- SBS will issue a Certificate of Approval (valid for 3 years) or Conditional Approval (valid for 3 months). If your organization receives the latter, then you must take the necessary actions as stated in the certificate, in order to comply with The City's nondiscriminatory hiring and employment practices.

Clearance of Liens and Environmental Control Board (ECB) Violations (if applicable)

- Once the registration package is received by the DDC Contracts unit, they may notify your organization if there are any outstanding property or tax liens and ECB violations. Go to https://www.nyc.gov/site/finance/index.page for information on making payments and https://a836-citypay.nyc.gov/ to make any payments.
- Outstanding liens and/or violations must be cleared prior to registration of the funding agreement, with proof of payment provided from the NYC Department of Finance.

NYC DDC | **Department of Design and Construction**

INSURANCE RESPONSIVENESS CHECKLIST

Funding Recipient:
(Insert full corporate name)

Certificate Holder:
City of New York, Department of Design and Construction
30-30 Thomson Avenue,
Long Island City, NY 11101

Insurance Type	Required Form	Contract Specific Instructions
Workers Compensation and Employer's Liability	☐ Must be provided on C-105.2 or U.26 Forms.	☐ Include NAIC# of Insurer next to Name of Insurer in box 3a of C-105.2.
Disability Coverage	☐ Must be provided on DBL-120.1 Form.	☐ Include NAIC# of Insurer next to Name of Insurer in box 3a.
Commercial General Liability	☐ On Acord 25	☐ Include NAIC# for Insurers listed. ☐ Description box must list as additional insured for Commercial General Liability the "City of New York, together with its officials and employees, are listed as additional insured, on a primary and non-contributory basis". ☐ Description box must state that Commercial General Liability is as broad as the (Insert applicable Additional Insured form): ISO CG0001 or CG2010 or CG2026 or CG2037 or brokers equivalent. ☐ Description box must include the following: "Project: [FMS ID], [Description of Project]"
ISO	FORM CG 00 01, CG 20 10, CG 20 26, CG 20 37 OR EQUIVALENT	☐ Included with insurance package.

☐ 2018 Certification by Insurance Broker or Agent

☐ Commercial General Liability should be accompanied by a completed "Certification by Insurance Broker or Agent" Form. A copy of this form is attached.

☐ This form should be notarized with the same or later date as the Certificate of Insurance issued date.