

# 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.
- 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, & 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" must be entered in the Description of Operations box in the Commercial General Liability Certificate.

## Enrollment in Procurement and Sourcing Solutions Portal (PASSPort)

- All non-profit organizations must set up a PASSPort account. To create an account and learn more information about PASSPort, visit the Mayor's Office of Contract Services at: <https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>
- Upon receipt of the registration package, the DDC Contracts unit will notify your organization to complete a series of tasks in PASSPort such as the Certification of No Change, Vendor Final Review, and Vendor Contract Signature. These tasks may be performed by different members of your organization.

## 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://www1.nyc.gov/site/mocs/legal-forms/doing-business-accountability-forms.page> .
- If an organization submitted a Doing Business Data Form to the City for a prior award and there have been no changes to the key personnel since the last time the form was filed, then they will note that in the form, where indicated, and skip to the signature block.
- 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://www1.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 over \$100K, depending on whether your non-profit organization has more or less than 50 employees. If your organization has never filed with DLS, then your organization must complete and submit to DLS, the entire employment report and provide the required supporting documentation. However, if your organization has previously submitted the necessary DLS form and received the DLS Certification (within the last three years), then your organization only needs to complete the General Information and Part I of the report, and provide the prior DLS Certification, to receive the continued approval from SBS.
- The DLS Employment Report report 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 Environmental Control Board (ECB) Violations (if applicable)

- If your organization has outstanding ECB violations, go to <https://a836-citypay.nyc.gov/citypay/ecb> to view and pay each violation.
- Violations must be cleared prior to registration of the funding agreement, with proof of payment provided from the NYC Department of Finance.

# INSURANCE RESPONSIVENESS CHECKLIST

Funding Recipient:  
(Insert full corporate name)

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