NYC DDC **Department of Design and Construction**

Budget & Pre-CP Checklist

Funding Recipient:
(Insert Full Corporate Name)

NOTE: Additional documents will be required in the later phases of the award 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 the below-requested documents included as attachments (incomplete submissions will not be accepted.) Items marked with an * have templates that are available at https://www.nyc.gov/site/ddc/contracts/not-for-profit-forms.page

Part A: Required Items for all Awards

Schedule A Budget Spreadsheet*	• List all items purchased with their corresponding quantities and costs, based on the price quotes/invoices. • For the order dates, enter the actual or expected dates that the items will be ordered in the **Actual/Estimated Order Date** column of the **Schedule A Budget Spreadsheet**. Entering TBD is not acceptable. • See the **Notes on Schedule A Budget** tab on the spreadsheet for more information on completing the budget.
Current Price Quotes/Invoices	• Quotes or invoices must clearly identify the item type, make, model, quantity, and cost of items to be purchased. Quotations should not be more than 6 months old. • Vehicle quotes/invoices must contain full specifications, to include the passenger count for transportation vehicles. • **Note:** Prior to placing any orders, you must obtain bids from three vendors and select from the lowest bidder, if possible. You must retain your bid records.
Organization's Hours of Operation & Frequency of Use of the Equipment/Vehicles*	• Provide the range of hours and days of the week when the organization is open for business. • Provide the 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. • Vehicle/equipment usage should be consistent with the application. If there are any differences, then provide an explanation in the statement as an additional bullet point.
Useful Life Statement*	• Different template letters are available depending on if the purchases include IT equipment or have varying degrees of useful life. • If the purchases have varying useful life expectancies, then attach a spreadsheet listing each item and their applicable useful life period. • Statement must be signed by the CEO or equivalent and a staff member (e.g., CIO for IT Projects) who is **employed** by the organization and is familiar with the items being purchased. Additional signatures are required for IT purchases.
Non-Discrimination Affirmation*	• Organization name must be the exact full legal name as per the Articles and Certificate of Incorporation.

Part B: Applicable Items for Specific Awards
DDC will notify the organization which items, if any, applies to their award.

Parking Facility Lease	• If a vehicle is parked at a leased location (sidewalk parking is not allowed), then provide a lease agreement for the facility.
Information Management Systems (ISM) Questionnaire for Equipment, IT, & Medical Systems*	• **Note:** Applicable only for **Equipment** awards. • Questions are based on the functionality and connectivity of equipment systems. • Include the **Equipment Systems Diagram**, which is a visual presentation of how the system components are connected.
Initial Outfitting Affirmation*	• Applies to awards for the outfitting a newly occupied facility. • Include all applicable attachments as stated on the form.
Major Medical Systems Letter*	• Affirmation that the medical equipment to be purchased, meets specific eligibility requirements by the City.
Software Checklist*	• List each software product associated with the equipment purchase and identify if the license is transferable by its terms, as per the licensor's end-user license agreement. • Provide copies of each licensor's End-User License Agreement.
Preliminary Approval Letter of the NYC Software License Agreement*	• 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.
Minimally Attached Moveable Property Questionnaire*	• Complete, if your award contains equipment that is minimally attached to the premises and whose total eligible amount is at least $250,000. • 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.
Personalty Agreements*	• Required, if you completed the **Minimally Attached Moveable Property Questionnaire**. • Include agreements from your landlord and/or lender, acknowledging that none of the attached equipment are deemed to be fixtures.
DASNY & HUD-Related Liens	• An acknowledgement letter is required from private HUD-insured lenders, agreeing to submit the Subordination Agreement. • List all relevant and applicable DASNY and HUD-insured security interests/liens. • For more information, see the DDC UCC Guidelines

Please refer to DDC's Not-for Profit Reimbursement Program page at
https://www.nyc.gov/site/ddc/contracts/not-for-profit-forms.page for more information.