NYC DDC Department of Design and Construction

PAYMENT CHECKLIST FOR EQUIPMENT: Documents Must Be Provided within One (1) Year of Registration

Funding Recipient: (Insert Full Corporate Name)	

All items listed below must be e-mailed to the DDC Project Manager assigned to your organization's project in order to receive reimbursement. Include this checklist as a cover sheet with all the below-requested documents included as attachments -- incomplete submissions will not be accepted.

Payment Reimbursement Forms

DDC's Payment Reimbursement Forms listed below are found under the "**Payment Requisition Forms**" section at:
https://www.nyc.gov/site/ddc/contracts/not-for-profit-forms.page

☐ Procurement Affirmation

- Answer all questions and include any attachments, based on each response. The form must be notarized by your organization's CFO or equivalent.

☐ Enrollment in Payee Information Portal (PIP) and Confirmation of EFT Status

- Enrollment is required, to receive payments. PIP Enrollment information is available at https://www.nyc.gov/site/mocs/opportunities/pip.page
- To view EFT eligibility, go to the Account Information's Summary tab and scroll down to the EFT Information section. Forward the DDC Project Manager a screen capture showing the active EFT status.

☐ Payment Requisition Forms, Invoices, & Proofs of Payment

- Complete both DDC Payment Requisition Forms A & C. The DDC Project Manager will assist you on what needs to be filled out for these forms.
- These forms must be accompanied with copies of all invoices, packing slips, and proof(s) of payment.

Legal Documents

The legal documents listed below are found under the "**Legal, Insurance, & Licensing Forms**" section at:
https://www.nyc.gov/site/ddc/contracts/not-for-profit-forms.page

☐ Attorney Equipment Lien Attestation Form Package*

- Review the DDC **UCC Guidelines** for a detailed explanation of the agency's lien review and UCC filing requirements.
- The UCC, Judgment & Tax Lien search results, to include ECB violations, must be done on your organization's legal name, come from a reputable lien search company, and should not be more than three months old.
- UCC searches must list all active filings with the New York State Department of State (NYSDOS) and include **complete** copies of the filings, including **all** pages. UCC filings with competing collateral require filings of UCC-3 amendment statements.
- Judgment search results must be done statewide and for each county within New York City (Kings, Queens, New York, Richmond, Bronx).
- Tax lien search results must be provided for both Federal and New York State Tax Liens.
- Provide proof of payment or evidence of satisfaction of any outstanding judgements, liens, or violations, as per the search results.
- Once all requirements mentioned in DDC's UCC Guidelines are complete, then the Funding Recipient's attorney must prepare and sign-off on DDC's Attorney Equipment Lien Attestation Form, after the necessary UCC-1 financing statement and any UCC-3 amendment statements, as applicable, are filed with the NYSDOS. See the attestation form for more information on submitting the UCC filings.

☐ Certificates of Insurance

- Complete the Acord 25 (Certificate of General Liability Insurance) and the Property Insurance Certificate Acord 27 (Evidence of Property Insurance for equipment mounted in vehicles) or Acord 28 (Evidence of Commercial Property Insurance for equipment located in buildings).
- Acord 25 (General Liability Insurance) must list DDC as the Certificate Holder and Additional Insured. The Acord 27 or 28 (Property Insurance) must state the property that is insured, along with its location and list DDC as the Loss Payee.
- Include a notarized Certification by Insurance Broker with the Acord certificates.

☐ Software License Agreement(s), (if applicable)

- Submit the final versions of all applicable software license assignment agreement(s) for each licensor. See Schedule VI of the funding agreement for the list of licensors.

*** The Attorney Equipment Lien Attestation Form Package will be the last reimbursement item to submit, after all other items on this checklist are received and accepted. Your DDC Project Manager will notify you when to complete this and provide further instructions.**

Compliance and Inventory Reporting

Note: Pursuant to the Equipment Funding Agreement, all Funding Recipients that receive reimbursement from the City must submit a yearly Compliance Report (see Schedule IV) and an Inventory (see Schedule III) of the City-funded Equipment to the OMB Compliance Officer at the following email address:
complianceofficer@omb.nyc.gov