



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

EQUIPMENT & VEHICLES CHECKLIST

FUNDING RECIPIENT (Name of Non-Profit Organization):

Pursuant to the Funding Agreement, the Funding Recipient must submit the following documents to the City's Department of Design and Construction ("DDC"):

- **Part A** describes the documents needed for registration of the Funding and Security Agreements; and
- **Part B** describes the documents needed for payment.

NOTE: Each Part should be submitted separately depending on the stage of the project.

Part A: **The Pre-Registration Stage**

The Funding Recipient must provide DDC all of the items listed in this section for registration purposes. These documents should be submitted to DDC's Law Division.

Item no.	Required Submission	Check box
1.	<u>The City's Capital Funding Request Form for Not-For-Profit Organizations*</u> [*DDC should already have this documentation on file; however, the City may need additional information if there are any fields and/or attachments missing and/or if certain items require further clarification. <u>If necessary, the City also reserves the right to update this form and require its re-submission in part or whole at any time.</u>]	
2.	<u>Funding Agreement</u> (duly executed and notarized)	
3.	<u>Security Agreement</u> (duly executed and notarized) (See Funding Agreement Section 5.01(d).)	
4.	<u>Equipment & Vehicle Budgets*</u> (See Funding Agreement Section 5.01(a) and Exhibit A.) [*Please make sure to verify that the budget information contained in the execution version on the Funding and Security Agreements for your organization's project includes accurate descriptions and costs.]	
5.	<u>Uniform Commercial Code ("UCC") Lien Search Report*</u> (See Funding Agreement Section 5.01(c).) [*Must include clear copies of any and all UCC financing statements on file with the New York State Department of State ("NYSDOS") that relate to your organization. The search must utilize the Funding Recipient's full legal corporate name, as found on its certificate of incorporation and/or as formally amended with the NYSDOS.]	
6.	<u>Insurance Policies</u> (See Funding Agreement Section 5.01(b) and Exhibit B.)	



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7.	<u>Tax Affirmation Form</u> (See Funding Agreement Section 5.01(g) and Exhibit F.)	
8.	<u>Organization's Formation and Legal Status Documents*</u> (See Funding Agreement Section 5.01(e).) [*These documents should be submitted as part of the City's Capital Funding Request Form; if not, then please make sure to include your organization's certificate of incorporation, certificate of good standing and all amendments.]	
9.	<u>Opinion of Counsel Letter*</u> (See Funding Agreement Section 5.01(f) & Exhibit D.) [*Note: <u>DDC will not accept any revisions to the City's template opinion of counsel letter.</u>] [*Please ask your counsel to provide four (4) original copies to be inserted as exhibits in the Funding Agreement.]	
10.	<u>VENDEX Affidavit of No Change*</u> (*DDC will advise when to submit this documentation, as it is time sensitive.)	
11.	<u>CHAR500 Form*</u> (The City requires the submission of the most recent version filed with the Charities Bureau of the NYS Attorney General's Office.) [*This document should be submitted as part of the City's Capital Funding Request Form; if not, then please make sure to include your organization's most recent submission to DDC. If your organization is not up-to-date with its CHAR500 filing, then please provide a copy of the waiver filed with the NYS Attorney General's Office.]	
12.	<u>List of All Relevant New York City Operating Agreements*</u> [*Please prepare a list of your organization's operating agreements with the City that specifically relate to this equipment and vehicle reimbursement project (i.e., not for all general services provided by your organization.) If no such operating agreement(s) exist, please provide a written explanation to DDC regarding the connection between your organization's project and any other operating agreements that your organization may have with the City.]	
13.	<u>License Assignment Agreement, (if applicable)*</u> (See Funding Agreement Section 5.01(e).) [*Please see DDC's Discretionary web page for the City's required template letter.] [**This documentation must be signed by both the licensing company and the Funding Recipient along with list of relevant software.]	
14.	<u>Useful Life Statement Letter*</u> [*Please see DDC's Discretionary web page for a sample letter. This documentation must include the project's final budget as an attachment.]	
15.	<u>Non-Discrimination Affirmation*</u> [*Please see DDC's Discretionary web page for this form. DDC must receive this form fully completed and signed before the agency may proceed with a project.]	



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Certified as to the Truth and Accuracy of All the Previously Referenced Documents:

By: _____

Name: _____

Title: Chief Financial Officer

Date: _____

Acknowledgment:

State of _____)

County of _____) ss:

On this ____ day of _____, 20__ before me personally came _____, who being by me duly sworn, did depose and say that s/he is the CHIEF FINANCIAL OFFICER of _____, the non-profit organization / corporation described in and which executed the foregoing instrument, and s/he duly acknowledged to me that s/he executed the same for and in behalf of the said non-profit organization / corporation for the uses and purposes mentioned therein.

Notary Public

(Stamp or Seal)

Part B:
The Payment Stage

Once the project's Funding and Security Agreements are registered with the City's Comptroller's Office, then Funding Recipients must provide DDC all of the items listed in this section in order to receive reimbursement from the City.

Item no.	Required Submission	Check box
1)	<u>Procurement Affirmation*</u> (See Funding Agreement Section 5.02(a).) [*Please DDC's Discretionary web page for the latest version of this form.]	
2)	<u>Electronic Funds Transfer (EFT) Form</u> (See Funding Agreement Section 3.02(a) & Schedule I.)	
3)	<u>Completed DDC Payment Requisition Forms with Supportive Documents*</u> [*DDC's payment requisitions must also include copies of all receipts and proof of payment.]	
Equipment-Related Submissions		
4)	<u>Updated UCC-1 Lien Search, if applicable.</u> (See Funding Agreement Section 5.01(d)(i).)	
5)	<u>UCC-1 Financing Statement for review by DDC's Division before being filed with the NYSDOS.</u> (See Funding Agreement Section 5.01(d)(i).)	
6)	<u>If necessary, UCC-3 Financing Statement Amendment.</u> (See Funding Agreement Section 5.01(d)(i).)	
7)	<u>UCC-1 Financing Statement Certification from the NYSDOS showing DDC as secured Party and the Funding Recipient as Debtor.</u> (See Funding Agreement Section 5.01(d)(i) & 5.02(b).)	
Vehicle-Related Submissions		
8)	<u>Original Certificate of Title for Each Vehicle*</u> (See Funding Agreement Section 5.01(d)(i) & (ii).) [*Please retain a copy the title certificate for each vehicle and provide DDC with the <u>original</u> certificate for each vehicle. DDC will need the original in order to file a lien with the New York State Department of Motor Vehicles ("DMV") on each vehicle that your organization will submit to DDC for reimbursement. Once the lien is filed, DDC will return the original certificate to your organization.]	
9)	<u>DMV Notice of Lien*</u> (See Funding Agreement Section 5.01(d)(i) & Schedule II.) [*DDC will prepare this form and submit it to your organization upon receipt of	

	each vehicle's original certificate of title. Note DMV requires original signatures for this form.]	
10	<p><u>Motor Vehicle Registration with the DMV*</u> (See Funding Agreement Section 5.02(c).)</p> <p>[*To be produced by DDC. Can check lien status directly on DMV's web site using the Vehicle Identification Number (VIN), model year and make of each vehicle at: <<<https://harmonia.dmv.state.ny.us/TitleStatus/iviqEnterVehInfo.cfm>>>>.]</p>	

Certified as to the Truth and Accuracy of All the Previously Referenced Documents:

By: _____

Name: _____

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Acknowledgment:

State of _____)

County of _____) ss:

On this ____ day of _____, 20____ before me personally came _____, who being by me duly sworn, did depose and say that s/he is the CHIEF FINANCIAL OFFICER of _____, the non-profit organization/corporation described in and which executed the foregoing instrument, and s/he duly acknowledged to me that s/he executed the same for and in behalf of the said non-profit organization / corporation for the uses and purposes mentioned therein.

Notary Public

(Stamp or Seal)