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| Contractor:  |  |

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| --- | --- | --- |
|  | **Completion Status** | **Guidelines** |
| **Form 1**RFCR Document Checklist | Completed: [ ]  |  |
| **Form 2**Day Labor Resource Center General Information | Completed: [ ]  |  |
| **Form 3**Budget Forms | Completed: [ ]  |  |
| **Form 4**Budget Narrative Form | Completed: [ ]  |  |
| Budget Support Documentation | Completed: [ ]  |  |
| **Corporate Documents** |
| No Change: [ ] OR Revised and attached:[ ] City Business License Number[ ] IRS Taxpayer Identification Number[ ] Articles of Incorporation[ ] Corporate Bylaws | If there have been any changes to your City Business License Number, IRS Taxpayer Identification Number, Articles of Incorporation, or Corporate Bylaws submit the revised documents with this package. |
| **Form 5**Certification of Authorities | Attached: [ ]   | Please include original Certification of Authorities with wet signatures, if applicable (See Section VIII.E) |
| **Form 6**Resolution Identifying Members of Board of Directors (sample) | Updated list Attached: [ ] Resolution Attached: [ ]  | Please include updated list of Board Members along with Certification of Board Resolution. |
| **Form 7**Board Resolution and Certification (sample) | Attached: [ ] N/A: [ ]  | Please include Board Resolution and Certification, if authorized signatories have been changed (See Section VIII.E) |
| **Form 8**Bidder Certification- Certificate of Compliance (CEC Form 50) | Attached: [ ]  | Please include original Certification Compliance Form with wet signatures |
| **Form 9**DLRCP Equipment Inventory | Attached: [ ]  |  |
| **Ordinances & Forms** |
| **Ordinance & Forms**Contractor Responsibility Ordinance (CRO) Service Questionnaire  | Attached: [ ]  | The CRO Service Questionnaire can be downloaded at<https://bca.lacity.org/uploads/cro/CROQ%20Service%20Questionnaire%20Rev%201-20-12.pdf> |
| CRO Pledge of Compliance | Attached: [ ]  | The CRO Pledge can be downloaded at<https://bca.lacity.org/uploads/cro/CRO%20Pledge%20of%20Compliance.PDF> |
| Original: Code of Conduct - dated & signedSamples attached | Attached: [ ]  | The Conflict of Interest directive No. 17-08 can be found at:<http://ewddlacity.com/index.php/workforce-development-system-directives>  |

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| Contractor Legal Name:  |
|       |
| Center Name and Location Address  | Center’s s days of operation and hours of operation: |
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To update our records, please identify your contact people for the following areas:

|  |  |  |  |
| --- | --- | --- | --- |
| **Coordination of:** | **Contact Name** | **Phone** | **E-mail address** |
| Administrative Issues |       |       |       |
| Programmatic Issues |       |       |       |
| Fiscal Issues |       |       |       |
| Administrative Liaison for City Program |       |       |       |

 is interested in a contract with the City for PY 2019-20.

(Insert Contractor legal name above)

(Original) Signature of Individual Authorized to Sign Contracts

Print Name Title

Date