CHECKLIST OF REQUIRED DOCUMENTS / REQUIRED INFORMATION

(*To be in place prior to contract execution*)

*[Rev. May 25, 2021]*

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| --- | --- | --- | --- | --- |
| **Contractor’s Legal Name[[1]](#footnote-1)**: | | | | |
| **Required** | | **Document** | **On file in CU** | **Notes** |
| 1. |  | CA-1 Form, “Authority to Contract/Amend” |  |  |
| 2. |  | State of California corporate number (<https://businesssearch.sos.ca.gov/>) |  |  |
| 3. |  | For out-of-state entity conducting business in CA: Copy of signed Franchise Tax Board Form 587 (<https://www.ftb.ca.gov/forms/2018/18_587.pdf>) |  |  |
| 4. |  | D-U-N-S® Number (<http://fedgov.dnb.com/webform>) |  |  |
| 5. |  | Copy: City of LA “Tax Registration Certificate” (TRC) **OR**  Copy: City of LA Vendor Registration Number (VRN) (<https://www.lacity.org/for-business>) **OR**  Copy: Exemption |  |  |
| 6. |  | For entities: IRS Number & copy of IRS letter with number **OR**  For individuals: Individual’s Social Security number & proof document **OR**  For individuals, instead of personal IRS number: W-9 form, “IRS EIN Certification form” (<https://www.irs.gov/forms-pubs/about-form-ss-4-application-for-employer-identification-number-ein>) **OR**  For non-profit, 501(c)(3) organization: Copy of IRS letter dated within last 5 years |  |  |
| 7. |  | Original: Certification of Authorities (on City form) – dated, signed & with corporate seal affixed |  |  |
| 8. |  | Original: Board Resolution authorizing *this contract* -- dated, signed, and with corporate seal affixed (for corporations), **OR**.  Original: Company Resolution authorizing *this contract* – dated, signed, and with corporate seal affixed (for LLC), **OR**  Original: Self-Statement authorizing *this contract* – dated and signed (for individuals / sole proprietorships) |  |  |
| 9. |  | Original: Corporate Secretary Certification of the Board resolution or Company resolution -- dated, signed, and with corporate seal affixed |  |  |
| 10. |  | Copy: Articles of Incorporation & any amendments thereto (if corporation), **OR**  Copy: Articles of Organization & any amendments thereto (if LLC), **OR**  Copy: Partnership Agreement & any amendments thereto (if partnership) |  |  |
| 11. |  | Copy: By-laws & any amendments thereto (if corporation), **OR**  Copy: Operating Agreement of LLC, & any amendments thereto (if LLC) |  |  |
| 12. |  | Copy: Roster of Board Members (updated annually, & for any change in membership) |  |  |
| 13. |  | BAVN registration by Contractor (<https://www.labavn.org/>)  (Includes the following forms to be uploaded: SDO, EEO/FSHO, DBWCO, etc.) |  |  |
| 14. |  | Insurance: To be posted by Contractor’s broker in City’s “KwikComply” database at https://kwikcomply.org/Home/ |  |  |
| 15. |  | Original: Contractor Responsibility Ordinance Questionnaire – dated & signed |  |  |
| 16. |  | Original: CRO Pledge – dated & signed |  |  |
| 17. |  | Original: LWO-6 (Employee Info) |  |  |
| 18. |  | Original: LWO-18 (Subcontractor Info) |  |  |
| 19. |  | Original: LWO-13 (Non-Profit Exemption Certification) |  |  |
| 20. |  | Original: Code of Conduct – dated & signed |  |  |
| 21. |  | Organization Chart of Contractor |  |  |
| 22. |  | Resumes of Contractor’s key personnel |  |  |
| 23. |  | Jobs Descriptions and Salary Range Summary |  |  |
| **For CDBG-funded projects** | | | | |
| 24. |  | Project Eligibility Proposal (PEP) |  |  |
| 25. |  | Environmental Checklist |  |  |
| 26. |  | CBDO Certification (one Certification letter per year for each Program) |  |  |

1. *If* ***corporation****, verify at* [*https://businesssearch.sos.ca.gov/*](https://businesssearch.sos.ca.gov/)*. If operating as “****DBA****,” check by county. For LA County, verify*

   *at* [*http://rrcc.lacounty.gov/CLERK/FBN\_Search.cfm*](http://rrcc.lacounty.gov/CLERK/FBN_Search.cfm) [↑](#footnote-ref-1)