

CHECKLIST OF REQUIRED DOCUMENTS / REQUIRED INFORMATION

(Documents to be in place prior to contract execution)

[Rev. April 20, 2022]

Legal Name¹:

Required		Document	On file in CU	Notes
1.	X	RAMPLA number. Submit a printout of your rampla.org profile page.	☐	
2.	X	Subrecipient General Info (Attachment 2)	☐	
3.	X	☐ State of California entity number (https://bizfileonline.sos.ca.gov/search/business) ☐ 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.	X	Unique Entity Identifier (“UEI”) number. Submit a printout of your SAM.gov page.	☐	
5.	X	☐ Copy: City of LA “Business Tax Registration Certificate” (BTRC) OR ☐ Copy: City of LA Vendor Registration Number (VRN) (https://www.lacity.org/for-business) OR ☐ Copy: Exemption	☐	

¹ If operating as “DBA,” check by county. For LA County, verify at http://rcc.lacounty.gov/CLERK/FBN_Search.cfm

6.	X	☐ For entities: IRS Number & copy of letter from IRS with number OR ☐ For individuals: Individual's Social Security number & proof document ² OR ☐ For individuals: W-9 form, "IRS EIN Certification form" https://www.irs.gov/forms-pubs/about-form-ss-4 OR ☐ For non-profit, 501(c)(3) organization: Copy of IRS letter dated <u>within last 5 years</u>	☐	
7.	X	Original: Certification of Authorities (on City form) – dated, signed & with corporate seal affixed (Attachment 3)	☐	
8.	X	☐ Original: Board Resolution authorizing <i>this contract</i> with Corporate Secretary Certification of the Board resolution -- dated, signed, and with corporate seal affixed (for corporations), (Attachment 4) OR ☐ Original: Company Resolution authorizing <i>this contract</i> Corporate Secretary Certification of the Company resolution – dated, signed, and with corporate seal affixed (for LLC), OR ☐ Original: Self-Statement authorizing <i>this contract</i> – dated and signed (for individuals / sole proprietorships)	☐	
9.	X	☐ 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)	☐	
10.	X	☐ Copy: By-laws & any amendments thereto (if corporation), OR ☐ Copy: Operating Agreement of LLC, & any amendments thereto (if LLC)	☐	

² For purposes of confidentiality, an individual's IRS number should not appear in the body of a city contract. Instead, the following notation should be placed in the appropriate spot of a contract's signature page: Contractor's IRS number is on file with the EWDD/CU.

11.	X	Copy: Resolution Identifying Members of Board of Directors (updated annually, & for any change in membership) (Attachment 5)	☐	
12.	X	RAMP registration at https://www.rampla.org/ (Appendix D) (Includes the following forms to be uploaded: SDO, EEO/FSHO, DBWCO, etc.)	☐	
13.	X	Insurance: To be posted by insurance agent or broker, not by Subrecipient or City Staff, in City's "KwikComply™" database at https://kwikcomply.org/Home/	☐	
14.	X	Original: Contractor Responsibility Ordinance Questionnaire – dated & signed (Attachment 7)	☐	
15.	X	Original: CRO Pledge – dated & signed (Attachment 8)	☐	
16.	☐	Original: LWO-6 (Employee Info) as applicable	☐	
17.	☐	Original: LWO-18 (Subcontractor Info) as applicable	☐	
18.	☐	Original: LWO-28 (Non-Profit Exemption Certification) as applicable	☐	
19.	X	Original: Code of Conduct – dated & signed (Appendix C)	☐	
20.	X	Budget Forms 1-8 (Attachment 6 and Appendix B)	☐	
21.	X	Organization Chart	☐	
22.	☐	Resumés of key personnel	☐	
23.	X	Jobs Descriptions	☐	
EWDD Staff Section				
24.	☐	Project Eligibility Proposal (PEP) with NEPA (CDBG only)	☐	
25.	☐	CA-1 Form, "Authority to Contract/Amend" and its appurtenant documents	☐	