



REGISTRATION CHECKLIST:

NOTE: These documents must be sent directly to the DDC Project Manager handling your organization's project. Please include this checklist as a cover sheet with all of the below-requested documents included as attachments (incomplete submissions will not be accepted.) DDC cannot register your project with the New York City Comptroller's Office without these submissions. Payments cannot be made prior to registration.

Three (3) Fully Executed Legal Agreements

- The DDC Attorney Assigned to your project will email your organization with a PDF copy of the necessary agreements for your organization's project. Please completely print out three (3) original copies for notarized signature of each legal document by your organization's duly authorized representative.
- Please also ensure to provide the following Exhibits within each Funding Agreement:**

Opinion of Counsel Letter (3 originals)

- Please note that this letter MAY NOT BE MODIFIED. For a Word version of this document, please see the City's template letter under the "Legal Documents" tab available at: http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml.
- This letter must be placed on your counsel's letterhead.
- The agreement dates referenced in the letter should refer to the date when DDC's Commissioner signs off on the agreements. [NOTE: The DDC attorney assigned to your project will include this date once the agreements are executed by the agency. (However, if your counsel requires a date, then your organization may refer to the date when your duly authorized representative executed the agreements.)]
- Please include an original letter as an exhibit within each Funding Agreement where indicated (i.e., three (3) originals in total.)

Tax Affirmation Form

- Please include a fully completed original as an exhibit within each Funding Agreement (i.e., three (3) originals in total.) A copy of this form is included as an exhibit to the Funding Agreement.

Insurance Certificate

- Please see Exhibit B of the Funding Agreement for the required policies and details. The City must be listed as: "The City of New York, acting by and through its Department of Design and Construction."
- The City must be listed as an "Additional Insured" (note: insurance submissions that list the City only as a "Certificate Holder" are INCORRECT and will be returned.)
- Worker's Compensation Insurance must also be included.

VENDEX Affidavit of No Change

- Please see the City's template Affidavit of No-Change online under the "Forms Required for Registration" tab at: www.nyc.gov/html/ddc/html/business/nfp_forms.shtml. For additional VENDEX Information and forms, please visit the Mayor's Office of Contract Services at: <http://www.nyc.gov/html/mocs/html/research/vendex.shtml>.
- Before preparing this paperwork, please check with DDC's Project Manager for your project, because this documentation must be submitted within three (3) months of DDC's submission of a project for registration.

Doing Business Data Form

- Please see the City's template Doing Business Data Form online under the "Forms Required for Registration" tab at: www.nyc.gov/html/ddc/html/business/nfp_forms.shtml >.

Division of Labor Services ("DLS") Employment Report & Certification

- Please see DLS' website at: <http://www.nyc.gov/html/sbs/html/procurement/dls.shtml>, and go to the section on the webpage for "Supply and Services Contractors." Specific forms must be submitted to DLS for contracts over \$100K, depending on whether your non-profit organization has more or less than 50 employees. If your organization has never filed with DLS, then your organization will need to complete and submit the entire employment report form to DLS. However, if your organization has previously submitted the necessary DLS form and have received a certificate from DLS, then your organization will only need to complete the 1st part of the form, as per DLS' online instructions.
- Once your organization receives a three (3) month clearance from DLS, please make sure to maintain compliance, because extensions from DLS may be necessary depending on how long the discretionary funding process takes for your organization's particular project.