DDC
NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

Budget Review Checklist

Funding Recipient:
(Insert Full Corporate Name)

NOTE: **DDC cannot process your project without these submissions and information.** Additional documents will be required later in the Discretionary Funding process.[1] **Please include this checklist as a cover sheet with all of the below-requested documents included as attachments (incomplete submissions will not be accepted.)**

☐ **Budget in format specified by OMB**

- DDC Project Manager (PM) will supply the template
- Please also include a list of changes from the proposed budget submitted with the original request

☐ **Updated quotes corresponding to the items listed on the Budget**

☐ **Order/Purchase Dates for City-Funded Equipment and/or Vehicles**

☐ **General Operating Hours of the Organization**

☐ **Frequency of Use of the City-Funded Equipment and/or Vehicles**

☐ **Completed ISM Questionnaire, if applicable**

☐ **Hospital Equipment letter, if applicable**

☐ **Initial Outfitting Affirmation, if applicable**

☐ **Training Cost Removal Letter, if applicable**

☐ **A software checklist, if applicable**

- ☐ **Along with any Software Acknowledgment letters, if applicable**
  - o If software is not assignable pursuant to its terms, the City will need letters from each applicable software company that indicates a willingness to sign the City's software license assignment agreement.
  - o Note: DDC will not be able to clear any payments for any software (or equipment with embedded software) that require a final executed software license assignment agreement.

☐ **Information on whether equipment is minimally attached, if applicable**

- If so, will need applicable lenders / lessors to provide letters that indicate a willingness to sign-off on the City's template personalty (non-fixture) agreement.

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[1] For a detailed explanation of the City's discretionary funding process and for a copy of DDC's additional checklists, please see DDC's NFP website.