

Document/Action

FOR CONTRACTOR TO PROVIDE		
Preliminary Steps		
Contractor Contact Information (must incl. email address) [23]		<input type="checkbox"/>
Contract Template [24]		<input type="checkbox"/>
For Accounting Purposes		
W-9 Declaration		<input type="checkbox"/>
Fictitious Business Name Statement [25]		<input type="checkbox"/>
Business Tax Registration Certificate (BTRC) [26]	[enter acct. no. & status]	<input type="checkbox"/>
--For New Business Registration [27]		
--For Business Tax Renewals [28]		
Nonresident Tax Withholding Form [29]		
--Form 587 [30]		<input type="checkbox"/>
--Form 590 [31]		<input type="checkbox"/>
For Department of Industrial Relations (DIR) Compliance		
Public Works Project Registration Verification [32]		<input type="checkbox"/>
For Bureau of Contract Administration (BCA) Department of Industrial Relations (DIR) Compliance		
DIR Account Linked to BCA [33]		<input type="checkbox"/>
For Grant Funded Reporting Requirements		
Unique Entity Identification (UEID) Number [34]	[enter UEID No.]	<input type="checkbox"/>
--For New UEID Registration		
--For UEID Renewal		
For Contract Signature Purposes		
California Corp Status "Active" [35]	[enter acct. no. & status]	<input type="checkbox"/>
Corporate or Business By-laws		<input type="checkbox"/>
Executorial Authority Board Resolution [36]		<input type="checkbox"/>
Current Board Roster (with Contact Info)		<input type="checkbox"/>
Certification of Authorities Form [37]		<input type="checkbox"/>
Articles of Incorporation (or Equivalent)		<input type="checkbox"/>
Ordinance Forms: Contractor Responsibility Ordinance (CRO)		
CRO Questionnaire (For Services) (For Construction) [38]		<input type="checkbox"/>
CRO Pledge of Compliance [39]		<input type="checkbox"/>
Ordinance Forms: Living Wage Ordinance (LWO)		
LW-6 Employee Information Form [40]		<input type="checkbox"/>
LW-18 Subcontractor Information Form [41]		<input type="checkbox"/>
LW-28 Departmental Exemption App [42]		<input type="checkbox"/>
-- IRS Letter with EID#		<input type="checkbox"/>
Ordinance Forms: First Source Hiring Ordinance (FSHO)		
FSHO-1 Anticipated Employment Opportunities Form [43]		<input type="checkbox"/>
Compliance Documents (Must be uploaded to SEPARATE database)		
UPLOAD ALL AFFIDAVITS ON RAMP , not Google Doc [44]		
--Disclosure Ordinance (DO) Affidavit		
---- Slavery Disclosure Ordinance (SDO),		
----Disclosure of Border Wall Contracting Ordinance (DBWCO)	[enter RAMP ID# and date of expiration]	<input type="checkbox"/>
Equal Benefits Ordinance (EBO) and		
First Source Hiring Ordinance (FSHO) Affidavit [45]	[enter RAMP ID# and date of expiration]	<input type="checkbox"/>
UPLOAD ALL INSURANCES ON KWIKCOMPLY , not Google Doc [46]		
--Workers Compensation	[enter date of expiration]	<input type="checkbox"/>
--General Liability	[enter date of expiration]	<input type="checkbox"/>
--Automobile Liability	[enter date of expiration]	<input type="checkbox"/>
--Professional Liability	[enter date of expiration]	<input type="checkbox"/>
--Other (identify in notes section)	[enter date of expiration]	<input type="checkbox"/>

COMMUNITY INVESTMENT FOR FAMILIES DEPARTMENT OF CITY OF LOS ANGELES
 CERTIFICATION OF AUTHORITIES
Corporations, and Limited Liability Companies

(Legal Name of Contractor)

Hereby certifies that:

1. **Per Board Resolution dated** _____, the following are specimen signatures of individuals who are authorized on behalf of contractor to be signatory for execution of agreements and all instruments necessary to execute agreements.

<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>
<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>
<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>

2. The following are specimen signatures of individuals authorized on behalf of contractor to sign checks for the disbursements of funds received from the City of Los Angeles.

<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>
<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>

3. The _____ has been designated as the depository for all funds to be received directly from the City Of Los Angeles towards Housing and Community Investment contracts(s).

(Name of Bank)

- a) (Optional) We, _____, designate and legally authorize the Controller of the City of Los Angeles to make direct deposits into the:

<i>(Name of Bank)</i>	<i>(Street Address)</i>
<i>(City, State, Zip Code)</i>	Account Number: _____

4. The following are specimen signatures of individuals authorized on behalf of contractor to sign requisitions for advances and/or reimbursements.

<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>
<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>
<i>(Name of Person)</i>	<i>(Title)</i>	<i>(Specimen Signature)</i>

5. This certification shall remain effective until a new certification is received by the City of Los Angeles:

CORPORATE SEAL

<i>(Name of Person – Corp. Secretary, Partner, or Contractor)</i>	<i>(Signature)</i>	<i>(Date)</i>
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