

## CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX CHECKLIST

<b>PROJECT</b>			
<b>CONTRACT NUMBER</b>		<b>CONTRACT AMOUNT</b>	
<b>PROGRAM MANAGER</b>		<b>PROGRAM YEAR</b>	
<b>CONTACT NAME</b>		<b>CONTACT PHONE#</b>	
<b>FEDERAL TAX ID #</b>		<b>DUNS #</b>	
<b>SECTION I: PROJECT APPLICATION/ CONTRACT AMENDMENTS</b>			
<b>Application/Proposal</b>			
City Council Approval: <i>Construction contracts over \$1,137,000 / Non-construction contracts over \$287,000. Leases of City-owned real estate in excess of one (1) year or in excess of \$35,000.</i>			
Ordinance #	Comments:		
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<b>SECTION II: GOVERNANCE</b>			
<b>DATE</b>	<b>INITIAL</b>	<b>DOCUMENTS NEEDED TO PREPARE FUNDING AGREEMENT:</b>	
		1. Verify Legal Name of Entity (Attach Printout) with <a href="#">MO Sec. of State</a>	
		2. <a href="#">SAM.gov</a> Status (Search entity name checking the status, date and exclusion records) - Attach Printout	
		3. <a href="#">Tax (Revenue) Clearance</a>	
		4. Board Resolution providing <i>Authorization to Sign Contracts</i>	
		5. Name/address of Board Members	
		6. Bylaws	
		7. Certificate of Good Standing	
		8. Employee Verification Affidavit <i>Signed and Notarized</i>	
		9. <a href="#">E-Verify Memorandum of Understanding</a>	
		10. Teams Role & Responsibilities	
		11. <a href="#">Supplier/Vendor Application</a>	
		12. Line Item Project Budget	
		13. Financing Agreements	
		14. Proof of Land Ownership	
		15. Public Good - Public Purpose	

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SECTION III: INSURANCE & ENDORSEMENTS			
	Effective Date	Expiration	Coverage
General Liability			
Automotive			
Workers Comp			
<ul style="list-style-type: none"> <li>Any employer with five (5) or more employees is subject to the State of Missouri Workers' Compensation statute and must show proof of coverage. Employers Liability \$100k accident, \$500k disease &amp; \$100k disease-each employee</li> </ul>			
AM Best rating of "A-V" or better			
KCMO "additional insured"			
Policy Cancellation Notification			
General Liability: \$1M per occur \$2M Annual aggregate			
Auto Liability: \$1M an "any autos" coverage basis			
Professional Liability \$2M annual aggregate / claim			
Project Liability Aggregate \$2M			
No Contractual Liability Limitation Endorsement			
Additional Insured End - ISO form CG20 10			
Directors and Officers Liability			
Fidelity & Surety Bonds			
<ul style="list-style-type: none"> <li><i>Fidelity And Surety Bonds. Contractor shall cause all persons handling funds disbursed under this contract to be bonded by a corporate fidelity bond in a minimum amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000). Said bonds shall be approved by the Director of Finance of the city, a copy of evidence of said bond shall be filed with the City Clerk. If any such bond is canceled or reduced, Contractor shall immediately notify the City. (Note: employee theft insurance policy can be substituted for bond)</i></li> </ul>			
SECTION IV: REGULATORY COMPLIANCE: WORKFORCE GOALS			
M(W)BE			
<ul style="list-style-type: none"> <li><i>MBE\WBE utilization goals apply to all non-construction contracts over \$117,000 and all construction contracts over \$275,000. See the Human Relations Department's forms and instructions for additional information.</i></li> </ul>			
Contractors Utilization Plan (CUP)			
Prevailing Wage			
<ul style="list-style-type: none"> <li><i>State law requires prevailing wage be paid on every public works contract performed on behalf of the City. A public work is defined as including all fixed works constructed or developed for public use or benefit or paid for wholly or in part out of public funds.</i></li> </ul>			
SLBE			
Section 3			
Davis Bacon			

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### SECTION V: NEPA ENVIRONMENTAL REVIEW

If Exempt [24 CFR 58.34(a)] ERR File #: \_\_\_\_\_

- Copy of NHSD form confirming the determination of Exemption [(a)(1) through (a)(12)]
- Copy of memo from Environmental Review Officer confirming entity's exemption

If Categorically Excluded, Not Subject to 58.5 [24 CFR 58.35(b)] (CENST) ERR File #:

- Copy of NHSD form confirming the determination of CENST [(b)(1) through (b)(7)]
- Copy of memo from Environmental Review Officer confirming entity's CENST status

If Categorically Excluded, Subject to 58.5 [24 CFR 58.35(a)] (CEST) ERR File #:

- Copy of NHSD form confirming the determination of CEST [(a)(1) through (a)(6)]
- Copy of memo from Environmental Review Officer confirming CEST and Conditions of Approval associated with project activities (All Conditions MUST be incorporated into ALL contracts associated with project activities)
- Copy of NOIRROF 0 Copy of RROF [HUD Form 7015.15] 0 Copy of AUGF [HUD Form 7015.16]

If an Environmental Assessment is required [24 CFR 58.36] (EA) ERR File #:

- Copy of NHSD form confirming the determination of EA level review [58.36]
- Copy of memo from Environmental Review Officer confirming EA level of review and Conditions of Approval associated with project activities (All Conditions MUST be incorporated into ALL contracts associated with project activities)
- Copy of NOIRROF/FONSI 0 Copy of RROF [HUD Form 7015.15] 0 Copy of AUGF [HUD Form 7015.16]