

# Community Development Block Grant Program (CDBG) Public Service Grant Program

## PRE-CONTRACT CHECKLIST

1. [Corporate resolution \(authorizing signer of CDBG contract\)](#)
  - **Ensure document is signed and dated and that the name of the signature authority is legible.**
2. Certificate of Insurance naming the City of Phoenix as additional insured. Programs that involve working with or caring for children or vulnerable adults must maintain sexual molestation coverage.  
[Certificate of Insurance Sample](#)
  - **Ensure coverage levels are as specified in RFP**
  - **City of Phoenix is listed as additional insured.**
3. [Job Descriptions](#) and Resumes (of all CDBG funded positions(s), if applicable).
4. 501 (c) 3 Letter or Documentation Proving Incorporation as a Non-Profit Organization
5. [Scope of Work](#) and [Budget](#)
6. [ADA Accessibility Questionnaire](#) and [ADA Accessibility Compliance Statement](#)
7. [Federal Grant Subrecipient Fiscal Management Assessment](#) and [Accounting/Bookkeeping Responsibilities](#)
8. Financial Audit and Management Letter; if no recent audit has been conducted, remit a copy of the most recent financial statements
9. Articles of Incorporation and By-laws
10. Board of Directors List (including each name, physical address (not agency address), and phone numbers of all members of the Board of Directors)
11. Verification of Staff Fingerprinting is required for all CDBG-funded staff and contractors working with vulnerable populations such as children and vulnerable adults.
12. Copy of signed Lease Agreement (if CDBG funded)
13. Professional Consultant Contracts (if CDBG funded)
14. [Disclosure of Indebtedness to the IRS, State and City of Phoenix](#)
15. [Taxpayer ID Information \(W4\)](#)
16. System for Award Management Verification – Entity registration verification (which will include the Unique Entity ID (UEI))
17. procurePHX Account Registration/Update Verification page displaying vendor number and remit to address