

## CDA Non-Municipal Contract Execution Checklist

**PLEASE NOTE:** Prior to executing your contract, the documents listed below must be completed and submitted to your program monitor. Your agency is not permitted to enter into any contract involving the expenditure of any CDA funds until your contract with CDA has been fully executed and procurement procedures have been properly followed. The contract is not fully executed until the date of seal and signature by the City Register.

**\*PLEASE SUBMIT THE DOCUMENTS INDICATED BELOW TO YOUR PROGRAM MONITOR BY \_\_\_\_\_.\***

Section 1: Contract (Mail or drop off six (6) original, single-sided copies)	NOTES
<input type="checkbox"/> Six (6) original, single-sided copies, must be delivered to CDA once you receive a final draft from your program monitor. Note that Part A must be signed and Part D (E-Verify Certification) and Part E (Affidavit of Compliance with Anti-Discrimination Against Israel Act) must be signed and notarized.	

Section 2: Contract Documents (Email one (1) copy to your program monitor and keep one (1) original signed copy in your CDA files/ records)	NOTES
<input type="checkbox"/> Funding Statement	
<input type="checkbox"/> Corporate Resolution	
<input type="checkbox"/> Board Resolution passed by your governing body approving the contract and authorizing signature power to certain individuals (can also be submitted at the same time as the contract)	
<input type="checkbox"/> Current Board List	
<input type="checkbox"/> Secondary Employment Form signed by all CDA-funded personnel (if applicable)	
<input type="checkbox"/> Conflict of Interest Statements (for all board members, any agency personnel wholly or partially funded with CDA monies, any individual with CDA-program signature power, the Executive Director and any other employees involved in the administration of the CDA-funded program)	
<input type="checkbox"/> A signed copy of CDA's Non-Discrimination Policy	
<input type="checkbox"/> A completed Certification Relating to Lobbying Activities Form	
<input type="checkbox"/> SALESFORCE Authorization Form	
<input type="checkbox"/> Designation of Depository Form	
<input type="checkbox"/> Living Wage No Change Affidavit	

Section 3: Additional Contract Documents (Email one (1) copy to your program monitor and keep one (1) copy in your CDA files/ records)	NOTES
<input type="checkbox"/> Proof of general liability insurance with a single incident limit of \$1,000,000 per occurrence (with the City of St. Louis, 1520 Market Street, Suite 2000, St. Louis, MO 63103 named as additional insured)	
<input type="checkbox"/> Proof of automobile liability insurance in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage (with the City of St. Louis, 1520 Market Street, Suite 2000, St. Louis, MO 63103 named as additional insured)	
<input type="checkbox"/> Evidence of Honesty bonding coverage in effect for the new contract period for a minimum Honesty Blanket Position coverage of \$25,000 for all persons employed or authorized to perform functions related to the execution of a CDA-funded project or activity (e.g. board members with signature authority, financial officers, the Executive Director, and CDA-funded program and finance staff). List City of St. Louis, 1520 Market Street, Suite 2000, St. Louis, MO 63103 as additional insured.	
<input type="checkbox"/> E-Verify Memo	
<input type="checkbox"/> Articles of Incorporation (for new agencies or if updated)	
<input type="checkbox"/> Organization's Bylaws (for new agencies or if updated)	
<input type="checkbox"/> Personnel Policies & Procedures (for new agencies or if updated)	
<input type="checkbox"/> Grievance Policy - For Your Agency and Program Participants (for new agencies or if updated)	
<input type="checkbox"/> State Tax Exempt Letter (for new agencies only)	
<input type="checkbox"/> Certificate of Good Standing (if not submitted with application)	
<input type="checkbox"/> Certificate of Incorporation (for new agencies only)	
<input type="checkbox"/> 501c3 Tax Exempt Letter (if not submitted with application)	
<input type="checkbox"/> Form W-9 Taxpayer Identification and Certification (for new agencies only)	
<input type="checkbox"/> Proof of Sam.gov Registration	

*Please make a copy of this form and submit with your documents. Be sure to check that all of the above documents are submitted. In the notes section provided, please indicate if a document is attached. If not attached, please provide the status.*

**CONTACT INFORMATION FOR INDIVIDUAL SUBMITTING DOCUMENTS**

Please designate your contact person as someone who your Program Monitor can contact should there be any questions or concerns regarding the contract documents submitted.

**Agency:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_