



**Community Development Block Grant – Disaster Recovery**

**Procurement  
Process Number:  
Contractor or  
Subrecipient:  
Service:**

**Date:**

*This Checklist has the purpose of verifying the compliance with all the required documentation according to state legal regulations, including insurance, to meet the objectives of the contract and good administration.*

**DOCUMENTS**

**I. FISCAL OVERSIGHT MANAGEMENT BOARD PROCESS:**

- 1. Does the contract agreement have an expected value of \$10 Million dollars or more?  Yes  No
- If **YES**: Is the FOMB Approval Letter in file?  Yes  No

**II. CONTRACT or SUBRECIPIENT AGREEMENT (SRA) FILE:**

**A. Contract or SRA**

- 1. Contract  SRA
- 2. New  Amendment

Date of Execution:

- 3. Is a copy of the Notice to Proceed in the contract file? (If applicable)  Yes  No  N/A

**B. Internal Documents**

- 1. Is a copy of the signed and registered Contract or SRA in the file?  Yes  No
- 2. Is the Service Proposal in file?  Yes  No  N/A
- 3. Is the Certification of Funds in file?  Yes  No  N/A
- 4. Is the Anticorruption Code for a New Puerto Rico, Act No. 2-2018 form in file?  Yes  No  N/A
- 5. Is the letter based on the Article 1 of Act No. 48-2013 in file?  Yes  No  N/A
- 6. Is the Ethics and Anticorruption Acknowledge Receipt?  Yes  No  N/A
- 7. Is the Corporate Resolution on file?  Yes  No  N/A
- 8. Is the Municipal Legislature Resolution on file?  Yes  No  N/A
- 9. Is the Letter of Intent on file?  Yes  No  N/A
- 10. Is the sign Memo authorizing the SRA execution on file?  Yes  No  N/A
- 11. Is the Exhibit **A**: Scope of Work on file?  Yes  No  N/A

12. Is the Exhibit <b>B</b> : Timeline and Deliverables on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Is the Exhibit <b>C</b> : Key Personnel on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. Is the Exhibit <b>D</b> : Budget on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. Is the Exhibit <b>E</b> : Funds Certification on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16. Is the Exhibit <b>F</b> : HUD General Provisions on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17. Is the Exhibit <b>G</b> : Special Conditions on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18. Is the Exhibit <b>H</b> : Insurance Requirements on file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**C. Required Approvals**

1. Is the Office of Management and Budget of Puerto Rico (OGP for its Spanish acronym) Approval in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Is the registration certificate of the Office of the Comptroller of Puerto Rico in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**D. Tax Documents**

Is this a SRA with a public entity?  Yes  No If Yes, please continue on section E. Insurance

**Important**

- + **ORIGINAL** documents are required.
- + Documents requested online must include **CERTIFICATE VALIDATION**.
- + Documents **WITHOUT OFFICIAL SEAL AND/OR AUTHORIZED SIGNATURE** will not be considered valid.
- + EXPIRED or certifications or issued in excess of **SIXTY CALENDAR (60) DAYS** prior to execution date will not be accepted; pursuant to Circular No. 1300-16-16, page 13, Section G, of January 1, 2016 from the Department of Treasury.

1. The Contractor has the option of submitting the <b>General Services Administration</b> (ASG for its Spanish acronym) <b>Eligibility Certificate</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
2. Authorize the Puerto Rico Department of Housing (PRDOH) to request the documents through the Request for Documentation from the Commonwealth from the OGP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**a. Department of State - Corporation**

1. Is the Certificate of Incorporation or of Certificate of Existence included in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
2. Is the Certificate of Good Standing in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			

**b. Department of Treasury**

<b>1. Is the Income Tax Filing Worksheet Certification (Form SC 6088) in file?</b> Expiration Date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there Copy of first page of ____ Income Tax Filing Worksheet; submitted (in case not reflected in SC 6088) and / or manual correction in case there is an error in the worksheet (Model SC 2888)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there a Reason (s) for not filing Income Tax Worksheet in year(s) _____(Model SC 2781) ( if SC 6088 reflects a year with no filing in any of the years)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there an extension request to Income Tax Filing (model SC 2644)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
<b>2. Is there a Debt Certification (Model SC 6096)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
In case there is income Tax Debt, is there evidence of Payment Plan or Administration Revision that Indicates the Tax Contribution Clause in the Contract, in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Is there a Certification of Total Exemption in the Origin regarding Payments for Services provided for Corporations or Partnerships (Model SC 2756) in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>3. Is there a Merchant Registration Certificate (Model SC 2918) copy in file?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Retains Taxes <input type="checkbox"/>	Do not retain Taxes <input type="checkbox"/>		
If the contractor retains taxes:			
Is Certification of Filing of Sales and Use Tax (known as IVU) Worksheets (Model SC 2942), in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Is Sales and Use Tax (known as IVU), Debt Certificate (MODEL SC 6096) in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			

**c. Municipal Revenues Collection Center (CRIM for its Spanish acronym)**

\*\* If the Debt Certification of All Concepts indicates there is debt, must submit the Statement of Accounts with required stamps of each of the properties.

\*\* The Movable Property Tax Worksheet is filed in May. The immovable Property Tax Worksheet is filed in January and July.  
(If applicable)

<b>1. Does not have Movable Property or Immovable Property?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is Negative Certification of Movable or Immovable Property in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Is Sworn Statement 83-1991 Law in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			

<b>2. Has Movable or Immovable Property?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is Debt Certification of All Concepts in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Is Certification of Movable Property Tax Worksheet Filing in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
<b>3. Does not have Movable Property, Has Immovable Property?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is Debt Certification of All Concepts in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Is Negative Certification of Movable Property in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
Is Sworn Statement 83-1991 Law in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
<b>4. Has Movable Property, Does not have immovable Property?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is Debt Certification of All Concepts in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date: _____			
Is Certification of Movable Property Tax Worksheet Filing in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			

**d. Department of Labor and Human Resources**

1. Is Certification of Registration as Employer and Debt Certification for Unemployment Insurance and Disability Insurance in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
2. Certification of Registration as Employer and Debt Certification for Social security Insurance for Drivers (known as Seguro Choferil) in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			

**e. Administration for the Support of Minors (ASUME for its Spanish acronym)**

**INDIVIDUALS**

1. Is Negative Certification of Alimentary Pension in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			
2. Is Certification of Account Status in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date: _____			

**CORPORATIONS**

1. Is Certification of Compliance in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Expiration Date:			

**E. Insurance**

(As applicable, required by the Insurance Division of the PRDOH according to the services provided)

1. Is the Insurance Certificate in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is the Insurance Certificate complete based on OSPA or AO 18-31?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Insurance Missing: CGL <input type="checkbox"/> Crime <input type="checkbox"/> Auto <input type="checkbox"/> Cyber <input type="checkbox"/>		
PGL <input type="checkbox"/> Umbrella <input type="checkbox"/> Other <input type="checkbox"/> : _____		
3. Is the Insurance of the State Insurance Fund Corporation in file?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
4. Is this a construction contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is a Payment and Performance Bond required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
6. Is a Builder Risk required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A

**Additional Comments:**

**Reviewed By:** Radames Comas Segarra \_\_\_\_\_  
PRDOH CDBG-DR Signature Date  
Contracts Division  
Printed Name

**Have all required documents been submitted?**

Yes  No

**If not, please explain the action taken below.**

**By signing below, the PRDOH CDBG-DR Deputy Director of Contract Administration and/or its personnel certifies that the aforementioned Contract File was revised and is considered complete. Without said signature, this document should be considered as incomplete.**

**Approved By:** Joel O. Hernández-Alvarado \_\_\_\_\_  
PRDOH CDBG-DR Deputy Signature Date  
Director of Contract Admin.  
Printed Name