

CITY OF FLINT
MANDATORY DOCUMENT CHECKLIST
for CDBG/HOME/ESG & Other Contracts

AGENCY NAME _____

Please submit the following items:

1. INSURANCE COVERAGE – (Disregard if submitted prior to receiving this document).

ACORD Certificate of Insurance - An insurance company licensed to conduct business in the State of Michigan must underwrite all coverage. The ACORD certificate of insurance **must include the following language:**

"Additional Insured: City of Flint and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers".

Certificate Holder: City of Flint, Division of Community and Economic Development, 1101 S. Saginaw Street, Flint, MI 48502

Cancellation Statement: " Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left".

Please note that the wording **"Endeavor to"** and **"but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives"** must be removed from the standard ACORD cancellation statement.

- A.** Required insurance coverage for all sub recipient agencies:
1. **Commercial General Liability Insurance** with a combined single limits of not less than \$1,000,000.
 2. **Fidelity Bond/Employee Honesty Bond** not less than the amount of the grant.
A Fidelity Bond/Employee Honesty Bond (also called Crime Coverage, etc.) guarantees that if the obligator steals, the surety will make good the loss.
- B.** Required insurance coverage for all sub recipient agencies with paid employees:
Worker's Compensation Insurance at statutory levels. The organizations shall also ensure that any subcontractors carry Worker's Compensation Insurance.
- C.** Required insurance coverage for all subrecipient agencies with company-owned vehicles:
Commercial Automobile insurance in the amount of \$1,000,000 for all vehicles used as commercial vehicles, including, but not limited to, the transport of passengers.
- D.** Required insurance coverage for all subrecipient agencies with construction-type subcontracts:
A **Performance Bond** not less than the amount of the grant.
A Performance Bond guarantees that if the contractor does not fulfill his contract, the surety will see that it is fulfilled by others.
- E.** Required insurance coverage for all subrecipient agencies that subcontract professional services:
Professional Liability Insurance in the amount of at least one million dollars (\$1,000,000) for all contracted services of a professional service.
Professional Services: Anyone who gives advice which others have reason to rely on, i.e., Architects, Engineers, Accountants, Lawyers, Insurance Agents, Doctors, Counselors, etc.
- F.** Insurance is to be kept up to date and all subrecipients should make arrangements to have their insurance company automatically forward ACORD certificates at renewal time to the City of Flint, Division of Community and Economic Development, 1101 S. Saginaw, Flint, MI 48502

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2. Other Required Documents

- A. The organization's 2021, or most recent Internal Revenue Service Form 990, *Organization Exempt from Income Taxes*, as applicable.
A copy of the organization's 501(c) 3.
- B. A copy of the organization's most recent financial audit, including the single audit, if applicable. The Uniform Guidance at 2 CFR 200 subpart F (200.500) requires that agencies in receipt of \$750,000 or more of federal funds per year have a single audit. Agencies receiving less than this amount must submit a program audit and the accounting certification form provided.
- C. A current list of the organization's Board of Directors. The copy should indicate the date the list was created and/or revised.
- D. The organization's current by-laws. The copy should indicate the date the by laws were adopted/revised.
- E. Proof the governing board has approved a resolution or a motion that names and authorizes the official who can sign and negotiate an Agreement with the City of Flint.
- F. A copy of the organization's total budget adopted for the period July 1, 2020 to June 30, 2021.
The budget must identify all funding sources in all cost categories in relation to CDBG, ESG, and HOME. Failure to comply with this requirement can cause a delay in processing the organization's contract(s).
- G. The dollar amount of Emergency Solutions Grant (ESG) match funds and evidence funds has been received such as a letter of commitment or agreement to verify match funding is in place, and/or a letter explaining the status of match funding not yet received and/or in place.
- H. Copies of the most current organizational policies. Each should indicate the effective date and the date of any and all revisions.
 - Employment / personnel
 - Financial Management
 - Conflict of Interest
 - Procurement Methods
- I. Current organizational chart
- J. Job description(s) for each person working and paid with the CDBG, HOME, and/or ESG programs.
- K. Census tract map with service area outlined.