

**Consortium
Precontract Requirements**

1. **Most recent audit and contact information for the firm which will be completing an audit for the 2022 Calendar year**
2. **Agency Information:**
 - a. Completed Agency Identification Form (Legal name and address, DUNS Number and EIN Number)
 - b. Name and addresses of Agency's Board of Directors
 - c. Agency's Organizational Chart with key staff members and positions outlined in the chart
3. **Insurance Coverage:** Subrecipients must submit the following proof of insurances with the City of Schenectady listed as additionally insured:
 - a. **Workers' Compensation and Employers Liability Insurance:** A policy or policies providing protection for employees in the event of job-related injuries.
 - b. **Automobile Liability Insurance:** A policy or policies with the limits of not less than \$1,000,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance, or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobile.
 - c. **General Liability Insurance:** A policy or policies of comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000
 - d. **Umbrella Liability Insurance:** A policy or policies with **Umbrella Coverage** with limits of not less than:

Liability For:	Combined Single Limit
All Other Circumstances	\$1,000,000
4. **The following policies and procedures:**
 - a. **Conflict of Interest Policy-** which is consistent with 2 C.F.R. § 200.318(c)
 - b. **Drug Free Workplace Policy-** which is compliant with 31 C.F.R. Part 20.
 - c. **Anti-Discrimination Policy-** which includes language that supports Title VI of the Civil Rights Act of 1964, The Fair Housing Act, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.
 - d. **Whistleblower Protection Policy-** following 41 U.S.C. § 4712
 - e. **Conflicts of Interest Policy-** which is consistent with 2 C.F.R. § 200.318(c)
 - f. **Maintenance of Records and Record Retention Policy**
 - g. **Internal Control, Cash Flow, Cash Management and Cash Disbursement Policy-** which is in accordance with 2 C.F.R. § 200
 - h. **Procurement Policy-** supports City Procurement Guidelines and follows 2 C.F.R. § 200

5. For Construction Projects:

- a. Construction Documents, or in the case where the documents have not been completed, copy of the contract between the Agency and an Architectural or Engineering Firm
- b. Cost Estimate completed by an Architect, Engineer, or otherwise qualified professional
- c. Proof of any or all matching funds
- d. Detailed scope of work and up to date budget
- e. Projected timetable and Construction Schedule

6. For Public Service Projects:

- a. Name of and description of program utilizing the funds
- b. Estimated numbers and demographics of individuals being served
- c. Itemized list of expenses and project budget
- d. Projected timetable and project benchmarks
- e. Post HOME-ARP Sustainability Plan

7. Signed statements:

- a. A signed statement of understanding by the Agency Director that the subrecipient will be required to submit an audit for any year in which HOME-ARP funds are expended and if the agency expends in excess of \$750,000 of federal dollars in the Federal Year they will be required to complete a Single Audit. *(Will be included in contract as well)*
- b. A signed statement of understanding by the Agency Director that the funding will be based on accrued expenses and the Agency agrees to submit quarterly progress reports and understands the City of Schenectady will conduct Annual Monitoring's of the program. *(Will be included in contract as well)*