

Downtown Revitalization Initiative (DRI)  
Checklist for Housing Trust Fund Corporation (HTFC) Grant Agreements

Submit the following to execute the Grant Agreement:

- Two (2) original signed copies of the Grant Agreement
  - Designation of Depository for Direct Deposit of Funds Form
  - Authorized Signature Form
  - Proof of Insurance coverage
  - Certificate of Incorporation and the filing receipt (Not applicable for municipalities)
  - Contractor Bid Solicitation Plan
  - MWBE & EEO Policy Statement
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Grant Agreement

Sign two (2) copies of the Grant Agreement and return both as part of the full package.

Grant Agreement includes three schedules:

- Schedule A – Awarded Budget & Projected Accomplishments: Schedule A is a summary of the approved Program budget, activities, proposed accomplishments and a description of the target area or project site. The Schedule A includes additional program compliance terms. Notify Housing Trust Fund Corporation (HTFC) if information is incorrect.
- Schedule B –Administrative Plan: The Administrative Plan outlines the agreed upon grant administration process for the DRI project (Not applicable to all DRI project types)
- Schedule C – Participation by Minority Group Members, Women and Service Disabled Veterans with Respect to State Contracts: Requirements and Procedures: This document outlines the requirements grant recipients must follow to comply with the NYS Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”), and NYS Executive Article 17-B and 9 NYCRR Section 252 (“SDVOB Regulation”).

Designation of Depository for Direct Deposit of Funds Form

This form is available online, here: <http://www.nyshcr.org/Forms/dri/>

Authorized Signature Form

This form is available online, here: <http://www.nyshcr.org/Forms/dri/>

- Certification: Enter the name and title of the representative authorizing the signatures.
- This representative may not also be an individual authorized to sign disbursement requests. This certification must be signed and dated at least one day after the form has been completed and each authorized signatory has signed and dated the form.

Proof of Insurance coverage

The Grant Agreement outlines the required insurance documentation.

- **General liability insurance**  
Coverage in a minimum amount of one million dollars. The certificate must name both the

- State of New York **and** the Housing Trust Fund Corporation as additional insured.
- **Automobile insurance**  
Coverage for vehicles owned and operated by the organization (if applicable), hired and non-owned vehicles. If the organization does not own automobiles, a letter must be provided to state that auto insurance coverage will be adjusted to “any auto” if the organization acquires an automobile.
- **Workers’ compensation coverage**  
If the awarded organization is not required to provide workers’ compensation coverage, documentation of exemption is required. A certificate of attestation of exemption from NYS Workers’ Compensation coverage may be required.
- **Disability benefit coverage**  
If the awarded organization is not required to carry disability insurance, documentation of exemption is required. A certificate of attestation of exemption from disability insurance may be required.

#### Certificate of Incorporation and filing receipt

Not-for-profit organizations must provide a copy of the organization’s Department of State Certificate of Incorporation and filing receipt. The organization name shown on the grant agreement must match the Certificate of Incorporation.

#### Contractor Bid Solicitation Plan

Use this form to outline a marketing and outreach plan for encouraging participation of certified M/WBE firms or contractors and provide a preliminary list of M/WBE firms that will be included in the LPA’s bid solicitation process once project sites are identified. This form is available online, here: <http://www.nyshcr.org/Forms/dri/>

#### M/WBE & EEO Policy Statement

A policy statement must be provided. If the recipient organization does not have one, a template is available online, here: <http://www.nyshcr.org/Forms/dri/>

### **All funds must be expended and the project completed within the term noted in the Grant Agreement.**

Beyond contract execution, the next step is the Environmental Review.

#### Environmental Review

Prior to the commitment or expenditure of DRI funds, the environmental effects of each activity must be assessed in accordance with the NYS Environmental Quality Review Act (SEQR). Grant recipients must submit the HTFC Environmental Compliance Checklist and Program Description Form, and develop appropriate, program-specific environmental review procedures. The required forms, as well as a step-by-step Environmental Compliance Checklist Handbook, are available online, here: <http://www.nyshcr.org/Forms/dri/>

Housing Trust Fund Corporation will issue a notice to proceed following the submission of complete and accurate Environmental Review documents.