

BRA/EDIC

Mayor's Office of Jobs and Community Services

FY'16 ABE REFUNDING DOCUMENT CHECK LIST FOR DESE/EDIC

Please ensure that the following documents are properly filled out and included in your package when submitted to JCS. Put an (X) next to the items to indicate that the documents have been included and return the form with your package. If documents are missing, the package will not be processed.

Check	Refunding Documents	Form provided by EDIC	Need Original Signature(s)
	DESE Class Plan FY' 16*		
	Program Information Sheet	x	
	DESE Program Summary/Scope of Services		
	Budget	x	x
	Program Cost Detail	x	
	Budget Narrative	x	
	Indirect Cost Letter		x
	Job Description for all budgeted positions		
	Resumes for all budgeted positions (if vacant, attach memo)		
	Debarment Form	x	x
	Certificate of Authority – CM6	x	x
	Contractor Certification Form – CM9	x	x
	CM Form 16	x	x
	Living Wage Form (LW-2)	x	x
	Living Wage Form (LW-8)	x	x
	CORI compliance Form – 15A	x	x
	CORI compliance Form – 15B	x	
	Current Insurance Certificate for general Liability & Workers' Comp.		
	Agency most updated Financial Audit		

*Please submit what you have provided to DESE/ACLS.