

**City of New Orleans**  
**Federal Funding**  
**Procurement Checklist for HUD**  
**Grantees**



CITY OF NEW ORLEANS

Version 4.0  
July 10, 2017

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Prepared by:  
The City of New Orleans and  
GCR Inc.



## **CNO Federal Funding Procurement Checklist for HUD Grantees Updates**

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>
1.0	November 14, 2016	Completed Procurement Checklist
2.0	December 12, 2016	Modifications to the Change Order Section and addition of the Introduction/Purpose.
3.0	February 20, 2017	Changed the name of the checklist to CNO Federal Funding Procurement Checklist for HUD Grantees
4.0	July 10, 2017	Clarified lines of responsibility in the process; changed signatory in Section 2; addressed wage rates for requirement contracts.; added Bid#, RFQ# and RFP# requirement

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## Checklist Overview and Approvals

**Project Title:** \_\_\_\_\_

**Funding Source(s) (circle all that apply):**

CDBG   HOME   ESG   HOPWA  
DCDBG   CDBG-NDR   OTHER \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Type of Solicitation (circle one):**

**Informal Bid**

**Formal Bid (not construction) Bid#** \_\_\_\_\_

**Formal Bid (construction) Bid#** \_\_\_\_\_

**Request for Proposals (RFP) RFP#** \_\_\_\_\_

**Request for Qualifications (RFQ) RFQ#** \_\_\_\_\_

**Grant Manager:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Instructions:**

This document must be utilized for all procurements that involve HUD funding and is the responsibility of the Grant Manager, Project Manager, Requesting Department Head, and Bureau of Purchasing. This checklist provides guidance on Federal procurement regulations under 2 CFR 200. It does not address all procurement issues the City of New Orleans may experience. Use of the checklist provides a tool to cover the key requirements of procurements that involve federal funding.

For each section, answer each question with the appropriate response (yes, no, not applicable) and use the comments section to provide additional information or clarifications, where needed. In instances where the response is “No,” corrective actions must be taken prior to moving to the next section of the procurement checklist.

## Introduction/Purpose

This working document serves to provide all requesting departments with a step-by-step checklist to commence, track and ensure regulatory compliance with all HUD y-funded procurements. The checklist begins with the requesting department establishing the need for procurement and outlines every step up through the formal contract execution and/or amendment. The completed checklist shall be provided to the Bureau of Purchasing for inclusion in the formal procurement file.

Any interpretations or determinations of the application or meaning of any of the provisions contained in this policy shall be made in the sole discretion of the Chief Procurement Officer (CPO) or their designee. This shall include any interpretations as to whether a particular procurement is subject to the Federal Procurement Policy.

Any changes to this document must be submitted in writing to and expressly approved by the Chief Procurement Officer.

## Section 1: Pre-Solicitation

<p><b>The Requesting Department is responsible for initiating the pre-solicitation process. The Grant Manager <u>MUST</u> complete all items in the section prior to submission of a solicitation to the Bureau of Purchasing. Each checklist item represents an item which must be completed prior to solicitation being sent to Purchasing. Grant Managers must utilize the appropriate forms and checklist items below to ensure that the entire solicitation package is complete.</b></p>				
<p><b>Forms Associated with this section:</b></p> <ul style="list-style-type: none"> <li>▪ Informal Bid Quote Form</li> <li>▪ Micro Purchase Professional Services Form</li> <li>▪ Small Purchase Professional Services Form</li> <li>▪ Bid Procurement Authorization Form for Construction</li> <li>▪ Bid Procurement Authorization Form – Not for Construction</li> <li>▪ Request for Professional Services Form</li> <li>▪ RFP/RFQ Template</li> <li>▪ Independent Cost Estimate Form (ICE Form)</li> </ul>				
<p><b>1.1 Independent Cost Estimate (ICE)</b></p>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the ICE form completed and attached to the procurement package? Please indicate the cost estimate mechanism used: <ul style="list-style-type: none"> <li><input type="checkbox"/> ICE form (<i>for all solicitations other than sealed bids</i>)</li> <li><input type="checkbox"/> The engineer's cost estimate (<i>sealed bids only</i>)</li> </ul> This must be a detailed cost breakdown for the overall estimate providing the elements, such as labor and materials, of the total cost.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If a cost estimate is over budget, will value engineering be utilized?	

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<b>1.2 Solicitation Content</b>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Does solicitation contain a clear and accurate description of the technical requirements for the material, product or services, and scope of work (SOW)?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Does the solicitation contain features that unduly restrict competition such as unreasonable or unnecessary experience or bonding requirements? <i>Note: Brand name or equal may be used to define a material but must not restrict to only that material. Relevant experience or required certifications necessary to perform the requested services may be required of proposers.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Did the solicitation identify all significant evaluation factors or selection criteria, including the corresponding point system to be used to rate the proposals or qualifications statements? <i>Note: These should be part of the RFP criteria outlined in the template</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is this a solicitation for architectural/engineering (A/E) professional services? <i>Note: A/E professional services must be solicited with an RFQ. The method where price is not used as a selection factor can only be used in procurement of A/E professional services.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Does the solicitation contain a cost as an evaluation factor? <i>Note: The City must have cost/price listed as a separate evaluation factor for professional services contracts.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Does the solicitation document the requirements of the City's Disadvantaged Business Enterprise Program?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the funding source and all applicable requirements identified and provided to the Bureau of Purchasing with the solicitation or bid packet?	

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Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Have the standard HUD compliance provisions been provided to the Bureau of Purchasing? <ul style="list-style-type: none"> <li>○ Davis Bacon labor requirements (applicable for construction projects greater than \$2,000).</li> <li>○ Section 3 clause.</li> <li>○ Nondiscrimination, affirmative action, and equal employment opportunity</li> <li>○ The contractor will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act regarding procurement of recovered materials and solid waste management services.</li> <li>○ Byrd Anti-Lobbying Certification (for contracts greater than \$100,000).</li> <li>○ Debarment certification.</li> </ul>	

The above section is deemed complete by obtaining all below signatures. All signatures are required prior to moving on to the next section of the checklist.

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 2: Pre-Award

<p><b>This section is to be completed after a solicitation is evaluated, but prior to award. The Purchasing Agent is responsible for initiating this process. The Grant Manager <u>MUST</u> complete all items in the section prior to Purchasing sending an intent to award letter. The Grant Manager will work with Purchasing to ensure all documentation related to the procurement is included in the procurement file.</b></p>				
<p><b>Forms Associated with this section:</b></p> <ul style="list-style-type: none"> <li>▪ Cost Reasonableness Form</li> </ul>				
<p><b>2.1 Cost Analysis and Cost Reasonableness</b></p>				
<p style="text-align: center;"><b>Answer</b></p>			<p><b>Checklist Item</b></p>	<p><b>Comments</b></p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>	<p>Has the requesting department provided the Cost Reasonableness Analysis Form for the sealed bid procurement?  <i>Note: The form should be signed by the requesting department and Purchasing and attached to the department recommendation memo.</i></p>	
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>	<p>Prior to awarding of a contract, has the cost analysis been completed?  <i>Note: Cost analysis and documentation is required for an RFQ or RFP (competitive negotiations).</i></p>	
<p><b>2.2 Advertisement of Solicitations</b></p>				
<p style="text-align: center;"><b>Answer</b></p>			<p><b>Checklist Item</b></p>	<p><b>Comments</b></p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>	<p>For Public Works, Goods, non-professional services and materials only: Were bids solicited from an adequate number of qualified sources, and was the solicitation adequately publicized to achieve sufficient competition?</p>	
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>	<p>Has a copy of the newspaper advertisement for the solicitation (Advertisement for Bids, RFP, or RFQ) been requested from Purchasing?  <i>Include a copy of the newspaper advertisement in the file.</i></p>	
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p>	<p>Has a copy of the list of prospective bidders and suppliers who received copies of the bid documents been requested from Purchasing (if available)?</p>	



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			<i>Include a copy of list of proposed bidders in the program procurement file.</i>	
<b>2.3 Labor Compliance</b> <i>(This section is only applicable if the solicitation is for construction greater than \$2,000.)</i>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Was a wage rate included in the bid documents?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has the Labor Compliance Officer (LCO) provided the most current applicable wage rate? <i>Note: this must be done 10 days prior to bid date.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Did the wage rate change since it was received from the LCO?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If the rate changed, was it provided to Purchasing? <i>Note: Place the provided addendum released by Purchasing to all bidders in the file.</i>	
<b>2.4 Responses</b>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Are there more than two responses documented? If yes, skip the question directly below.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If only one proposal/bid was received, has the requesting department conferred with Purchasing and solicitation reissued?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has Purchasing provided the following items for the procurement file? <ul style="list-style-type: none"> <li>○ Copies of all bid proposals</li> <li>○ All addenda s from Pre-Bid Conference(s) if held</li> <li>○ Did the bid response include a 5% bid bond if for a construction or facilities improvement project?</li> </ul> <i>Note: Documentation of reason for rejecting any and or all bids (including respondents not responsible or not responsive) must be kept in the procurement file.</i>	

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<b>2.5 Debarment</b>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has the contractor's debarment review been completed? <i>Note: The printed page from the SAM.gov with the date of the review must be included in the procurement file.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If the contractor has been found to be suspended, debarred, proposed for debarment, or declared ineligible as of the bid opening date, was the contractor's bid rejected and the next lowest eligible bidder checked for debarment?	
<b>2.6 Disputes</b>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Were there any protests of the selection? <i>If no, skip the following questions.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If there was a protest, did purchasing resolve the protest? <i>Note: All protests of a selection are handled with the Bureau of Purchasing. Purchasing will retain documentation related to a protest.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Were any bids or offers rejected or otherwise excluded from the competition?	

The above section is deemed complete by obtaining all below signatures. All signatures are required prior to moving on to the next section of the checklist.

Purchasing Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Manager: \_\_\_\_\_

Date: \_\_\_\_\_

### Section 3: Contract Requirements

The Grant Manager <b>MUST</b> complete all items in the section prior to the execution of a contract. The Initiating Department is responsible for assembling all required documentation. The Grant Manager is responsible for ensuring that all of the items in the checklist are completed prior to execution of a contract.				
3.1 Notice of Award				
Answer			Checklist Item	Comments
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is there an intent to award letter from purchasing included in the file?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If the contract was not awarded to the lowest bidder in the case of a competitive sealed bid procurement, was a Purchasing Bid Recommendation Form included in the file with the approval of the CPO and requesting department?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If the procurement was a competitive sealed bid procurement, was a firm fixed price contract (either lump sum or unit price) awarded to the responsible and responsive bidder whose bid is lowest in price and conforms to all the material terms and conditions of the advertisement for bids?	
3.2 Notice of Award: Subcontractors				
Answer			Checklist Item	Comments
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Does the contract contain language ensuring the general contractor is responsible for checking debarment of their subcontractors?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has a list of subcontractors been included in the procurement file?	
3.3 Contract Requirements- Bonding and Insurance				
Answer			Checklist Item	Comments
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has the contractor provided evidence of a Performance bond for 100% of the contract value?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Does the contract include the requirement for maintaining the insurance certificates in the amount required in the bid documents?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Were the required insurance certificates provided by the contractor and placed in the procurement file?	

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<b>3.4 Contract Requirements – HUD Compliance Provisions</b>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	<p>Award--does the contract or agreement contain all required Compliance Provisions for CDBG, DCDBG and CDBG-NDR as outlined below?</p> <ul style="list-style-type: none"> <li>○ Is the period of performance clearly stipulated with the date of completion noted? Are there penalties for not meeting the performance standards?</li> <li>○ Breach of contract terms including administrative, contractual, or legal remedies when contractors violate or breach contract terms, and providing such sanctions and penalties as may be appropriate?</li> <li>○ Termination for cause and for convenience by the City?</li> <li>○ Compliance with Executive Order 11246, Equal Employment Opportunity (all construction contracts and subcontracts greater than \$10,000)?</li> <li>○ Compliance with Copeland "Anti-Kick-Back" Act (all construction contracts and subcontracts greater than \$10,000)?</li> <li>○ Compliance with the Davis-Bacon Act (all construction or repair contracts or subcontracts &gt; \$2,000)?</li> <li>○ Is the correct wage rate included in the contract?</li> <li>○ Compliance with 40 U.S.C. 3701-3708 The Contract Work Hours and Safety Standards Act (all construction or repair contracts or subcontracts &gt; \$2,000, and &gt; \$2,500 for other contracts which involve the employment of mechanics or laborers).</li> <li>○ Does the draft contract contain a notice of the awarding agency requirements and regulations pertaining to reporting?</li> <li>○ Do the compliance provisions include the requirements and regulations pertaining to patent rights, copyrights, and rights in data?</li> <li>○ Do the compliance provisions note</li> </ul>	

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			<p>access is required to any books, documents, papers, or records of the project by the City of New Orleans, Federal agencies, and the Comptroller General of the United States?</p> <ul style="list-style-type: none"> <li>○ Records must be maintained for five years after the City of New Orleans formally closes out each program.</li> <li>○ Compliance with the Clean Air Act, Clean Water Act, and EPA regulations (all contracts, subcontracts, and sub grants in amounts &gt; \$150,000).</li> <li>○ Is the Green Building Standards clause included, if applicable (all new construction or replacement of substantially damaged residential buildings)?</li> <li>○ Does the contract contain a Byrd Anti Lobbying Clause?</li> <li>○ Does the contract contain a clause stating the contractor will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act?</li> <li>○ Does the contract contain requirements that a contract award must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM).</li> </ul>	
<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>	<p>N/A  <input type="checkbox"/></p>	<p>Has a copy of the Section 3 Plan been provided by the prime contractor and all subs whose contract amount exceeds \$100,000?</p>	
<p>Yes  <input type="checkbox"/></p>	<p>No  <input type="checkbox"/></p>	<p>N/A  <input type="checkbox"/></p>	<p>Was the plan submitted to the Labor Compliance Officer by the Grant Manager?</p>	

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<b>3.5 Contract Requirements – Contract Structure</b>				
<b>Answer</b>			<b>Checklist Item</b>	<b>Comments</b>
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the structure of the contract in compliance with 2 CFR 200? Indicate the structure of the contract below: <ul style="list-style-type: none"> <li>○ Fixed Price</li> <li>○ Time and Materials</li> </ul> <i>Note: The City does not allow agreements and/or contracts that contain "cost plus percentage of cost" and "percentage of construction costs" pricing structures.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If the procurement was a competitive negotiation where price is not the only factor, was a cost ceiling clearly established in the contract that may not be exceeded without a contract modification?	

The above section is deemed complete by obtaining all below signatures. All signatures are required prior to moving on to the next section of the checklist.

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Manager: \_\_\_\_\_

Date: \_\_\_\_\_

### Section 4: Contract/ Agreement Execution

Grant Managers must complete this section prior to requesting the PO from Purchasing.				
4.1 Contract/Agreement Execution				
Answer			Checklist Item	Comments
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the contract/agreement signed by both parties? <i>Note: Only the Mayor's Office dates contracts.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the contract/agreement a lease or multi-year CEA?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If yes to the question above, is the approving City Council resolution provided in the file	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the effective date contained within the actual contractual document? <i>Note: If there is not a clear effective date listed then the effective date is the date of execution</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Was the Notice to Proceed (NTP) issued? <i>Note: A copy of the NTP should be placed in the program file</i>	

The above section is deemed complete by obtaining all below signatures. All signatures are required prior to moving on to the next section of the checklist.

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Manager: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 5: Contract Modification

The Initiating Department must complete this section prior to a modification of an executed contract.				
Forms associated with this section:				
<ul style="list-style-type: none"> <li>▪ ICE Form</li> <li>▪ Cost Reasonableness Form</li> <li>▪ Change Order Recommendation for Approval Form</li> <li>▪ Plan Change Recommendation for Approval Form</li> </ul>				
5.1 Change Orders, Amendments, or Modifications to Agreements				
Answer			Checklist Item	Comments
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the ICE form completed and attached to the change order, amendment, or modification? <i>Note: This should include an explanation of how the change order relates to the original scope of the contract and to the National Objective (if a HUD project).</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Prior to a change order, amendment, or modification, was a cost analysis completed?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has contractor provided a signed proposal with a cost analysis for any change orders?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Has the grant manager reviewed the change order for accuracy and grant eligibility?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is the effective date contained within the actual change order, amendment, or modification documents, if applicable? <i>Note: If there is not a clear effective date listed then the effective date is the date of execution</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Change Order Recommendation for Approval Form or Plan Change Recommendation for Approval Form been completed for any Change Order.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	For amendments which include Davis Bacon provisions, is the wage rate that is included current as of the date of the amendment?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If a new task order is being issued, is the wage rate which was included in contract or amendment governing the task order?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	For Change Orders which include Davis Bacon provisions, is the original wage rate which was locked when the bid occurred included?	



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Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	In the instances of a Requirement Contract, is the applicable wage rate included?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	After routing, is there a copy of each approved change order placed in the procurement file?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is there a copy of any executed amendment(s) in the procurement file? <i>Note: this should include City Council approval, if applicable.</i>	

The above section is deemed complete by obtaining all below signatures. All signatures are required prior to moving on to the next section of the checklist.

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 6: Final Approval**

The Grant Manager must obtain all approval signatures to complete the checklist. Once all signatures are obtained, place a copy of the checklist in the Program Procurement File and send one to Purchasing for its Procurement File.

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Bureau of Purchasing: \_\_\_\_\_

Date: \_\_\_\_\_