CAPITAL PROJECT CHECKLIST:

General Items you will need to have on hand and may have to update annually*:
*Board Resolutions for all actions – permission to apply for grant
*Appoint Minority Business Officer for municipality on an annual basis per board resolution
*NYS Department of Labor – annual municipality Prevailing Wage Rates (in general, not for specific project). Wages change August 1st each year.
Deed/Title to Property
Board minutes of Municipal Incorporation (or founding minutes)
IRS Letter with proof of being Tax Exempt Municipality
IRS 147C letter
NYS Letter with proof of being Tax Exempt Municipality
Proof of Prior Ground Disturbance (may be in Permit – APA, Planning, etc.)
*DMWBE requirements in all professional and/or service contracts
*Annual-Continuing Disclosure Filing SEC Rule 15c2-12
*Listing of Top Ten Taxpayers in Municipality – who, how much total per name
*Annual Financial Statements (as filed with NYS Comptroller and/or Outside Auditors) – need last two years at minimum
*Annual Constitutional Tax Limit Filing
*Annual Property Tax Cap Filing
*Current budget and year to date information, balance sheet & income statement
*Contractual agreements with NYS Standard Contract language with your engineer, contractors, attorney, bond counsel, fiscal advisor, inter-municipal agreements, etc.
*Number of employees, unions, employees by union, union contract dates
*Historical assessment information – last 5 years, historical Tax Rate per $1,000
*Schedule of Indebtedness - Updated Bond/BAN schedule, capital leases, etc.
*Historical retirement, pension information (ERS-General, PFRS –Police & Fire)-5 years
* County DMWBE requirements
* Municipal low-moderate income ratio (51% or better) – HUD grants
*Demographic and tourism statistics

Know your base labor cost versus your labor with fringe costs. Always apply for fringe costs in grants where allowed.

Specific Project Items:
Detailed budget of project
Site plans – preferably engineered
Descriptions of Project
Descriptions of Community Involvement
Permits needed? – APA, Local, NYS DEC, etc.
Letters of support for your project from Senators, Congress, Legislators, Local Municipalities, Local Visitors/Business Bureau, Similar local organizations, Local Community Members (Remember getting letters can take time)
Prior event or usage pictures (especially if park)
Before and after plans (what does it look like now, what’s your vision)
Resumes and professional qualifications of contractors (engineer, attorney, construction)  
How does project benefit economic development, jobs, community  
WHY YOU VERSUS SOMEONE ELSE

AFTER THE GRANT IS AWARDED:

Documentation throughout the grant is critical. Advised to keep a separate file with copy of all invoices, checks (front and back) related to payment of those invoices, etc. If using in house labor to meet a match, make sure you have the timesheets copied as well. Don’t forget to include Village Finance Officer, Board, Attorney etc. when totaling in-kind costs. Make sure your internal labor knows that you need to track their time for specific projects.

Capital costs also become important when determining the value of a Municipal Asset. Labor, materials and contracted expenses should always be tracked to determine value.

DMWBE compliance and timely reporting.

REQUIRE certified payrolls with all AIA invoice submittals and don’t pay out funds until received

REQUIRE W9’s prior to vendor payment releases – otherwise you must withhold 28% and send to Federal Government at year end (IRS requirement)