

CHECKLIST FOR SUBMITTING OPERATIONAL DOCUMENTS

Agency Name: _____ Date: _____

Complete this checklist and submit with the operational documents required by the South Florida Workforce Investment Board (SFWIB).

DOCUMENT	SUBMITTED (Yes/No)	COMMENTS
*1. Current Year State of Florida Corporate Registration Certificate or Current Year Permit/License Issued by Division of Licensing, Department of State, State of Florida		
2. Names and Positions of Members of the Board of Directors		
3. Corporate/Board Resolution or LLC Affidavit		
4. W-9 -- Request for Taxpayer Identification Number and Certification		
5. Proof of Required Insurances: Commercial General Liability, Professional Liability, Automobile Liability, Worker's Compensation Insurance; and Fidelity Bond Insurance.		
6. Code of Business Ethics Affidavit		
7. Assurances and Certifications: Certification Regarding Debarment, Suspension, and Other Matters Certification Regarding Lobbying Certification Regarding Drug-Free Workplace Requirements Non-Discrimination and Equal Opportunity Assurances Certification Regarding Public Entity Crimes Sarbanes-Oxley Act of 2002 Association of Community Organization for Reform Now (ACORN) Funding Restrictions Assurance Discriminatory Vendors Lists		
8. Florida Clean Indoor Air Act		
9. Contractor Disclosure and Certification		
* NOT APPLICABLE TO GOVERNMENTAL JURISDICTIONS		
DO NOT WRITE BELOW THIS LINE		
I HAVE REVIEWED ALL REQUIRED OPERATIONAL DOCUMENTS AND FIND THEM TO BE ACCEPTABLE		
_____ SFWIB Contracts Compliance Supervisor, OCI	_____ Date	
_____ SFWIB Assistant Director, Administration	_____ Date	
_____ SFWIB Contracts Administrator	_____ Date	
FORM F-1 -- CHECK LIST FOR SUBMITTING OPERATIONAL DOCUMENTS		