



## Pre-contracting checklist for non-entitled municipalities

We appreciate you submitting this information, regardless of previous submission to the State, to ensure that your funds are received efficiently and accurately.

[Please submit your pre-contracting documents to NCPRO here](#)

NOTICE: You will not be able to save partial progress when submitting, please plan to submit all information at one time. The checklist below will help you understand what will need to be submitted for pre-contracting.

Completed	Item		Notes & Information
<input type="checkbox"/>	DUNS Number	Step 1: DUNS number:	<ul style="list-style-type: none"> <li>• Don't have a DUNS? <a href="#">Get a DUNS number here</a></li> <li>• Have a DUNS? <a href="#">Look up your DUNS number here</a></li> </ul>
<input type="checkbox"/>		Step 2: Register your DUNS at SAM.gov	This registration allows you to receive federal funds. Register here: <a href="https://sam.gov/SAM/">https://sam.gov/SAM/</a>
<input type="checkbox"/>	Vendor Electronic Payment Form		<a href="#">Download Form Here</a> and submit completed form by noon on May 18, 2021.
<input type="checkbox"/>	Voided check, bank statement, or letter from the bank with routing information		Please submit this documentation by noon on May 18, 2021.
<input type="checkbox"/>	NC W-9		<a href="#">Download Form Here</a> and submit completed form by noon on May 18, 2021
<input type="checkbox"/>	Fiscal Year End Date		FY End Date of June 30 <sup>th</sup> ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: If other, please specify here
<input type="checkbox"/>	<b>Set up separate, specific account for ARP funds</b>  <b><i>Do not use the same account as CRF or General Funds.</i></b>		<b>NOTICE:</b> The contract will contain a clause that states that the RECIPIENT agrees to operate all transactions from these funds within a special revenue account that is not co-mingled with other funds to prevent the accidental inclusion of non-ARP Local Fiscal Relief Funds transactions
<input type="checkbox"/>	What was your budget total for the fiscal year that includes January 27, 2020?*		Enter \$ Budget Total
<input type="checkbox"/>	Council Approval		Does your local government need to get on council for approval of these funds? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, has it been approved/on a council agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Who is the signer of the contract, with the authority to bind the jurisdiction?		Enter name, title and email of signature authority
<input type="checkbox"/>	Who will be the principal administrator of the funds?		Enter name, title, email of administrator authority

\*Please refer to guidance for the definition of the budget.