



Requirements for Neighborhood Council Agreements



Prior to entering into an agreement, Neighborhood Councils are responsible for collecting the documents listed below from the vendor based on the type of agreement. Documents must be submitted to the Office of the City Clerk for review. Once all documentation has been submitted, a contract may be completed within 60 days. If you have questions regarding NC agreements, contact us at (213) 978-1058 or Clerk.NCFunding@lacity.org.

NC Meeting or Office Space Agreements (Private Property)

Lease or Facility Use Agreements can be created depending on the frequency a Neighborhood Council intends to utilize a private facility. If the facility that the NC is considering is a City facility, i.e. City Council Office space, then a "Shared-Space Agreement" may apply. Please see below for more information on Shared-Space Agreements.

Required Documents:	Additional Information:
NC Site Assessment Checklist	Contact your Neighborhood Council Funding Representative for the NC Site Assessment Checklist.
ADA Accessibility inspection from the Department on Disability (DOD)	Contact your Neighborhood Empowerment Advocate (NEA) at DONE to submit a DOD site inspection request.
All documents listed under City Agreements*	

Artwork or Design Agreements

Letter of Agreements can be entered for any artwork or designs created for a NC. e.g. a new NC logo or utility box art projects.

Required Documents:	Additional Information:
Sample artwork or design	
Authorization Letter, as needed, i.e. the Department of Transportation (DOT) for utility box projects	For murals, approval from the Department of Cultural Affairs (DCA) may be necessary. Please contact your NEA at DONE for additional assistance with submitting an application for approval.
All documents listed under City Agreements*	

*City Agreements

Applicable to agreements such as, but not limited to, Lease Agreements, Facility Use Agreements, Professional Services Agreements, or Assignments of Rights. These documents are required for ALL City agreements excluding Shared-Space Agreements and NPG agreements, which are listed separately below.

Required Documents:	Additional Information:
Contract Terms: Scope of Work, Letter of Proposal, Invoice, Quote or Estimate	Vendor may include additional terms/conditions that would require further review and consideration by the City.
W-9	Vendor must provide a W-9 signed within the last calendar year.
Business Tax Registration Certificate (BTRC)	If the vendor does not have a BTRC, please notify NC Funding.
Certificate of Insurance (COI) - Proof of general liability insurance	If the vendor does not have a COI, please notify NC Funding. Insurance requirements will be assessed and determined by the Office of Risk Management.
Workers' Comp (WC) Liability Coverage	If the vendor does not have WC coverage, please notify NC Funding. The vendor may be requested to complete a WC Waiver form.
NC Board Action Certification (BAC) Form	The BAC must specify the cost and name of the vendor providing the services. Contact your Neighborhood Empowerment Advocate (NEA) at DONE for assistance on BAC and agenda matters.

Shared-Space Agreements (City Property)

This is an agreement between City Departments to allow NCs to use space for meetings and/or an office in a building operated (and possibly owned) by a City Department.

Required Documents:	Additional Information:
NC Site Assessment Checklist	Contact your Neighborhood Council Funding Representative for the NC Site Assessment Checklist.
NC Board Action Certification (BAC) Form	The BAC must specify the cost, if any, and name of the City agency sharing the facility.
Any applicable terms/conditions as required by the partnering City agency.	

Letter of Authorization

Letters of Authorization can be granted for smaller expenditures such as storage facilities, mail boxes (PO boxes), or Facility Use Applications with other City/public agencies.

Required Documents:	Additional Information:
Itemized invoice or quote from the vendor, or unsigned copy of the application	The application must be completed but unsigned for City Clerk to review. Upon reviewing the information, the NC Funding Program will issue a Letter of Authorization allowing the NC President or Treasurer to sign the application or enter into an agreement on behalf of the City/NC.
NC Board Action Certification (BAC) Form	The BAC must specify the cost and name of the vendor providing the services.
Additional supporting documents or information at the request of the NC Funding Program	

Neighborhood Purpose Grants (NPG) exceeding \$5000

Grants awarded over \$5,000 will require further review for City contract considerations.

Required Documents:	Additional Information:
Completed NPG Application	
Detailed Project Budget	
501(c)(3) nonprofit: 1) IRS Letter of Determination, and 2) Status verification from the California Secretary of State and/or Department of Justice.	
Public School: Letter of official school letterhead signed by the school Principal	
NC Board Action Certification (BAC) Form approving the Completed NPG Application	The BAC must specify the cost and name of the grant recipient. It is also suggested to include the purpose of the funds that have been approved by the Board.

We look forward to working with our City vendors. Vendors entering into an agreement with the City/NCs must provide all necessary contracting documents as indicated above. Vendors are also required to register with the City's procurement portal, Regional Alliance Marketplace for Procurement (RAMP) to securely submit business compliance documents. Vendors can register by visiting www.rampla.org. For RAMP support, vendors may submit an inquiry using <http://snow.lacity.org/rampla>.

Failure to comply with the City's contracting requirements will result in the NC's inability to hire the vendor for any services.