

EXHIBIT 3-F

CHECKLIST OF REQUIRED CONTRACT CLAUSES FOR ENGINEERING, ARCHITECTURAL, AND GRANT ADMINISTRATION SERVICES CONTRACTS

This checklist can be used as a guide by local governments for professional services or consultant contract review. An asterisk (*) indicates clauses which are required for all professional services contracts. The use of the CDBG contract with the grantee should be used as the primary document for required contract clauses.

- ___ 1. EMPLOYMENT OF CONTRACTOR
- ___ 2. (*) INDEPENDENT CONTRACTOR
- ___ 3. LIAISON
- ___ 4. (*) EFFECTIVE DATE AND TIME OF PERFORMANCE
- ___ 5. (*) SCOPE OF SERVICES
- ___ 6. (*) COMPENSATION (Check contract pricing for engineering contracts. Review the basis of payment for reasonable performance measures)
- ___ 7. (*) CONFLICT OF INTEREST
- ___ 8. MODIFICATION AND ASSIGNABILITY OF CONTRACT
- ___ 9. CONDITIONAL AGREEMENT
- ___ 10. (*) TERMINATION OF CONTRACT
- ___ 11. (*) DOCUMENTS INCORPORATED BY REFERENCE (N/A for engineering services contracts)
- ___ 12. (*) CIVIL RIGHTS ACT OF 1964

- ___ 13. (*) SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF ACT 1974
- ___ 14. (*) SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968
- ___ 15. (*) MINORITY BUSINESS ENTERPRISE
- ___ 16. (*) NONDISCRIMINATION
- ___ 17. (*) OWNERSHIP AND PUBLICATION OF MATERIALS
- ___ 18. (*) REPORTS AND INFORMATION
- ___ 19. (*) ACCESS TO RECORDS
- ___ 20. (*) PLACE OF PERFORMANCE, CONSTRUCTION AND VENUE
- ___ 21. (*) INSURANCE and INDEMNIFICATION
- ___ 22. LEGAL FEES
- ___ 23. (*) ELIGIBILITY (Plus CDBG must do a debarment check of the contractor and the contractor's principal parties)