

EXHIBIT 3-H

CHECKLIST OF REQUIRED CONTRACT CLAUSES FOR ENGINEERING, ARCHITECTURAL, AND GRANT ADMINISTRATION SERVICES CONTRACTS (See Exhibit 3-F)

This checklist is to be used by local governments and CDBG staff for contract review. An asterisk (*) indicates clauses which are required for all professional services contracts.

- ____ 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. INDEMNIFICATION
- ___ 22. LEGAL FEES
- ___ 23. (*) ELIGIBILITY (Plus CDBG must do a debarment check of the contractor and the contractor's principal parties)