

Water Quality Improvements (WQIP) Grants Checklist of Documents Needed for Contract Execution

All instructions and documents can be found on our
website: <http://www.dec.ny.gov/pubs/44916.html>

Documentation Submitted to NYSDEC

Date Sent to DEC

mm/dd/yyyy

Email confirmation of acceptance of Award

Resolution Designating of an Authorized Representative for
the project.

Compliance with the New York State's Minority/Woman-
owned Business Enterprises (M/WBE) requirements

Completion of State Environmental Quality Review (SEQR)

Provide the Department with proof of Workers' Compensation
prior to entering into and executing the contract.

IF APPLICABLE - Vendor Responsibility Questionnaires for both
construction and non-construction subcontracting entities for
each subcontract that equals or exceeds \$100,000. Vendors may
file the required Vendor Responsibility Questionnaire online via
the New York State VendRep System. If the subcontractor
completes the Questionnaire online, please provide a copy of the
system Certification only.

Attachment B-1 - Expenditure Based Budget

Attachment C - Work Plan Summary (please include local
match source) & Work Plan Detail

Attachment F - (NPS Only) - Pollutant Load Estimate
Report

Attachment G - (MS4s Only) - Lead Applicant
Self-Certification