

# Water Quality Improvement Program (WQIP)

## Round 12 Checklist for Contract Execution

Documents and additional guidance can be found at: <http://www.dec.ny.gov/pubs/44916.html>

Topic	Task	Completed
<p><b>Work Plan</b></p>	<p>Enter Project Work Plan information in Grants Gateway</p> <ul style="list-style-type: none"> <li>• First complete project work plan work sheet</li> <li>• Be sure to describe source of local match in project summary narrative</li> </ul>	<input type="checkbox"/>
<p><b>Budget</b></p>	<p>Enter Project Budget information in Grants Gateway</p>	<input type="checkbox"/>
<p><b>Insurance</b></p> <p>(Refer to Insurance Considerations section in Master Contract for Grants)</p>	<p>Upload into the Grantee Document folder in Grants Gateway proof of worker's compensation (all) and disability insurance coverage (if applicable), as well as proof of other insurances based on work plan specifics</p>	<input type="checkbox"/>
<p><b>Minority/Woman-owned Business Enterprises (M/WBE)</b></p> <p>(Applies to WQIP awards ≥ \$25,000)</p>	<p>Upload into the Grantee Document folder in Grants Gateway a completed M/WBE Utilization Plan, <a href="http://www.dec.ny.gov/about/48854.html">http://www.dec.ny.gov/about/48854.html</a></p>	<input type="checkbox"/>
<p><b>Vendor Responsibility Questionnaire</b></p> <p>(Applies to construction and non-construction subcontracts ≥ \$100,000)</p>	<p>Subcontractors may file the required Vendor Responsibility Questionnaire on line via the New York State VendRep system, <a href="https://www.osc.state.ny.us/vendrep/login_vendors.htm">https://www.osc.state.ny.us/vendrep/login_vendors.htm</a></p> <p>If the subcontractor completes the questionnaire online, upload the system certification into the Grantee Document folder in Grants Gateway</p>	<input type="checkbox"/>
<p><b>Pollutant Load Reduction Estimate</b></p> <p>(Non-point source projects only)</p>	<p>Upload into the Grantee Document Folder in Grants Gateway a completed pollutant load reduction estimate report form, <a href="http://www.dec.ny.gov/pubs/101565.html">http://www.dec.ny.gov/pubs/101565.html</a>,</p>	<input type="checkbox"/>
<p><b>Lead Applicant Self-Certification</b></p> <p>(MS4 projects only)</p>	<p>Upload into the Grantee Document Folder in Grants Gateway a completed lead applicant self-certification form, <a href="http://www.dec.ny.gov/pubs/101565.html">http://www.dec.ny.gov/pubs/101565.html</a></p>	<input type="checkbox"/>