

# 604(b) Water Quality Planning Grants Checklist of Items Required for G&C Processing



	Item	Action/Description
<input type="checkbox"/>	<b>Grant Agreement</b>	We will provide this document to you via e-mail. Please review and then print out <b>single-sided</b> on plain white paper. In addition to the signature on the first page, please note that each page must be dated and initialed by the signor.
<input type="checkbox"/>	<b>Certificate of Authority</b>	The Certificate of Authority must be signed on the same date, or later date than the Grant Agreement. Note that the provided template's language is not the only acceptable language, but the certificate must indicate who has authority to sign the Grant Agreement, how that authority was granted, include relevant dates, that the authority has not been revoked and must be signed by someone other than the person who signed the Grant Agreement. Please see the <a href="#">Watershed Assistance Grant Resources webpage</a> for a certificate template, and/or contact Andrea Bejtlich if you have questions.
<input type="checkbox"/>	<b>Vendor Code</b>	Grantees must have a Vendor Code. If you have received payments from NHDES in the past, you should already have a Vendor Code. If not, you will need to register for your Vendor Code online at the <a href="#">New Hampshire Department of Administrative Services website</a> .
<input type="checkbox"/>	<b>Certificate of Existence or Good Standing*</b>	Your organization must be registered to do business in the State of New Hampshire, and in good standing with the NH Secretary of State (SOS) office. You must provide NHDES with a current Certificate of Good Standing to demonstrate this standing (a photocopy is acceptable). If you do not have a current Certificate, you may request one directly from the SOS office (603) 271-3246. Certificates of Good Standing can now be requested online at the <a href="#">New Hampshire Department of State's website</a> and will be available upon receipt of payment. *Note that government subdivisions are exempt from this requirement. ** For a non-profit, these are valid for 5 years from the report date.
<input type="checkbox"/>	<b>Insurance and Worker's Compensation</b>	You must provide insurance certificate of coverage documents to demonstrate that you have coverage meeting the requirements of Paragraph 17 of the Standard State Agreement (including liability and worker's compensation coverage). Note that the liability coverage form obtained from your insurance carrier will be specific to this project and must list the Department of Environmental Services as a certificate holder. If you do not have sufficient insurance or worker's compensation coverage, contact Andrea Bejtlich before signing the Grant Agreement.

## **Please send documents to:**

Andrea Bejtlich  
Watershed Assistance Specialist  
NH Department of Environmental Services  
29 Hazen Drive, PO Box 95, Concord, NH 03302-0095

## **Contact Andrea at:**

[Andrea.L.Bejtlich@des.nh.gov](mailto:Andrea.L.Bejtlich@des.nh.gov)  
Phone [\(603\) 271-8475](tel:6032718475)