

Attachment A:
Grant Application Questionnaire and Disclosure Form

**INSTRUCTIONS FOR COMPLETING GRANT APPLICATION
QUESTIONNAIRE AND DISCLOSURE FORM**

- A. Information requested in this attachment must be supplied by the Applicant in order for the Department to prepare a Grant Agreement:
1. Name of Applicant and Address
 2. Vendor ID Number (i.e. Federal Tax ID) and DUNS Number
 3. Applicant's Contact Person
 4. The Applicant's Financial Officer and associated title.
 5. The manner in which the Applicant will retain the required types/levels of insurance.
 6. The method by which the Applicant maintains its Accounting System
 7. Applicant's fiscal year.
 8. Authorizations and Disclosures.
- B. If the total award amount requested exceeds \$100,000, the Applicant will be required to complete a Certification Regarding Lobbying and, if necessary, a Disclosure of Lobbying Activities form.
- C. The Applicant shall disclose conflicts of interest to the Department in a manner that, as a minimum, is in accordance with sections 5.0(d) and 7.0(c) of EPA's Conflict of Interest (COI) Policy. EPA's COI Policy is available at <http://www2.epa.gov/grants/epas-financial-assistance-conflict-interest-policy>.
- D. If the Applicant requires assistance in completing this application questionnaire, please call Kris Dahl of the Bureau of Mobile Sources at (609) 292-1122.

INSURANCE REQUIREMENTS

Please note the following insurance requirements, as stated in the Department's Standard Grant Agreement:

The Grantee shall maintain in force for the term of this agreement liability insurance as provided herein. These coverages shall be maintained either through insurance policies from insurance companies licensed to do business in the State of New Jersey with an A-VIII or better rating by A.M. Best & Company, or through formal, fully funded self-insurance programs authorized by law and acceptable to the Department. Unless current documentation is already on file, the Grantee must, within thirty (30) days after the effective date of this agreement, provide to the Department current certificates of insurance, documentation of self-insurance, or both, for all coverages and renewals required under this agreement. No payments may be made under this agreement until acceptable documentation of insurance coverage is received. The minimum required coverages are:

A. Commercial General Liability: The minimum limit of liability shall be \$1,000,000 per occurrence as a combined single limit for bodily injury and property damage. The policy shall include coverage for contractual liability and shall include the State of New Jersey as an additional insured. The policy shall also include coverage for products liability. The coverage to be provided under these policies shall be at least as broad as that provided by the standard basic, unamended, and unendorsed occurrence coverage forms currently in use in the State of New Jersey, which shall not be circumscribed by any endorsements limiting the breadth of the coverage.

B. Business Automobile Liability Insurance that shall be written to cover any vehicle used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1,000,000 each accident as a combined single limit.

C. Worker's Compensation Insurance in accordance with the laws of the State of New Jersey and Employer's Liability Insurance with limits not less than: (i) \$1,000,000 Bodily Injury, Each Occurrence; (ii) \$1,000,000 Disease Each Employee; and (iii) \$1,000,000 Disease Aggregate Limit.

PROCUREMENT REQUIREMENTS

The Applicant is responsible for ensuring that the equipment to be funded is procured in a manner consistent with all applicable Federal and State requirements.

Further, please note the following procurement requirements, as stated in the Department's Standard Grant Agreement:

Good Faith Efforts

The Grantee agrees that it shall make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement:

- i. Ensure Disadvantaged Business Entities (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.*
- ii. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.*
- iii. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For local government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.*
- iv. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.*
- v. Use the services and assistance of the Small Business Association (SBA) and the Minority Business Development Agency of the Department of Commerce.*
- vi. If the prime contractor awards subcontracts, require the prime contractor to take the steps in subparagraphs (i) through (v) of this paragraph.*

INFORMATION TO BE SUPPLIED BY GRANT APPLICANT

Name of Applicant (Company):
Address:

Vendor ID#
DUNS #

Contact Person:
Telephone #
E-mail Address:

Financial Officer's Name:
Financial Officer's Title:

INFORMATION TO BE SUPPLIED BY GRANT APPLICANT

The sections that follow correspond to the Department's Standard Grant Agreement (DEP-069G). In order for the Department to prepare an agreement, the Applicant must supply the following information:

I. Insurance

If granted an award, the Applicant will maintain the required insurance coverages as follows:

Place an X in Appropriate Box

1. Comprehensive General Liability
 - Insurance
 - Self-insurance
 - Not required

2. Automobile Insurance
 - Insurance
 - Self-insurance
 - Not required

3. Worker's Compensation
 - Insurance
 - Self-insurance
 - Not required

4. Employer's Liability
 - Insurance
 - Self-insurance
 - Not required

V. Certification of Adequacy of Accounting System

The Applicant's Financial Officer will be responsible for maintaining an adequate financial management system. Once an agreement is executed, the Financial Officer must notify the Department when the Grantee cannot comply with the requirements established in the agreement.

- B. Expenditure reports shall be prepared in a manner consistent with the Applicant's normal accounting records, which are kept on

Place an X in Appropriate Box

- A cash basis
 An accrual basis
 Modified accrual basis
 Other (specify)

VII. Audit Requirements

- B. The Applicant's fiscal year ends on
Month/Date/Year

IX. Authorizations and Disclosures

Place an X in Appropriate Box

- A. The Applicant is
- A local government agency
 A New Jersey corporation
 An out-of-state corporation
 Other (specify)

- B. If granted an award, the Applicant shall provide,
- A governing body resolution
 A corporate resolution
 An LLC resolution
 No resolution