

Nonpoint Source “Business Ready” Checklist

Contracting with the state is an involved process and can be challenging, especially for first time project sponsors. Many requirements are standard for all types of state contracts and may often change over time allowing for limited flexibility and predictability. In order to manage contract and program requirements effectively, ideally project sponsors need some key operating and accounting practices in place prior to entering into a NPS contract. Being “business ready” or ready to do business with the state will ease contract administration. Following is an overview or general checklist of key contracting requirements and documents. Many key contracting documents are included on npscolorado.com or can be obtained from the NPS staff.

- Fiscal Agent status or partner able to contract with the state needs to be decided. It is better to contract with the entity responsible for completing the work.
- Register with the Secretary of State at: [Secretary of State](#) and keep “Good Standing” status
- Provide Certificate of Insurance (non-governmental entities) covering general liability, automobile and Workmen’s Compensation – as indicated on a current ACORD Form.
- Provide federally mandated DUNS number http://grants.nih.gov/grants/duns_qa.doc
- Address FFTA requirements <https://www.fsrs.gov/>
- Execute the contract
- If sub-contracting, provide a description of the process and a template for awarding sub-contracts, if applicable, and provide the sub-contracts in draft and final form to the NPS project coordinator
- Ability to evaluate project progress and ability to report to the NPS project coordinator regularly
- Ability to submit reimbursement requests, with the supporting documentation to the NPS project coordinator
- Ability to accrue, document and report on project match. Ability to keep match supporting documentation for 5 years beyond the end of the contract or up to 10 years from the grant award date.
- Ability to compile and report on data results and all project deliverables
- Commitment to preparing and submitting the semi-annuals and final reports

**Please note that there is a formal process to evaluate quality of performance, per SB 08-228. Project sponsors will be rated above standard, standard and below standard at intervals throughout the contract period. The final evaluation will be stored in a State of Colorado database.