

# Insurance Requirement Package Cover Sheet

Use this cover sheet when submitting your Outdoor Equity Program (OEP) Insurance Requirement Package to your Project Officer.

Insurance requirements are found on pages 8-10 of the [OEP Administration Guide](#) and in the Grant Contract Provision E.1-12.

Check all that are included in your package: **Do not submit entire policy(ies)**

## **ACORD – Certificate(s) of Insurance**

Certificate Holder is Department of Parks and Recreation (DPR)

Commercial General Liability (\$1,000,000 per/\$2,000,000 aggregate)

Auto Liability (\$1,000,000 combined single coverage, per accident)

Workers' Compensation (\$1,000,000 or no limit)

## **Endorsements attached separately**

General Liability naming DPR as additional insureds

Auto Liability naming DPR as additional insureds

Workers' Compensation - Waiver of Subrogation

## **If self-insured**

Self-Insurance Letter or Certificate

Additional Endorsement naming DPR as additional insured

## **Additional requirement for nonprofits**

Fidelity Bond

Must cover employee theft equal to or greater than grant amount

DPR named as Third-Party Loss Payee