

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 in 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