

Applicant Name: \_\_\_\_\_ FFAST PIN: \_\_\_\_\_  
Project Title: \_\_\_\_\_

## **Templates and General Compliance Documentation**

The following documents are examples of compliance documents that will need to be submitted after project approval but prior to grant agreement execution. Submission for this attachment is **not** required as part of the application process. Templates for these documents are available upon request. Please email us at [DFA-CAA@waterboards.ca.gov](mailto:DFA-CAA@waterboards.ca.gov) to request copies. We encourage you to review these documents now to expedite the grant agreement development and execution process.

**a. Scope of Work/Grant Agreement template:**

A grant agreement including an example scope of work is provided. Much of the language is standard template language that should not be modified. Areas to be updated with project specific information are highlighted. After funds are awarded, this document will be drafted by State Water Board staff, in coordination with the applicant.

**b. Resolution:**

An authorizing resolution from the recipient’s governing body is required to allow the recipient’s agency to enter into an agreement with the State Water Board and designate an authorized representative.

**c. Project Director (PD) Certification:**

The form should be signed by the authorized representative from the adopted resolution, and the PD. The PD must be an employee of the funding recipient. The PD may also use this certification form to delegate certain responsibility related to the project and funding agreement.

**d. Payee Data Record (STD 204) or Government Agency Taxpayer ID Form:**

This form is required to verify the recipient’s federal tax identification number and mailing address.

**e. Drug-Free Workplace Certification (STD 21):**

The recipient must certify that it will provide a drug-free workplace.