

**COLORADO DIVISION OF CRIMINAL JUSTICE
CONSULTANTS/CONTRACTS CERTIFICATION (DCJ FORM 16)**

See instructions on page two of this form.

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION: FROM: TO:
PROJECT DIRECTOR:	PHONE:

This form is used to verify the grantee's compliance with federal/state regulations regarding services provided by outside contractors under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution, and **if the hourly rate exceeds the maximum per hour rate prior approval must also be submitted before contract execution**. Refer to the DCJ Administrative Guide applicable to your grant program (State or Federal) for additional information. All sections must be completed.

SECTION I: CONTRACTOR INFORMATION

Contractor's Name and Address:

SECTION II: PRIOR APPROVAL

Not Applicable - The maximum hourly rate does not exceed \$650 per 8-hour day (\$81.25/hr.) (Federally Funded Grants), **OR** State Funded Grants. Complete Section III.

Prior Approval Required (**federal grant funds only**) – The hourly rate exceeds the maximum per hour and is _____/hr. Attach a written justification for the payment rate with this form, and the proposed draft of the Statement of Work, Purchase Order, or Contract. Stop here and submit to DCJ, do not complete Section III until prior approval is granted.

SECTION III: CONTRACT EXECUTION DETAILS

- A. Grantee has verified that the contractor is not on the federal debarment list and is actively registered at <https://www.sam.gov>.
- B. Total Contract Amount: _____
Amount Paid by Grant: _____ Amount Paid by Match (if applicable): _____
- C. Attach a copy of the **signed Statement of Work, Purchase Order, or Contract** with outside contractor.
Date executed: _____
- D. Indicate the type of Procurement Process used to select this contractor. All procurements must be conducted in a manner to provide, to the maximum extent practical, open and free competition. Attach a description of the process utilized.
 Competitive (informal/formal) Sole Source Other
- E. Has contractor been notified of the provision regarding copyrighted materials? (see page 2 for provisions)
 YES NO N/A

SUBMIT ONE COPY TO DCJ

SIGNED AT CONTRACT EXECUTION: By my signature, I certify that (1) records will be maintained and reflect the basis (invoice) for payments to the contractor, (2) invoices for payments will be consistently applied for all aspects of this program, (3) dual compensation is not allowed (i.e. the consultant is not receiving payment from more than one source for the same work for this project), (4) the information on this form is accurate and verifiable.

PROJECT DIRECTOR SIGNATURE

DATE

****Colorado Division of Criminal Justice Use Only****

Prior Approval: Approved Denied NA

Contract Execution: Approved Denied

DCJ GRANT MANAGER SIGNATURE/DATE

DCJ GRANT MANAGER SIGNATURE/DATE

Denial Reason(s): _____

**INSTRUCTIONS FOR COMPLETING
CONSULTANTS/CONTRACTS (DCJ Form 16)**

HEADING

Grantee: This is the agency to which the federal grant award was made.

Grant Number: This is the grant number assigned to the project by DCJ. It can be found on the Grant Agreement.

Project Title: This is the name of the project which is identified on the Grant Agreement.

Duration: This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement, and is changed only if the project requests and receives a grant extension.

Project Director: List the project director and include this person's 10-digit phone number.

SECTION I: CONTRACTOR INFORMATION

Contractor Name and Address: This is the name and address of the contractor from which services are to be completed.

SECTION II: PRIOR APPROVAL: If the hourly rate exceeds the maximum per hour rate **and** the project is funded, in part or in whole, by federal grant funds this form must be submitted and approved prior to entering into a legal binding document with the contractor. The current federal allowable maximum rate is \$81.25/hr. Documentation must be kept on file and must demonstrate that this compensation rate is reasonable and consistent with that paid for similar services in the marketplace. Documentation must also include either prior contract(s) or invoices between the consultant and other agencies for similar work, if possible, OR comparison with other potential providers of the same or similar work. Refer to the DCJ Federal Administrative Guide for additional information.

If prior approval is required, legal binding documents may not be executed until this form is returned with DCJ approval.

SECTION III: CONTRACT EXECUTION DETAILS:

- A. SAM.Gov:** Any contractor paid with grant funds must not be on federal excluded parties list and must not have an expired System for Award Management (SAM) registration. To access the list: visit sam.gov, enter the contractors DUNS, check the expiration date and the exclusions list. Contractors receiving *State Funds* and **Individuals** receiving *either State or Federal funds* are not required to be registered in SAM, and a separate certification statement must be collected. See DCJ Grant manager to obtain a copy of the certification form.
- B. Contract Amount:** Provide the Total Contract Amount, the Amount Paid by Grant, and the Amount Paid by Match (if match is applicable). The percentage of grant funds used to support the contract may be calculated using these values.
- C. Statement of Work, Purchase Order, or Contract:** Per your agency's procurement policies, a Statement of Work, Purchase Order, or Contract is required. Attach the appropriate documentation, which includes, at a minimum: 1) Project Objectives, 2) Work Tasks, 3) Work Product/Deliverables, 4) Time Line, and 5) Quote/Cost. If this form is a prior approval request, please include a draft and indicate the proposed start date on the line provided. If this certification is upon contract execution with the contract, provide a signed copy of the executed document and indicate the date the legal binding document was executed.
- D. Procurement Process:** Per your agency's procurement policies indicate the type of procurement used to select this contractor. **Attach documentation describing the process used.**
- E. Copyright Requirements:** Indicate if the contractor has been notified of the requirement regarding Copyrighted Materials.
- Activities supported by this Grant that produce any discovery or invention, original computer programs, writing, sound recordings, pictorial reproductions, drawing or other graphical representation and works of any similar nature, the following requirements apply: (1) The State has the right to use, duplicate and disclose, the above material in whole or in part in any manner for any purpose whatsoever and authorize others to do so. (2) If the material or invention is copyrightable, the contractor may copyright such, but the State reserves a perpetual, royalty free, non-exclusive and irreversible license to practice, reproduce, publish and use such materials in whole or in part, and authorize others to do so. (3) When issuing statements, press releases, requests for proposals, bid solicitations, and other published documents describing projects or programs funded in whole or in part with these grant funds, all Grantees must clearly:
- (a) State the percentage of the total cost of the program or project, which will be financed with this grant money;
 - (b) State the dollar amount of state or federal funds for the project or program;
 - (c) Use the phrase-" [insert one of the following statements below]"
 - [use with federal grant funds]"This project was supported by federal grant [insert federal grant numbers found on Grantee's grant agreement], issued by the Colorado Division of Criminal Justice."
 - [use with state grant funds]" This project was supported by Colorado State funds, issued by the Colorado Division of Criminal Justice."

PROJECT DIRECTOR SIGNATURE: The Project Director, by signing the Form 16, certifies that records pertaining to the contractor will be maintained and that dual compensation is not allowed. Project director signature is **ONLY** required after Section III is completed.

Submit one signed copy to DCJ

Grantee may not disburse monies to contractor until this form is returned to the Grantee with DCJ approval.

Cash Requests may be held until DCJ Form 16 is received with required documentation.