

REQUIRED ATTACHMENTS CHECKLIST

Agency Name: _____

Application Number: _____

Submit this coversheet with a copy of the required materials to: Office for Victims Programs, 700 Kipling St., Suite 1000, Denver, CO 80215 by application deadline of March 1, 2016 (must be postmarked by March 1, 2016). Applications will be deemed incomplete unless all applicable attachments are received.

| Item | Submitted |
|--|-----------|
| 1. Audit or Financial Review (if applicable) and Management Letter - the Division of Criminal Justice requires all grantees to submit a current formal financial review or audit report every year. Applicants should submit a copy of their most current (2015) audit or financial review (if applicable) and their management letter with their application unless the most current one was submitted to DCJ within the last year. | |
| 2. Organizational Chart – <i>with requested personnel highlighted. (Include personnel that would be paid with matching funds and/or associated with requested supplies and operating and equipment)</i> | |
| 3. Job Descriptions for: <ul style="list-style-type: none"> • staff that would be paid for with CVS funds, • staff that will be using requested supplies and operating or equipment, • volunteer staff (<i>if volunteers are used as match</i>), • match staff (<i>if paid staff is used as match</i>) | |
| 4. Board Members list (<i>nonprofit agencies only</i>) | |
| 5. Proof of nonprofit status (<i>IRS determination letter for nonprofit agencies only</i>) | |
| 6. Sample timesheet currently used by: <ul style="list-style-type: none"> • the position(s) for which you are requesting CVS funding • volunteer staff (<i>if volunteers are used as match</i>) | |
| 7. Indirect Rate Cost - <ul style="list-style-type: none"> • Certification Form for the de minimus rate (submit only if your agency is requesting to use the 10% de minimus rate for indirect costs); certification form is available on our website. • If your agency has a federally approved indirect cost rate, please submit this documentation. | |