

**COLORADO DIVISION OF CRIMINAL JUSTICE
PROFESSIONAL SERVICES/CONSULTANT CERTIFICATION
(DCJ FORM 16)**

(Rev. 3/16)

SUBGRANTEE:	GRANT NUMBER:	
PROJECT TITLE:	PROJECT DURATION <div style="display: flex; justify-content: space-between;">FROM:TO:</div>	
PREPARED BY:		
DATE:	EMAIL ADDRESS:	PHONE:

This form is used to verify the subgrantee's compliance with federal/state regulations regarding services provided by outside vendors who are under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution with the vendor unless the hourly rate exceeds the maximum per hour rate. Refer to the DCJ Administrative Guide for Federal Justice Grant Programs or the DCJ Administrative Guide for State Grant Programs for further details. NOTE: Cash Requests may be held until DCJ Form 16 is received with required documentations.

**A. Vendor's Name
and Address:**

YES, Subgrantee has verified that the vendor is not on the federal debarment list at <http://www.sam.gov>.

B. Attach a copy of the signed Statement of Work, Purchase Order, or Contract with outside vendor.

Date Executed:

C. Total Contract Amount:

Amount Paid by Grant:

The maximum hourly rate does not exceed:
\$450 per 8-hour day (56.25/hr) (Federally Funded Grants), **OR**
\$650 per 8-hour day (81.25/hr) (VAWA Funded Grants). **OR**
Not Applicable (State Funded Grants).

The hourly rate exceeds the maximum per hour and is \$ /hr. Subgrantee must submit written justification for that payment rate for PRIOR DCJ review and approval.

D. Indicate the type of Procurement Process used to select this vendor. Attach a description of the process utilized. All procurements must be conducted in a manner to provide, to the maximum extent practical, open and free competition.

Sole Source

Competitive

Other (Please Explain)

E. Has vendor been notified of the following provision regarding copyrighted materials?

"DCJ reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: 1) The copyright on any work developed under an award or subaward; and 2) Any rights of copyright to which a recipient or subrecipient purchases ownership with support."

Yes

No

N/A

I CERTIFY TO THE FOLLOWING ITEMS:

- Records will be maintained and reflect the basis (invoice) for payments to the vendor.
- 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.
- THAT THE INFORMATION ON THIS FORM IS ACCURATE AND THE CONTENT OF THE FORM, OTHER THAN THE DATA ENTRY REQUIRED, HAS NOT BEEN ALTERED.

Project Director:

Date:

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

Approved

Denied (see attached explanation)

DCJ Program Manager:

Date: