

REQUIRED ATTACHMENTS CHECKLIST

Agency Name: _____

Project Number: _____

Submit this coversheet with a copy of the required materials to: Office for Victims Programs, 700 Kipling St., Suite 1000, Denver, CO 80215.

Item	Submitted
1. Audit or Financial Review - 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 audit or financial review (2014) with their application unless one was submitted to DCJ within the last year . The audit or financial review may be provided via printed copy, CD, or the website link if it is available on line.	
2. Organizational Chart – <i>with requested personnel highlighted. (Include personnel that would be paid with matching funds)</i>	
3. Job Descriptions for: <ul style="list-style-type: none"> • staff that would be paid for with CVS funds, • 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>new nonprofit applicants 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 Certification for 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.	
8. Procurement Policy If you are requesting professional services/consultants and/or equipment in your grant budget, submit a copy of your agency's procurement policy. If your agency does not have a procurement policy, you will be required to submit one at the time of contracting.	