CaliforniaVolunteers (CV) requires that AmeriCorps programs have an executed contract in place prior to incurring costs against the federal share. AmeriCorps grantees must follow the instructions included in the AmeriCorps Contract Checklist to assemble and submit documents required to enter into a contract with CV. A contract package is considered “complete” once all required documents received pass CV review. Contracts will not be processed if documents are missing or are incomplete [i.e. incorrect form and format, no signatures, dates, etc.]. Any need for clarification or additional contract documents, will delay the execution of your contract. Please allow up to 30 days from the time that all documents pass CV review to receive notification of contract execution.

**CV forms required for contracting are available on the CalforniaVolunteers website at** <http://www.californiavolunteers.org/granteecentral/index.php/contracting/>

**SUBMISSION INSTRUCTIONS:**

Complete the contract checklist and attach as a cover page along with your Hardcopy Documents [Items #1-15, as applicable]**.** All Hardcopy Documents must be clearly labeled and placed in the order listed on the contract checklist.

Send hardcopy materials to:

ATTN: AmeriCorps Contracting

CaliforniaVolunteers

1400 10th Street

Sacramento, CA 95814

|  |
| --- |
| **Applicant Organization:** |
| **Primary Contact Name:** | **Phone:** | **Email:** |

I’ve reviewed the contract materials submitted for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Program Name] and certify that all required documents are pre-approved by CV [as required], complete, accurate, and in the required CV forms and format.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Applicant Representative Print Name and Title of Person Signing Date

**INSTRUCTIONS**:Check [✓] eachdocument submitted. Enter “n/a” if an item is not applicable.

|  |  |
| --- | --- |
| **Required Documents** | [✓] |
| 1. **AmeriCorps Program Title Page** [Printout of online form required]
 |  |
| 1. **Confirmed Match Assurance** [Required. Available on CV Website]
 |  |
| 1. **National Service Criminal History Checks Certification** [Required. Available on CV Website]
 |  |
| 1. **SAM.gov Active Registration** [Required. Must include printout of active registration]
 |  |
| 1. **Fiscal Self-Assessment Instrument** [Required. Available on CV Website]
 |  |
| 1. **Payee Data Record Form Std. 204** [Required. Available on CV Website]
 |  |
| 1. **Invoice Submittal Process Description** [Required. Identify staff responsible & method for monthly invoice]
 |  |
| 1. **Evidence of Liability Insurance Coverage or Self-Insurance Letter** [Required. Must reflect current coverage]
 |  |
| 1. **Federal Dollars Schedule** [Required. Two most recent fiscal years or written explanation]
 |  |
| 1. **Audited Financial Statements** [Most recent completed audit required]
 |  |
| 1. **Single Audit** [Most recent completed audit if Federal funds is ≥ $750,000, include written explanation if not applicable]
 |  |
| 1. **IRS Form 990** [Required for Non-Profits; include written explanation if not applicable]
 |  |
| 1. **Evidence of 501(c)(3) Status** [Required for Non-Profits; include written explanation if not applicable]
 |  |
| 1. **Address List for Board of Directors** [Include written explanation if not applicable]
 |  |
| 1. **Signed Council /Board Resolution/Certified Minutes Accepting Fiduciary responsibility** [Required for non-state entities]
 |  |