CaliforniaVolunteers (CV) requires that AmeriCorps programs have an executed contract in place prior to incurring costs. The items below are needed for contracting. Contracts cannot be processed if documents are missing or incomplete [i.e. incorrect form and format, no signatures, dates, etc.]. Any need for clarification or additional contract documents, may delay the execution of your contract. **Please allow up to 30 days for processing**. *No staff time can be charged to the grant prior to contract execution, so please begin the process as early as possible.*

**CV forms needed for items below are available on California Volunteers’ Grantee Central in the Contracting section** [here](https://californiavolunteers.ca.gov/contracting/)**.** The *Program Readiness Checklist* of items needed to effectively run your program is a separate checklist and can be found there as well. Those items will be developed during your planning grant.

Prepare the items below for uploading each into the CV AmeriCorps Community on Salesforce. For detailed instructions see the Salesforce Sub-Grantee User Guide available [here](https://californiavolunteers.ca.gov/wp-content/uploads/sites/116/2019/06/CaliforniaVolunteers-Sub-grantee-User-Guide.pdf). Once in Salesforce, b*e sure to select your Program – then click on Contract Checklist Flow*. You’ll see some items that have been uploaded for you by CV (those submitted during the application process). Anything that’s missing will need you to upload it. This should include each of the items below, except where noted as not applicable to all organization types.

|  |  |
| --- | --- |
| **Required Documents** | [✓] |
| 1. **Confirmed Match Assurance** (you’ll simply enter information into that section. Be sure it exactly matches the total amount of match dollars and sources of match listed at the end of your egrants Budget). |  |
| 1. **National Service Criminal History Checks Certification (Exh. H)** [Submitted during the application process] |  |
| 1. **eGrants User Form** (available at the links above in the Contracting Section of grantee central) |  |
| 1. **CV AmeriCorps Community Salesforce User Form** (submitted to CV to gain access to the Salesforce system – available in Contracting section of Grantee Central – link [here](https://californiavolunteers.ca.gov/contracting/)) |  |
| 1. **Payee Data Record Form Std. 204** [Available at the links above in the Contracting Section of grantee central] |  |
| 1. **Invoice Submittal Process Description** [Identify staff responsible & method for monthly invoicing process] |  |
| 1. **Evidence of Liability Insurance Coverage or Self-Insurance Letter** [ Must reflect current coverage] |  |
| 1. **Address list for Board of Directors** [For those with a Board] |  |
| 1. **Signed Council /Board Resolution/Certified Minutes Accepting Fiduciary responsibility** [Required for non-state entities] |  |
| 1. **Audited Financial Statements** [if submitted during application, uploaded by CV] |  |