



STATE OF CONNECTICUT
Office of Policy and Management

**2019 JAG Local VCP Grant Program
Violent Crime Prevention (VCP)**
(Distribution of JAG Local FY 2015 and FY 2016 Federal Grant Funds)

Application Submittal Checklist

- Each of these documents must be completed and/or **signed** as indicated.
- Please convert your completed **individual** documents to **PDF format**.
- Please attach the **individual** documents (7 attachments) to one "master" e-mail submittal and send the single e-mail to: nichole.howe@ct.gov

Document No.	Description and Signature(s) Required
#1	<p>2019 JAG Local VCP Grant Project Narrative: Please complete the project narrative in its entirety.</p> <p>Signature Required: 2019 JAG Local VCP Grant Manager</p>
#2	<p>2019 JAG Local VCP Grant Project Budget: Please complete the project budget spreadsheet (a component of the application).</p> <p>Preparation: 2019 JAG Local VCP Grant Manager; Signature NOT Required</p>
#3	<p>Authorized Signature Form: This form must be signed and dated by the city/town official that has the legal authority to accepted grant funds on behalf of the city/town.</p> <p>2 Signatures Required: (1) Chief Elected Official or Town/City Manager AND (2) Town Clerk or Corporation Counsel</p>
#4	<p>Assurances and Certifications Form: Standard grant administration assurances and certifications required to receive Federal DOJ grant funds.</p> <p>Signature Required: Chief Elected Official or Town/City Manager</p>
#5	<p>Certification of Compliance: Equipment and Controllable Property: Certification that grantee shall own any equipment or controllable property purchased with federal grant funds and must maintain a property control record for each equipment or controllable property item.</p> <p>Signature Required: Chief Elected Official or Town/City Manager</p>
#6	<p>CHRO Acknowledgment Of Contract Compliance Notification To Bidders : Mandatory compliance certification for implementation of affirmative action plans, etc. regarding hiring, bidding and contracting.</p> <p>Signature Required: Chief Elected Official or Town/City Manager or EEO Officer</p>
#7	<p>System for Award Management (SAM.Gov) Verification: Your annual active SAM registration MUST cover the time period through the START DATE of this Grant: January 1, 2019.</p> <p>Confirmation Required: 2019 JAG Local VCP Grant Manager or Finance Director</p>