



STATE OF CONNECTICUT
Office of Policy and Management

JAG 2015 VCP Grant Program
Violent Crime Prevention (VCP)

Application Submittal Checklist

- Each of these documents must be completed and/or signed as indicated.
- Please convert your completed individual documents to **PDF format**.
- **EXCEPTION:** Please submit the Budget as an EXCEL spreadsheet (not a PDF)
- Please attach the individual documents (6 attachments) to one "master" e-mail submittal and send the single e-mail to: JAG2015Local.opm@ct.gov

Document No.	Description and Signature(s) Required
#1	JAG 2105 VCP Project Narrative: Please complete the project narrative in its entirety.
	Signature Required: JAG 2105 VCP Grant Manager
#2	JAG 2105 VCP Project Budget: Please complete the project budget spreadsheet.
	Preparation: JAG 2105 VCP Grant Manager
#3	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.
	Signature Required: Chief Elected Official or Town/City Manager AND Town Clerk or Corporation Counsel
#4	Assurances and Certifications Form: Standard grant administration assurances and certifications required to receive Federal DOJ grant funds.
	Signature Required: Chief Elected Official or Town/City Manager
#5	Fixed Asset Control Systems Form: A fixed asset control system should include a regularly updatable inventory of fixed assets (property and equipment) and also provide guidance and/or policies and procedures for the retention or disposal of fixed assets.
	Signature Required: Finance Director AND JAG 2105 VCP Grant Manager
#6	System for Award Management (SAM.Gov) Verification: Your annual active SAM registration MUST cover the time period through the START DATE of this Grant: April 15, 2015 .
	Confirmation Required: Police Chief or Finance Director