



## Virginia Department of Criminal Justice Services FVIP Grant Applicant Readiness Checklist

The FVIP Grant Applicant Readiness Checklist is designed to help applicants determine their readiness to successfully submit an application for funding to the Virginia Department of Criminal Justice Services (DCJS), or whether it is more sensible to partner with an organization which is able to meet the required criteria. While specific requirements vary depending on funding stream or opportunity, there are some common components applicants must be able to address, provide, or manage as part of this process.

The FVIP Grant Applicant Readiness Checklist has two sections:

- I. Organizational Background, Governance & Structure
- II. Financial Information & Tax Documents

Each section asks whether the organization has certain items. These items are either *required* (applicants must have these items to apply for and receive grant funding from DCJS) or *recommended* (organizations should have these items in place; although, they are not required to apply for or receive grant funding). Required items are marked with an asterisk (\*).

**NOTE: Please consult with specific funding announcement(s) for eligibility criteria and grant program-specific requirements.**

When reviewing and completing this checklist, we encourage you to use the following as a guide for each response:

<b>Yes</b>	The organization's policies/practices fully meet this criteria.
<b>No</b>	The organization's policies/practices do not meet this criteria.
<b>Unsure</b>	More information must be gathered to determine whether the organization meets this criteria.
<b>Not Applicable</b>	This item does not apply to the organization or is not required for the specific funding announcement(s).

## I. ORGANIZATIONAL BACKGROUND, GOVERNANCE & STRUCTURE

Organization Name:

Contact Information

Name:

Email:

Phone:

Organization Governance & Structure				
<b>DOES YOUR ORGANIZATION HAVE...</b>				
REQUIRED	Yes	No	Unsure	N/A
*A Tax ID/Employer Identification Number (EIN)? <b>Note:</b> You can look this information up on the <a href="#">IRS' Tax Exempt Organization Search</a> or <a href="#">GuideStar</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A <a href="#">Federal Unique Entity Identifier (UEI)</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*An IRS determination of <a href="#">tax-exempt status</a> of the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Articles of Incorporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*By-laws that clearly define the line of authority and responsibility moving between the board and staff, outline the hiring practices of the organization, and demonstrate the management and controls maintained by the board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A list of active board members, stating each member's board position, profession or employment, and community activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Copies of the minutes of three board meetings immediately preceding the submission date of the application for DCJS funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED	Yes	No	Unsure	N/A
A current, written copy of your organizational structure or organizational chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resumes or profiles for the organization's senior leadership team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written policies and procedures on conflicts of interest and ethics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written policies and procedures regarding participation in political activities/lobbying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the organization has been in operation for at least one year prior to the date of application of funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An active registration in the federal <a href="#">System for Award Management</a> ? *This is required for federal grants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## II. FINANCIAL INFORMATION & TAX DOCUMENTS

Financial Information				
<b>DOES YOUR ORGANIZATION HAVE...</b>				
REQUIRED	Yes	No	Unsure	N/A
*A copy of the organization's most recently filed IRS Form 990?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Procedures to maintain documents to support all transactions, including purchase orders, receiving records, paid invoices, cancelled checks, personnel, payroll, time, and attendance records, and other evidence to support grant-related expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*An accounting system that can identify/track revenue and expenditures for each DCJS grant separately from all other revenue and expenditure sources (e.g., private donations, other grants, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*The ability to implement grant-related activities on a reimbursement basis (e.g., pay for personnel and other expenses up front)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* <a href="#">ACH</a> information associated with your organization's Commonwealth of VA Cardinal vendor account? You may use the <a href="#">Virginia's Electronic Payment</a> process to establish ACH information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*A process in place to ensure that bank statements are reconciled monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*A process for the Board of Directors to review financial statements on a regular and consistent basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Systems/procedures in place to track time and effort (e.g., timesheets) for personnel and consultants paid via DCJS grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*An audit process, such as financial statements regularly examined and/or audited by an independent certified public accountant (CPA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RECOMMENDED</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>	<b>N/A</b>
An electronic system for accounting (e.g. Quickbooks, Sage, SAP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An automated payroll system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system whereby one staff person is authorized to receive money and someone else is authorized to disburse money?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to continue the project when DCJS funding ends (e.g, finding other resources to support the work)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>