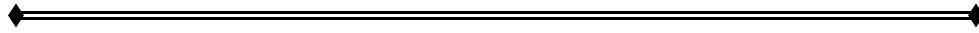


**VOLUNTEER FLORIDA'S ANNUAL  
AMERICORPS PROGRAM CONTRACT CHECKLIST  
2015-2016 CONTRACT YEAR**

PROGRAM NAME: \_\_\_\_\_

INSTRUCTIONS TO THE PROGRAM DIRECTOR AND FISCAL CONTACT: Please initial beside each line item. All documents are due on or before 30 days after the execution of the 2015-2016 contract.



DOCUMENTATION REQUIRED FOR ALL AMERICORPS PROGRAMS FOR THE 2015-2016 CONTRACT YEAR:

- \_\_\_\_\_ Proof of completion of on line trainings by both the Program Director and Fiscal Contact. Refer to Section I. 1 - 2 of your contract.
- Key Concepts of Financial and Grants Management
  - CNCS National Service Criminal History Checks
- \_\_\_\_\_ Exhibit VIII must be submitted with the first monthly PER. Please note that failure to submit the Exhibit VIII will result in a delay of reimbursement.
- \_\_\_\_\_ Copies of insurance policies for:
- Liability
  - Fidelity
  - Property
  - Vehicle
  - Worker's Compensation
- \_\_\_\_\_ Completed W-9 (All programs MUST complete this form for the 2015-2016 contract)
- \_\_\_\_\_ Completed Vendor EFT Authorization Form (All programs MUST complete this form for the 2015-2016 contract)
- \_\_\_\_\_ Most recent audit statements.

CERTIFICATION:

I certify that (name of agency) \_\_\_\_\_ has submitted the required documents as indicated by my initials above.

\_\_\_\_\_  
Signature of Program Director or Fiscal Contact

\_\_\_\_\_  
Date Documents Submitted to Volunteer Florida