

**COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT  
GRANT CHECKLIST FOR PROGRAMS**

- Notification of Grant Award (and subsequent AMENDED GANs):
  - Signed by Authorizing Official and Lauree Morton**
  
- Authorizing Official form:
  - Signed by Program Board Chair/President**
  
- Grant Award Conditions - Victim Services Grants:
  - Signed by Authorizing Official and Lauree Morton**
  
- Special Grant Award Conditions (if applicable):
  - Signed by Authorizing Official and Lauree Morton**
  
- Federal Award Conditions (if applicable):
  - a. Family Violence Prevention and Services Act (FVPSA)
    - Signed by Authorizing Official and Lauree Morton**
  - b. Victims of Crime Act (VOCA)
    - Signed by Authorizing Official and Lauree Morton**
  
- VOCA Subgrant Worksheet (if applicable) send to [bahiyyih.parish@alaska.gov](mailto:bahiyyih.parish@alaska.gov) by Aug 15:
  
- Budget Forms: These include the
  - a) Program Budget Summary
  - b) Budget Detail by Source of Funds Excel form.
  - c) Updated Budget Narrative. Check budget forms for accuracy based on the grant award amount and funding source detail from the GAN (or AMENDED GAN) for the current fiscal year. If errors are found, CDVSA will notify the program to correct and resubmit.
  
- Required Federal Certifications Form: Regarding lobbying, debarment, suspension and other responsible matters, drug-free workplace requirements, and environmental tobacco smoke, if your program's award includes funds from any federal source.
  - Filled out and signed by Authorizing Official**
  
- Civil Rights Certification: Regarding person responsible for reporting civil rights findings of discrimination and prohibitions against discrimination. This person should be someone other than the Executive Director or CEO.
  - Filled out and signed by Authorizing Official**
  
- Assurances:
  - Signed by Authorizing Official**