

Instructions for Submitting the General Assessment Questionnaire

This certification is to assure the Utah Commission on Service and Volunteerism, that the contracted agency has adequate administrative procedures in place to ensure that funds disbursed by the Utah Commission on Service and Volunteerism will be safeguarded as required by federal regulations. The Utah Commission on Service and Volunteerism reserves the right to conduct on-site monitoring of contracted service providers as it deems necessary.

- Please complete all questions on the form.
- The General Assessment Questionnaire must be submitted in electronic format by e-mail to Elizabeth Oliver at eoliver@utah.gov by the assigned application deadline.
- Include copies of the following documents:
 - ◇ Organizational chart
 - ◇ Resumes and position descriptions for all grant and fiscal management staff to contribute to the AmeriCorps program
 - ◇ Financial policies and procedures
 - ◇ Confirmation of insurance coverage
 - ◇ Most recent audited financial statements