

## DECLARATION OF GRANTEE

Grantee declares, under penalty of perjury, that all adult employees, agents, and/or volunteers having direct contact with minors age seventeen (17) years or younger, have completed a criminal background investigation with evidence, as authorized by law, provided to the City at least thirty (30) calendar days prior to the activity for which the grant was provided by City.

The following documents will be acceptable to meet the requirements of the Community & Human Services Grants contract:

The Grantee must provide:

- \_\_\_\_\_ Letter from Grantee's organization on letterhead describing Grantee's background check process including but not limited to the following information: type of check (fingerprinting, internet search etc.), frequency of background checks, who is required to undergo background check, and an explanation of what background check findings will exclude an employee/volunteer having direct contact with minors.

The Grantee must also provide one of the following:

- \_\_\_\_\_ Copy of organization's background check policy
- \_\_\_\_\_ Proof of compliance with the aforementioned including a copy or contract/invoice from background check firm
- \_\_\_\_\_ List of employees/volunteers receiving background checks if less than the entire organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## DECLARATION OF GRANTEE

Grantee declares, under penalty of perjury, that their organization **does not work with minor children** in any capacity, including but not limited to events, programming, staffing, volunteering, etc. Grantee understands that all adult employees, agents, and/or volunteers having direct contact with minors age seventeen (17) years or younger, must have completed a criminal background investigation with evidence, as authorized by law.

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Authorized Signature

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Printed Name

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Title