STATE OF NEW JERSEY

DEPARTMENT OF LAW AND PUBLIC SAFETY

OFFICE OF THE ATTORNEY GENERAL

**FFY 2018 Victims of Crime Act (VOCA) Grant Program**

**Trauma Recovery Centers**

**APPLICATION CHECK LIST**

***Instructions*:**

**The Application Check List is a guide to submit a completed application.**

* Return one (1) application.
* Submit the below documents with the application.
* Email application documents to [TRC@njoag.gov](mailto:TRC@njoag.gov)

***Application Content and Forms to be Completed and Returned:***

* Project Information – Form Included
  + *Agency- Specific Information*
  + *Agency Contact Information*
  + *Project-Specific Information*
    - *A Brief Description of your Project*
    - *Core Services to be Provided*
* Application Authorization – Form Included
* Program Narrative – Provided by Applicant - double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; pages should be numbered
* Resumes, Job Descriptions, Applicable Licenses, Certificates, etc. – Provided by Applicant
* Time Task Plan – Form Included
* Flow Chart describing the process of providing services to clients, from intake to discharge and identifying the single point of contact for the victim – Provided by Applicant
* Budget Detail and Narrative -Form Included - provide an itemized list of costs and a narrative explanation as to why those costs are necessary to the success of the project
* Letters of Support – Provided by Applicant
* Sources of Funds – Form Included
* Match Waiver Request Justification Letter – Provided by Applicant, if applicable
* Federal Single Audit Requirements Certification – Form Included
* Proof of Compliance Federal Single Audit Requirements – Provided by Applicant
* Certified Standard Assurances- Form Included
* Indirect Cost Rate Fact Sheet - for informational purposes only
* Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements – Form Included
* Department of Law & Public Safety Debarment and Suspension Certification – Form Included
* Proof of SAM Registration **–** Provided by Applicant

**Additional forms provided by nonprofit applicants**:

* Proof of Nonprofit status
* New Jersey Charitable Registration (if applicable)