

STATE OF NEW JERSEY  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL

**FFY 2020  
Victims of Crime Act (VOCA) Grant Program**

**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.
- In completing the Project Application, please only use the available space provided within the text boxes.
- Email application documents to [voca@njoag.gov](mailto:voca@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 Description of your Project*
    - ┆ *Description of your Agency Background, Mission, Experience and Capability*
    - ┆ *Core Services to be Provided*
    - ┆ *Problem Statement/Needs Assessment*
    - ┆ *Goal, Objectives and Implementation (including Project Work Plan)*
    - ┆ *A List of Key Project Staff (Include job descriptions and staff resumes)*
    - ┆ *Data Collection/Performance Measures/Evaluation*
    - ┆ *Additional Information*
- ┆ Application Authorization
- ┆ Project Work Plan
- ┆ 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
- ┆ Sources of Funds – Form Included
- ┆ Match Waiver Request Justification Letter – Provided by Applicant, if applicable
- ┆ Federal and State Single Audit Requirements Certifications – Forms 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)
- ┆ Applicable Licenses, Certifications and Permits