

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

**FFY 2019
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

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*
 - ┆ *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 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 UEI 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