

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

FFY 2021
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 (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
- Resumes and job descriptions
- Federal Single Audit Requirements Certification – Form Included
- State Single Audit Requirements Certification – Form Included
- Proof of Compliance Federal Single Audit Requirements – Provided by Applicant
- Certified Standard Assurances- Form Included
- 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 required forms to be provided by nonprofit applicants:

- Proof of Nonprofit status
- New Jersey Charitable Registration or proof of exemption
- Applicable Licenses, Certifications and Permits (if applicable)