

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

FFY 2023
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.
- Email application documents to TRC@njoag.gov
- Late applications will be considered ineligible.

Application Content and Forms to be Completed and Returned:

Please refer to the NOAF regarding which documents are required to be eligible for review. If LPS determines that an application does not include the designated items, it will not receive further consideration. Applications that are awarded funding must have all other required documents completed and submitted prior to contract execution.

Program Narrative – MUST be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and pages should be numbered. The narrative may not exceed 20 pages. Provided by Applicant. See NOAF instructions for further detail.

Budget Detail and Narrative – Form Included – provide and itemized list of costs and a narrative explanation as to why those costs are necessary to the success of the project

Project Work Plan – Form Included

Application Authorization – Form Included

New Jersey Single Audit Requirements Certification – Form Included

Federal Single Audit Requirements Certification – Form Included

Certified Standard Assurances – Form Included

Project Information – Form Included

Agency- Specific Information

Agency Contact Information

Project- Specific Information

A Description of your Project

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements – Form Included

Sources of Funds – Form Included

Proof of Compliance Federal Single Audit Requirements – Provided by Applicant

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 – See Program Guidelines for further instructions.

New Jersey Charitable Registration (if applicable)

Licenses, Certifications and Permits (if applicable)