

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 grants@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 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