

## **Required Files for 2020 VOCA Victim Assistance Grant Applications**

**Before logging into the Grants Management System (GMS), make a computer file for each of the 11 items listed below. Each file name must include the numeric file number indicated below (which differs slightly from the numbers listed in the solicitation), the bolded item name, and the state initials. Please note, several changes have been made this year from last year.**

### **1. A Statement Regarding Use of Administrative and Training Funds**

Applicants should provide the Office for Victims of Crime (OVC) with a general statement about how they intend to use the 5 percent of the award amount allowed for administration and training. See 28 C.F.R. 94.107.

### **2. Certification of State Eligibility Requirements Statement**

Each applicant must provide written certification that—

- it **complies with and will continue to comply with** the requirements of 34 U.S.C. § 20103(a)(2) (applicable provisions of VOCA), and 28 C.F.R. Part 94, Subpart B (the [VOCA Assistance Program Rule](#)), and will require subrecipient compliance with these requirements, as applicable (e.g., 28 C.F.R. 94.111 to 94.122). See 28 C.F.R. 94.103.
- award funds will be used only to provide services to victims of crime, except for a maximum of 5 percent that may be used for administration and training. See 28 C.F.R. 94.107.
- award funds will not be used to supplant state and local public funds that would otherwise be available for crime victim services, or state funds that would otherwise be available for purposes of administering the state victim assistance program. See 28 C.F.R. 94.108.
- it will allocate a minimum of 40 percent of the total grant to the three priority victim categories (sexual assault, domestic violence, and child abuse) and underserved victims of violent crime by subawarding at least 10 percent to each of four categories. Underserved victims of violent crime are designated by the state administering agency by the type of crime or demographic characteristics of the victim, or both. This requirement may be waived by the OVC Director upon a showing of good cause by the applicant. See 28 C.F.R. 94.104.
- it will maintain fund accounting, auditing, and other records, as necessary, to assure fiscal control, proper fund management, and efficient disbursement of funds received under the VOCA victim assistance program. See Financial Management and System of Internal Controls, below.
- it will maintain documentation describing its methodology for selecting subrecipients. See 28 C.F.R. 94.104(e).

- it will provide OVC with the name of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters with the Office of Justice Programs (OJP) Office for Civil Rights.
- it certifies that no person shall on the grounds of race, color, religion, national origin, disability, or sex be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with, any undertaking funded in whole or in part with award funds. See 34 U.S.C. § 20110(e).
- it will submit the required programmatic and financial reports on the use of award funds by the OVC deadlines.
- it will promptly notify OVC and the federal cognizant audit agency of any illegal acts or irregularities (e.g., conflicts of interest, falsification of records or reports, misappropriation of funds/assets), and proposed or actual actions, relevant to the award funds, if any.

### 3. A Statement Regarding Collecting the Data Required for This Solicitation's Performance Measures

OJP requires each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "General Information About Post-Federal Award Reporting Requirements" in Section F. Federal Award Administration Information of the [solicitation](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in Section A. Program Description of the [solicitation](#).

Applicants should visit OJP's performance measurement page at <https://ojp.gov/performance/> for an overview of performance measurement activities at OJP.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT), located at <https://ovcpmt.ojp.gov/>. Applicants should examine the list of Victim Assistance performance measures in the questionnaires below:

- [Victim Assistance – Subgrant Award Report \(SAR\)](#)
- [Victim Assistance – Subgrantee Performance Measures Report](#)
- [Victim Assistance – Grantee Report](#)

Reports generated from OVC's PMT system must be uploaded to GMS annually.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

**4. Monitoring of Subawards**

Please describe your monitoring plan of subawards in FY 2020. How will your agency meet its monitoring goals? If your agency is currently not meeting your monitoring goals, please explain and include how your agency plans to rectify it.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

**5. [Information on Proposed Subawards \(if any\) and on Proposed Procurement Contracts \(if any\)](#)**

**6. [Indirect Cost Rate Agreement \(if applicable\)](#)**

If your program does not have a federally approved indirect cost rate, and you are not eligible to use the “de minimis” indirect cost rate, please indicate this in your attachment.

Note: Indirect costs, to the extent that they include administrative costs, are limited by the statutory cap on administrative (and training) costs. See 28 C.F.R. 94.107; 94.109.

**7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)**

**8. [Disclosure of Lobbying Activities](#)**

**9. [Applicant Disclosure of Pending Applications](#)**

**10. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>1</sup> \(if applicable\)](#)**

**11. OJP Financial Management and Grant Administration Training**

Please attach the required current training certificate(s) for the Point of Contact (POC) and all Financial Points of Contacts (FPOC) for this formula grant application. Both the POC and all FPOC(s) for this award must have successfully completed an "OJP financial management and grant administration training" within 3 years prior to submission of this application.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>.

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<sup>1</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.