

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

**Before logging into the Grants Management System (GMS), make a computer file for each of the 12 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 34 U.S.C. § 20102(a)(3).

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

(Hint: Copy and use the statement below.) Each applicant must provide written certification that it **complies with and will comply with** the requirements of 34 U.S.C. § 20102 and the Victims of Crime Act (VOCA) Compensation Guidelines, Part II, State Grantee Eligibility Requirements, and, specifically, that it—

- promotes victim cooperation with reasonable requests of law enforcement authorities [34 U.S.C. § 20102(b)(2)];
- certifies that grants received for crime victim compensation will not be used to supplant state funds otherwise available to provide crime victim compensation [34 U.S.C. § 20102(b)(3)];
- provides compensation, with respect to compensable crimes occurring within the state, to residents and nonresidents of the state on the basis of the same criteria [34 U.S.C. § 20102(b)(4)];
- provides compensation to victims of federal crimes occurring within the state on the same basis that it provides compensation to victims of state crimes [34 U.S.C. § 20102(b)(5)];
- does not, except according to certain state-established rules, deny compensation to any victim because of the victim's familial relationship to the offender or because the victim and offender share the same residence [34 U.S.C. § 20102(b)(7)];
- includes as compensable those crimes that result in victims suffering death or personal injury as a result of the intentional or attempted defacement, damage, or destruction of any religious real property because of its religious character, or the obstruction, by force, or threat of force, of any person's enjoyment of the free exercise of religious beliefs when the crime is covered by interstate or foreign commerce. VOCA also requires that states include as compensable those crimes that result in victims suffering death or personal injury as a result of the intentional or attempted defacement, damage, or destruction of any religious real property because of the race, color, or ethnic characteristics of any individual associated with the religious property [Guidelines, section IV.B.1.(a)]; and

- provides other information and assurances related to the crime victim compensation program that the Office for Victims of Crime (OVC) Director may reasonably require [34 U.S.C. § 20102(b)(9)].

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

The Office of Justice Programs (OJP) will require 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](#).

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 Compensation performance measures at [Victim Compensation - Performance Measures](#).

Reports generated from OVC's PMT system must be uploaded to GMS annually. Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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. State Law Governing the Crime Victim Compensation Programs**

Please attach a copy of the most current state law governing the crime victim compensation program.

### **5. List of Staff Positions Paid With VOCA Victim Compensation Administrative Funds**

Please provide a complete list of each compensation position paid for with VOCA Victim Compensation Formula grant administrative funding. Please list the title of the position and the percentage of funding supported with VOCA victim compensation funds. If your program does not use administrative funds to support staff salaries, please indicate this in your attachment.

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

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

### **7. [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.

8. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
9. [Disclosure of Lobbying Activities](#)
10. [Applicant Disclosure of Pending Applications](#)
11. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>1</sup>](#) (if applicable)

**12. 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 the "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>.

---

<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.