

Required Files for VOCA VICTIM ASSISTANCE GRANT APPLICATIONS

Before logging into GMS, make 10 computer files. All file names must include the State/Commonwealth initials. See below.

File 1. Administrative and Training Funds Usage.

State grantees choosing to use a portion of the award for administrative and training purposes must report the percentage/amount of the total grant that will be used for these purposes. Due to the increase in VOCA victim assistance formula grant awards in Fiscal Year (FY) 2016, administrative funds will also increase. OVC expects states and territories to use part of their additional administrative funds to support technology enhancements that will enable them to comply with the Office for Victims of Crime's (OVC) updated data collection requirements. The Department of Justice Reauthorization Act of 2005 (Pub. L. No. 109-162) amended the Victims of Crime Act (VOCA) by expanding the purposes of the 5-percent administrative set aside for State Victim Compensation and Victim Assistance programs. Under 42 U.S.C. 10602(a)(3) and 10603(b)(3) respectively, eligible State Victim Compensation and State Victim Assistance programs may set aside up to a total of 5-percent of the respective grant funds for administrative and training purposes. [In other words, the combination of a grantee's administrative budget and training budget may not be more than 5-percent of the grant award for that fiscal year.]

File 2. Certification of State Grantee Eligibility Requirements Statement.

(Hint: Copy and use the statement below.) Each state grantee must provide written certification that it **complies with and will comply with** the requirements of Part II, State Grantee Eligibility Requirements, **and will require** subgrantee compliance with Part IV. Subgrantee Eligibility Requirements. These include the following:

- Victim assistance grant 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.
- Victim assistance grants and administrative funds will not be used to supplant state and local public funds that would otherwise be available for crime victim services.
- A minimum of 40-percent of the total grant will be awarded by giving 10-percent to each of 4 categories of crime victims: sexual assault, domestic violence, child abuse, and underserved. Underserved victims are designated by type of crime and are determined by the state grantee. This requirement may be waived if the state grantee can document to OVC the following:
 - A category of crime victims is currently receiving a significant amount of financial assistance from the state or other funding sources.
 - A smaller amount of financial assistance, or no assistance, is needed in the VOCA victim assistance grant program.
 - Crime rates have diminished for the particular type of crime.

- Fund accounting, auditing, and other records as necessary will be maintained to assure fiscal control, proper fund management, and efficient disbursement of funds received under the VOCA victim assistance program.
- OVC will be provided 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 of Civil Rights.
- No person on the grounds of race, color, religion, national origin, disability, or sex shall be excluded from participating in, or be denied the benefits of, or be subjected to discrimination under, or be denied employment in any undertaking funded in whole or in part with VOCA victim assistance grant funds.
- Required programmatic and financial reports will be submitted on the use of VOCA victim assistance funds by OVC deadlines.
- OVC and the cognizant agency will promptly be notified of any illegal acts or irregularities, and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.
- State grantee and its subgrantees will comply with the applicable provisions of the *VOCA Final Program Guidelines VOCA FFY 1997 Victim Assistance Program*.
- State grantees are required to assist OVC in implementing its responsibilities under the National Historic Preservation Act (NHPA). Specifically, the grantee will establish and maintain records when reviewing and considering any request for use of grant funds that involve proposed renovation work. Renovation work includes altering or otherwise improving the exterior or interior of a structure. This applies to proposed renovation work that is not only specifically funded with OVC victim assistance grant funds, but this requirement also applies if funded by the grantee or any third party as a prerequisite to accommodate the proposed use of the grant funds. The grantee must certify to OVC that the grantee has established and maintains records of any proposed renovation work on a structure that is less than 50 years old or 50 years and older.
 - If the structure is determined to be less than 50 years old and this fact is documented in the grant file, no further action is required.
 - If any portion of the structure is 50 years or older, the grantee is required to contact the State Compensation and Assistance Division Director at 202-307-5983 to provide information needed for the NHPA consultation process. This may include assisting OVC to consult with the State Historic Preservation Officer and amending the proposed renovation work to avoid any potential adverse impact to the historic structure. The grantee assures not to fund any proposed renovation of a structure 50 years or older until the grantee has received written approval from OVC.

File 3. A Statement Regarding Compliance with Collecting the Data Required for this Solicitation's Performance Measures.

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://www.ovcpmt.org>. Please indicate an understanding of the requirement and discuss what the state has done to comply and when the state expects to fully comply.

File 4. Applicant Disclosure of High Risk Status.

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

File 5. Applicant Disclosure of Pending Applications.

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation **and** will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named "Disclosure of Pending Applications." Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

File 6. Financial Management and System of Internal Controls Questionnaire.

In accordance with the Part 200 Uniform Requirements as set out at [2 C.F.R. 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

File 7. Disclosure of Lobbying Activities.

Any applicant that expends any funds for lobbying activities is to provide the detailed information requested on the form, Disclosure of Lobbying Activities ([SF-LLL](#)).

File 8. Statement Regarding Plan to Subgrant Funds.

Applicants must describe the process used to make subgrants with the increased FY 2015 funding and describe the process that will be used to award FY 2016 funding.

Please describe:

- The efforts to identify additional needs for victim services in the state or territory.
- How subawards will be made, including the extent to which new awards will be made and the extent to which awards to existing subgrantees will be increased. If a strategic plan has already been developed that covers part of the planning for VOCA funds, please submit the plan with the application.
- Any planning process that is underway or anticipated with regard to providing victim assistance in the state or territory.
- VOCA requires that States and territories should give preference to victim assistance grant recipients who have long standing and proven track records of service to their communities. However, given the amount of funding available this year, OVC believes that states should consider funding other organizations, in addition to those that have been traditionally funded, that can demonstrate the capacity and expertise to provide direct services, especially to underserved and marginalized victim populations. Describe how this is accomplished in your jurisdiction.

It is understood that the plan for FY 2016 is a preliminary plan that may change as the planning process unfolds.

States and territories will make subawards to eligible organizations. Subawardees are to provide match in accordance with the Guidelines. OVC may waive the match requirement, all or in part, as provided in the Guidelines, if need is documented by the State VOCA Administrator.

File 9. Plan for Monitoring Subgrants.

States and territories will provide a plan for monitoring subgrants. Please ensure your policies and procedures are consistent with OVC's Guidelines and the most recent version of the Financial Guide, for the awarding and monitoring of your grants.

File 10. List of Staffing Whose Salary is paid with VOCA Victim Assistance Administrative Funds.

Please provide a complete list of each assistance staff person whose salary is paid for with VOCA Victim Assistance Formula grant administrative funding. Please list the person's name, title, and the percentage of funding supported with VOCA victim assistance funds. If your program does not use administrative funds to support staff salaries, please indicate this in your attachment.