

Required Files for VOCA VICTIM COMPENSATION GRANT APPLICATIONS

Before logging into GMS, make 9 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. 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. These include:

- Promotes victim cooperation with reasonable requests of law enforcement authorities.
- Certifies that grants received for crime victim compensation will not be used to supplant state funds otherwise available to provide crime victim compensation.
- Provides compensation to residents and nonresidents on the same basis.
- Provides compensation to victims of federal crimes occurring within the state on the same basis that it provides compensation to victims of state crimes.
- Does not, except according to 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.
- 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.

- Provides other information and assurances related to the crime victim compensation program that the OVC Director may reasonably require.
- Requires that the grantee 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 involves 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 compensation grant funds, but also may be funded by the grantee or any third party as a prerequisite to accommodate the proposed use of the grant funds. This provision is limited to state grantees and cannot be passed through as an obligation for a victim. The grantee must certify to OVC that they have established and maintain 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. State Statute Covering the Crime Victim Compensation Program.

A resource for electronic copies of legislation is the Website <http://www.victimlaw.info>, which provides links to all state statutes.

File 4. 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** that 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 5. A Statement Regarding 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 6. 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 e-mail 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 7. 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 8. 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 9. List of Staffing Whose Salary is paid with VOCA Victim Compensation Administrative Funds.

Please provide a complete list of each compensation staff person whose salary is paid for with VOCA Victim Compensation Formula grant administrative funding. Please list the person's name, title, 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.