

VOCA Victims Services Grant Program FY20-21 Grant Application Checklist

The items listed below **must be submitted in the order as outlined in this checklist**. Additionally, all pages of the grant application **must be numbered**. This checklist does not need to be submitted with your application.

- Grant application files must be emailed to DCJS at voqa@dcjs.virginia.gov by **5:00 p.m. on Monday, March 4, 2019**; no extensions or exceptions will be allowed; emailed files must include:
 - One (1) completed Excel Budget Workbook file (Attachment #1)
 - One (1) completed Annual Program Service Objectives file (Attachment #3)
 - One (1) PDF copy of the entire complete signed application
- A completed Excel Budget Workbook, to include:
 - FY2020 and FY2021 cover/face sheets are signed by the Project Administrator
 - All budget items have been noted as federal or match *See pages 14-16*
 - Budget items are placed in the appropriate columns based on funding category, federal funds, and match
 - All applicable sections of the Budget Itemization Worksheets have been completed. All columns have been totaled and calculations have been checked for accuracy
- A Project Budget Narrative (Attachment #2) has been provided for FY2020 and FY2021, explaining and justifying **all** items included in the Budget Itemization Worksheets. *See pages 21-26*
- A Project Description has been provided including the following:
 - Responses to all sections numbered 1 through 7, as applicable to the type of application submitted
 - Copies of completed cooperative agreements and/or list of proposed cooperative agreements
 - Organizational chart
 - Job descriptions for grant-funded and match staff, to include project volunteers
 - If applicable, VOCA Initial Readiness Assessment (Attachment #10)
 - If applicable, copy of IRS 501(c)(3) Status Letter
 - If applicable, copies of letters of support
- The General Grant Conditions and Assurances form is signed by Project Administrator and attached (Attachment #4)
- The Certifications & Requirements form is signed by Project Administrator and attached (Attachment #5)
- The signed Certification of Compliance with Regulations is attached (Attachment #6), if available at the time of submission of the application. If not submitted, this will be a special condition on any awarded grant.
- If currently registered, provide proof of registration with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR). If not submitted, this will be a special condition on any awarded grant.
- If applicable, Modified Total Direct Cost (MTDC) Worksheet (Attachment #7) is attached
- If applicable, Certification of De Minimis Indirect Cost Rate Form (Attachment #8) is attached
- If applicable, completed Grant Checklist for Vehicle Purchase and Use (Attachment #9) is attached