

**VOCA Crime Victim Assistance Grant Program
PROGRAM SPECIFIC REQUIREMENTS
FY 10/1/2016-9/30/2017**

The Grantee **assures and certifies** to the Department and the Crime Victim Services Commission (CVSC) that the Victims of Crime Act Crime Victim Assistance Grant Certified Assurances have been read and reviewed and that the program will comply with all provisions of the Victims of Crime Act of 1984, all amendments or updates to this act, the VOCA Crime Victim Assistance federal and state guidelines and regulations and all applicable federal and state laws, regulations, and guidance including the Department of Justice (DOJ) Office of Justice Programs (OJP) Financial Guide (effective edition). Specifically the Grantee certifies and assures that:

- A. VOCA Crime Victim Assistance grant funds shall be used only to provide **direct services free of charge** to victims of crime. The purpose of the VOCA Crime Victim Assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or the availability of insurance or other third-party payment resources. Grantee must provide services to crime victims, at no charge, through the VOCA Crime Victim Assistance grant funded project. No income eligibility standards will be imposed on individuals receiving assistance or services supported with VOCA Crime Victim Assistance grant funds. The Grantee is prohibited from charging a crime victim or third party payor for any services supported with VOCA Crime Victim Assistance grant funds. [*This section supersedes directions in the General Provisions, Section 1.B., Fees.]
- B. An **operating advance may not be requested** by the Grantee [*This section supersedes directions in the General Provisions, Section IV.A., Operating Advance.]
- C. Submission of a Final Fiscal Year Expenditure and Program Report will take place no later than forty-five (45) days following the end of the fiscal year or agreement period. The **Final Fiscal Year Expenditure and Program Report (FYE)** is a report of the final actual fiscal expenditures and program activities Final Fiscal Year Expenditure and Program Report not received by the due date may result in the loss of funding. [*This section is in addition to the General Provisions, Section IV.E.3., Final FSRs.]
- D. The Grantee must assist victims in seeking available crime victim compensation benefits.
- E. The Grantee must be registered in the Federal System for Award Management (<http://www.sam.gov>). Applications without a valid DUNS number and CCR

registration will be considered incomplete. The Federal Funding Accountability and Transparency Act of 2006 requires the use of the DUNS number and CCR registration as unique identifiers for each entity receiving a federal or sub-grant award.

- F. The Grantee must comply with regulations related to providing access to services for those with Limited English Proficiency (<http://www.lep.gov>).
- G. The Grantee must maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
- H. The Grantee must adopt Standards for Serving Victims & Survivors of Crime or operate under Program Policies and Procedures which meet these standards.
- I. The Grantee must ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C. 10604.
- J. The Grantee must not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.