



## COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT

FY \_\_\_\_\_ Grant No. \_\_\_\_\_  
Program: \_\_\_\_\_

### Victims of Crime Act (VOCA) Grant Award Conditions

\_\_\_\_\_ assures the following:  
(Name of Program)

1. To operate as a public agency or non-profit organization (or a combination) and provide services to crime victims.
2. To meet match requirements as follows:
  - New and existing programs must provide cash or in-kind match of at least 20% of the total VOCA project; the match must come from nonfederal sources. An existing program also must have a record of providing effective services to victims of crime. Programs meeting the match requirement through the use of in-kind contributions must maintain records which clearly show the source, amount and timing for all matched contributions. Documentation supporting the market value of in-kind match must be maintained in the award recipient files.
  - A new program that has not demonstrated a record of effective services may be eligible for funding if it demonstrates that 25% of its funding is from nonfederal sources.
3. To use and report on volunteers, unless the Council grants a waiver for a compelling reason.
4. To promote coordinated public and private efforts to aid crime victims within the community served.
5. To assist victims in applying for crime victim compensation benefits.
6. To comply with the federal rules regulating VOCA, including Final Program Guidelines, VOCA Victim Assistance Program Guidelines, the OJP Financial Guide, and the Office of Management and Budget Circular's A-87, A-102, and A-133.
7. To collect and maintain information on race, sex, national origin, age and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.
8. In the event that a federal or State court or federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against the funded program, to forward a copy of the findings to the Council office. The Council will provide the findings to the Office of Civil Rights for the Office of Justice Programs.
9. To complete and submit a Subgrant Award Report to the Council within 30 days of receiving notification of the amount of awarded VOCA funds.
10. To provide services to victims of federal crimes on the same basis as services are provided to victims of state and local crimes.
11. To provide services to crime victims without charge.

12. To submit required federal certifications regarding: lobbying; debarment, suspension, and other responsibility matters (primary covered transactions); debarment, suspension, ineligibility and voluntary exclusion (lower tier covered transactions); drug-free workplace requirements; and environmental tobacco smoke.
13. Except as otherwise provided by federal law, that no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program for any purpose other than the purpose for which such information was obtained in accordance with VOCA.
14. Funded programs that expend \$750,000 or more in federal funds (from all sources including pass-through subawards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. Funded programs that expend less than \$750,000 in federal awards are exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials including the federal agency, pass-through entity, and General Accounting Office.
15. That VOCA funds will not supplant other federal, State, and local public funds expended to provide services and activities that promote the purposes of VOCA.
16. To provide a year-end report to the Council regarding the use of VOCA funds. This report includes:
  - Financial summary, including match requirements
  - End of year VOCA performance narrative, and
  - Other data as required.
17. Non-Allowable Costs Are:
  - a. Lobbying and Administrative Advocacy
  - b. Perpetrator Rehabilitation and Counseling
  - c. Needs Assessment, Surveys, Evaluations, and Studies
  - d. Prosecution Activities
  - e. Fundraising Activities
  - f. Indirect Organization Costs
  - g. Property Loss
  - h. Most Medical Costs
  - i. Relocation Expenses
  - j. Administrative Staff Expenses
  - k. Development of Protocol, Interagency Agreements, and Other Working Agreements
  - l. Costs of Sending Individual Crime Victims to Conferences
  - m. Activities Exclusively Related to Crime Prevention.

# VOCA GRANT AWARD CONDITIONS

## SIGNATURE PAGE

I assure that my program is in compliance with all State and applicable VOCA requirements and guidelines and will meet the aforementioned grant award conditions.

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**Signature of Authorizing Official**

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**Program or Department**

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**Date**

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**Signature of Executive Director**  
**Council on Domestic Violence and Sexual Assault**

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**Date**