

ELIGIBILITY REQUIREMENT CERTIFICATION FORM

Eligible applicants include public agencies and nonprofit organizations whose primary mission is the provision of legal assistance services. For funding eligibility, please certify the following of the applicant agency:

- A. Public Agency and Nonprofit Organization.** Are operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service;
- B. Record of Effective Services.** Demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner;

Those programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of their financial support comes from sources other than the Crime Victims Fund in the year of, or the year preceding, the award;

- C. Meet Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match is to be committed for each VOCA-funded project and derived from sources other than federal funds;
- D. Volunteers.** Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement;
- E. Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims;
- F. Help Crime Victims Apply for Compensation.** Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program;
- G. Comply with Federal Rules Regulating Grants.** Comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines and the requirements of the Department of Justice Grants Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;
- H. Civil Rights.** No person shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the

benefits of, be subjected to discrimination under, or denied employment in connection with any VOCA-funded program or activity;

- I. Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA;
- J. Services to Victims of Federal Crime.** Provide services to victims of Federal crimes on the same basis as victims of state/local crimes;
- K. Criminal Case.** Does not discriminate against victims because they disagree with the way the State is prosecuting the criminal case;
- L. No Charge to Victims for VOCA-Funded Services.** Provide services to crime victims, at no charge, through the VOCA-funded program;
- M. Confidentiality of Information.** Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program, to the extent permitted by law, as set forth in 28 CFR 94.115.

I certify that my agency meets these requirements to the best of my knowledge. I understand that if any information on this certification is proven false, the Authority may annul the contract without liability.

Name of agency authorized official

Signature

Date