**ELIGIBILITY REQUIREMENT CERTIFICATION FORM**

Eligible applicants include public and nonprofit organizations whose primary mission is the provision of direct services to victims of domestic violence. For funding eligibility, please certify the following of the applicant agency:

## **Public or Nonprofit Organization.** Applicant agency must be a public or non-profit organization, or must serve a combination of such organizations, and provide direct services to crime victims.

##  **Record of Effective Services.** Applicant agency must demonstrate a record of providing effective direct services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.

## Programs that have not yet demonstrated a record of providing services may be eligible for Victims of Crime Act (VOCA) funds if applicant agency can demonstrate that a minimum of 25 percent of the program’s financial support comes from non-federal sources.

## **Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the proposed project’s total cost are required for eligibility. Match contributions must be committed for each VOCA-funded project and derived from non-federal resources.

## **Volunteers.** Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement.

## **Promote Community Efforts to Aid Crime Victims.** Applicant agency must promote within the community coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local or Native-American task forces, commissions and/or working groups and develop written agreements that contribute to improved comprehensive services to crime victims.

## **Help Crime Victims Apply for Compensation.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting victims with application forms and procedures, and checking on claim status.

## **Comply with Federal Rules Regulating Grants.** Applicants must comply with the applicable provisions of VOCA, VOCA Program Guidelines, and the requirements of the Office of Justice Programs Financial Guide, including maintaining appropriate programmatic and financial records.

## **Maintain Civil Rights Information.** Applicants must maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age and disability, within the timetable established by the state grantee; and permit reasonable access to books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws. This requirement is waived when providing services such as telephone counseling where soliciting the information may be inappropriate or offensive to the victim.

## **Prohibition of Discrimination for Recipients of Federal Funds.** No person in any state shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance.

## **Compliance with State Criteria.** Applicants must abide by eligibility or service criteria as established by the state grantee, including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested.

## **Services to Victims of Federal Crime.** Applicant agency must provide services to victims of federal crimes, as well as state and local crimes.

## **Cost-Free Services for Victims.** Applicant agency must provide services to crime victims at no charge through the VOCA-funded program.

## **Client-Counselor Confidentiality. Applicant agency must** maintain confidentiality of client-counselor information as required by state and federal law.

## **Confidentiality of Research Information**. Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.

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.

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Name of agency authorized official Signature Date