

VOCA Federal Eligibility Requirements

Eligible applicants will submit a grant application demonstrating their eligibility with the VOCA federal requirements.

1. The organization/agency is operated by a public agency or a nonprofit organization;
2. The organization/agency demonstrates a documented history of providing effective services to victims of crime or can demonstrate the organizational capacity to provide the proposed services;
3. The organization/agency can show substantial financial support from sources other than the Crime Victims Fund or VOCA;
4. The organization/agency can demonstrate the use or intended use of volunteers;
5. The organization/agency must have the capacity to adhere to the confidentiality or privacy information requirements;
6. The organization/agency must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
7. The organization/agency shall provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program for direct services is not dependent on the victim's immigration status;
8. The organization/agency shall not charge victims for VOCA funded services;
9. The organization/agency shall meet the VOCA match requirement (federal regulations exclude Tribal Nations from this matching requirement);
10. The organization/agency shall promote coordinated public and private efforts to aid crime victims within the community; and
11. The organization/agency shall assist victims in applying for Crime Victims' Compensation.

In addition to the requirements listed above, all VOCA subrecipients are expected to:

- a. **Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the [Office of Justice Programs Financial Guide](#), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- b. **Maintain Civil Rights Requirements.** The [CVSSD Civil Rights Requirements](#) provides information and links that will assist subrecipients in complying with three mandatory federal processes. These include:
 - Civil rights laws and regulations prohibiting discrimination in federally assisted programs or activities;
 - Limited English Proficiency (LEP) guidelines; and,
 - Equal Employment Opportunity Plans (EEOP). Non-profit organizations

and Tribal Nations are exempt from the EEOP requirements but must complete the EEOP form included as a Grant Agreement Exhibit.

These processes include notification of nondiscrimination policy, responding to discrimination complaints, and civil rights training and are required of recipients of VOCA funding through CVSSD.

Civil Rights Training is required to be completed every two years.

- c. **Comply with the Assurances and Certifications.** Subrecipients must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.
- d. **Comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006.** As of January 1, 2009, all recipients of Federal VOCA funds, and their sub-contractors, must comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. All successful applicants will be required to acquire registration with the System for Award Management (SAM), if you have not already done so. SAM is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Information about SAM registration procedures can be accessed at: www.sam.gov.
- e. **Obtain a Unique Entity ID.** All successful applicants are required to obtain a federal Unique Entity ID, if you do not already have one. The SAM-generated Unique Entity ID becomes the official identifier for doing business with the U.S. Government.

If your entity is registered in the system your Unique Entity ID has already been assigned and is viewable in SAM.gov. If new, you must register your entity to do business with the U.S. government.

- It can take up to 4 weeks to receive your Unique Entity ID.
- Reach customer support at a single [helpdesk](#) for all Unique Entity ID and entity registration issues.

- f. **Comply with VOCA Match Requirements** (not applicable for tribal nations)
VOCA normally requires each project include a matching contribution of 25% (cash or in-kind) of the actual VOCA grant funds awarded and must be derived from nonfederal sources/funds. These funds may include state or local funds, foundation grants, private donations of cash, services or goods, etc.

CVSSD will waive all required match in full effective October 1, 2026 - September 30, 2028, unless given other direction from OVC.