



VOCA/SVAA Grant Application Quick Start Guide

[Click Here to Go to The Attorney General's Online Grants Management System](#)

- Your username is your email address
- After logging in, verify your organization and profile information is correct. Use the blue edit button to make any changes
- When selecting choices from lists, press and hold the Ctrl key to select multiple
- Phone numbers should be entered in the format (###)###-####
- When submitting budget figures, match percentage on VOCA should always be 25%
- Personnel VOCA costs may only be matched with cash
- The allowable mileage rate set by the Office of Budget and Management is \$0.52 per mile
- If there are problems uploading documents, continue on with your application. Your Grant Specialist will follow up with you to obtain copies as needed
- Your organization will determine who may sign documents electronically; we recommend you follow your organization's policies. If multiple people must sign all documents, consider printing pages requiring signatures and collecting written permission to sign electronically on behalf of those individuals
- If you come across any bugs or errors, please email your grant specialist with a screenshot if possible

If you have any problems or questions, contact your Grant Specialist.



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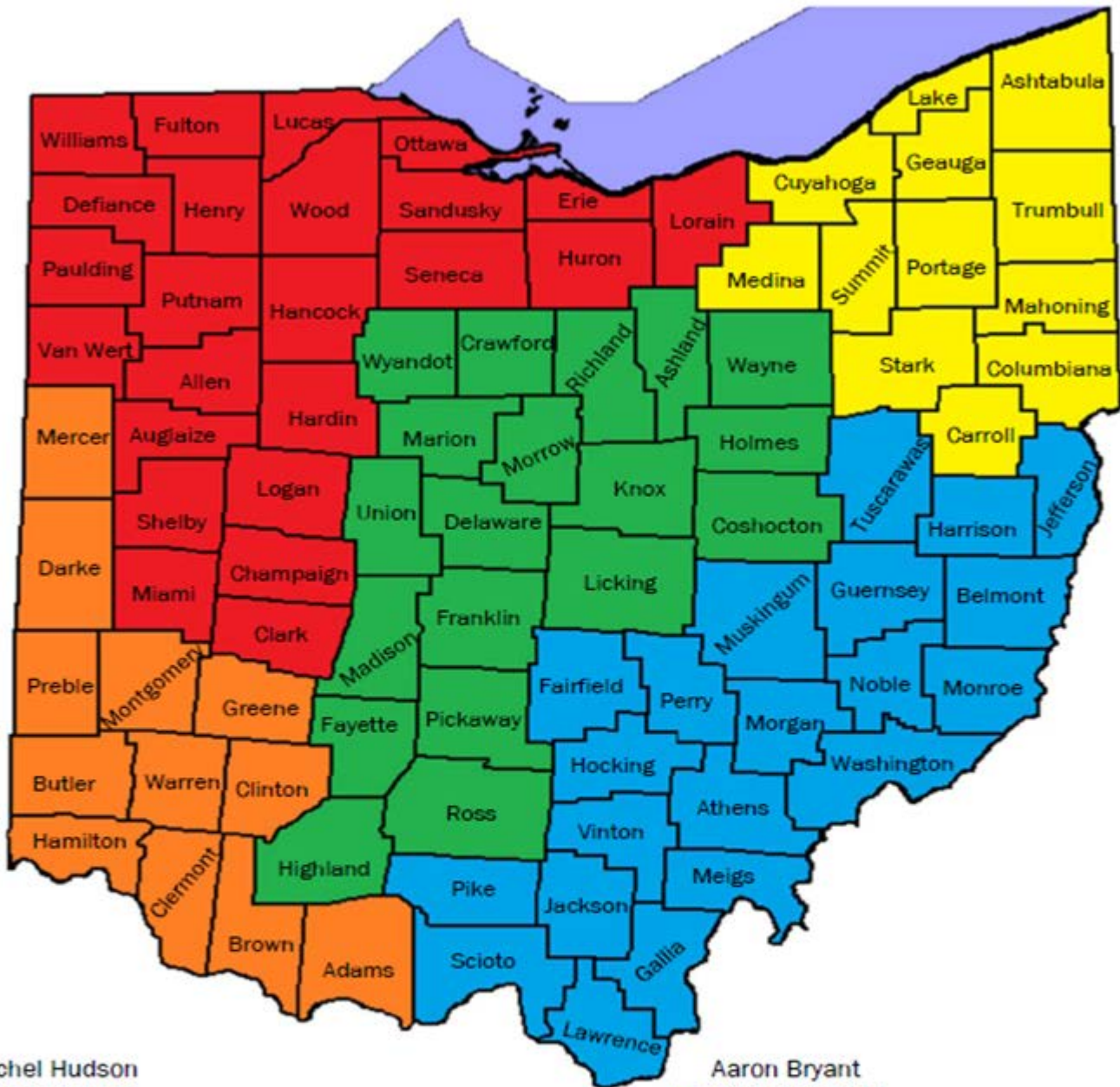
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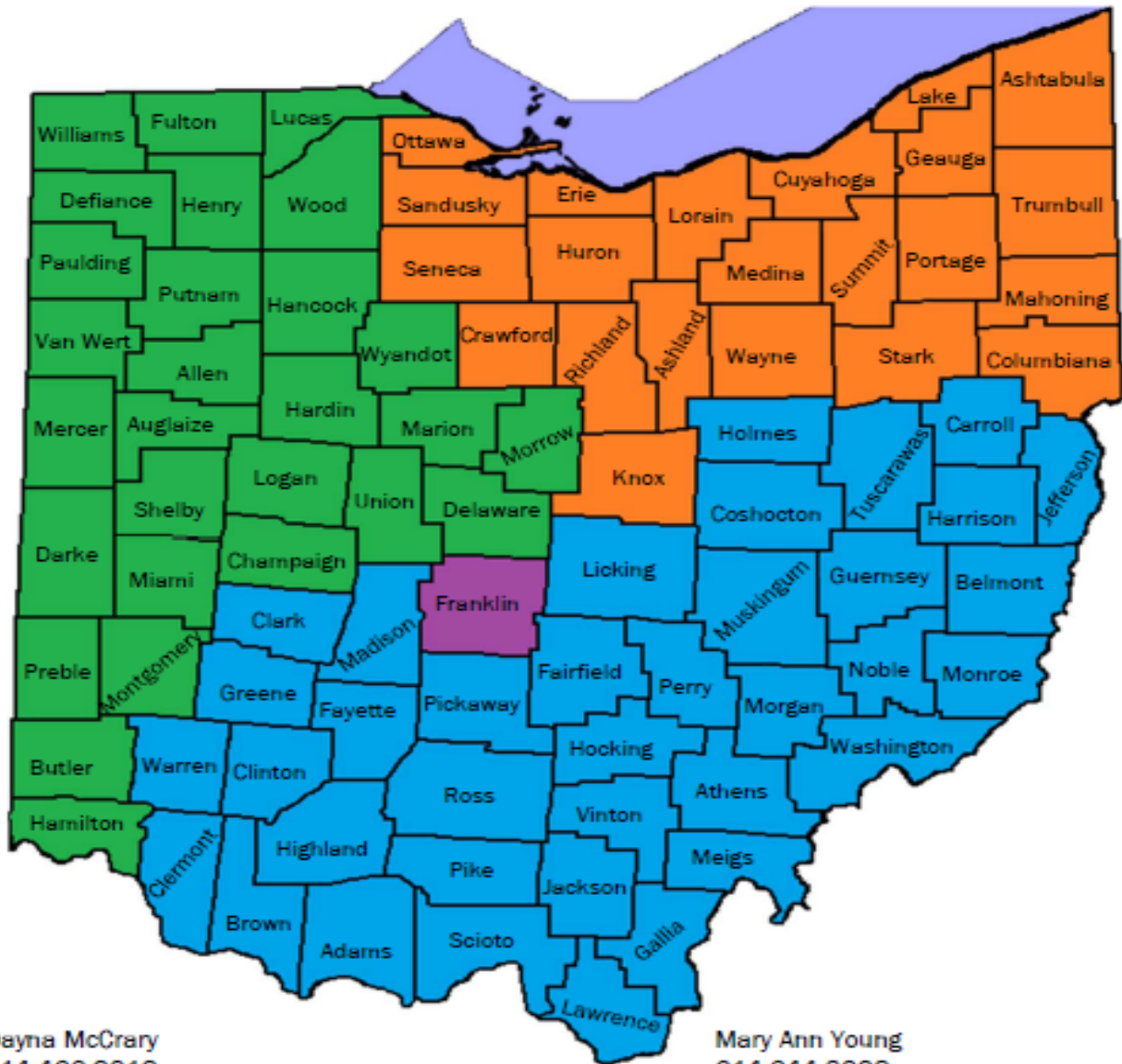
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