

SASP GRANT PROGRAM EXTENSION

Eligibility

All subrecipients that were awarded a 2022 SASP grant are eligible to receive a six-month grant extension as long as they meet all requirements and deadlines outlined in this instructional packet.

Revisions Packet Deadline

Revisions are due by 4:00 p.m. MST on December 1, 2022.

*SASP Grant Program Manager
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Award Information:

Funding Type:	Grant Program Extension
Estimated Total Funding:	\$182,755.00
Expected Number of Awards:	10
Grant Extension Due:	December 1, 2022, 4:00 PM
Anticipated Start Date:	January 1, 2023
Length of Extension Period:	6 months

INFORMATION SECTION

Extension Justification

Upon careful consideration, UOVC has decided to shift the SASP Program Year from a calendar year cycle to the state fiscal year which begins on July 1st and ends on June 30th. By doing so UOVC can better align funding priorities among grant programs. In order to move SASP to the state fiscal year cycle, current SASP subgrantees will receive a six-month extension to their 2022 awards in order to be funded through June 30, 2023. This is calculated by taking the current award for each program and dividing it in half.

Term of the Award

The term of the contract is January 1, 2023 – June 30, 2023.

Appropriation and Availability of Funds

Subgrantees will be awarded one-half of their 2022 SASP grant award amount. For example, if a subgrantee was awarded \$100,000.00 in the 2022 Program Year, the amount of the six-month extension would be \$50,000.00.

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Release Instructions Packet	UOVC	10/3/2022
2.	Training Webinar	UOVC	10/18/2022
3.	Questions/Technical Support	Applicants	Ends 11/25/2022
4.	Submission of Extension	Applicant	12/1/2022, 4:00 pm
5.	Review and Approval of Revisions	UOVC & Applicants	12/1/2022 - 12/30/2022

6.	Grant Extension Period Begins	UOVC	1/1/2023
7.	2022 Close-out Process	UOVC & Applicants	1/1/2023 - 1/31/2023
8.	Initiate Extension in GMS	UOVC	1/1/2023 - 1/31/2023
9.	Final Executed Extension Contract	UOVC	1/31/2023

Training Online Webinar

UOVC will hold one training session that will be available to attend via Zoom, on **Tuesday, October 18, 2022 at 1:00 PM –3:00 PM**, (Mountain Standard Time). The training will present information, provide tips, clarify issues and answer questions. Please register at the following link: [VAWA and SASP Grant Extension Training Webinar](#). The recorded training will be available on the UOVC website, no later than Friday, October 21, 2022.

Submission of Extension Documents

Submissions of extension documents must be received no later than **4:00 PM (Mountain Standard Time) on Thursday, December 1, 2022**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the extension.

Questions Regarding Extension

In an effort to be transparent and equal to all subgrantees, please submit all questions regarding this extension on this [Q & A Submission](#) form. Questions submitted on the Q/A form will be answered, publicly, until Friday, November 25, 2022 at 4:00 PM MST. You may view all of the questions and answers here: [Public Q & A Form](#).

Amendments During the Extension Period

Amendment requests will be more restrictive during the Extension Period. Generally, UOVC will not approve any amendment requests that move funds between categories, however, we may consider amendment requests that move funds between personnel and fringe or adjustments between travel and training. UOVC would rather our subgrantees deobligate/revert funding as opposed to amending awards to spend unused funding on non-essential items. Any deviations or exceptions to these practices will be at the sole discretion of UOVC staff.

2022 SASP Grant Program Closeout

Action	Deadline
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Submit the final financial status report	January 15, 2023
Ensure paybacks are settled prior to submitting the last billing	January 15 ,2023
Submit a deobligation letter for any unused funds	January 30, 2023
Submit the final quarterly progress report	January 30, 2023
Ensure the two (2) Governing Board reports have been submitted	January 30, 2023
Complete the annual Muskie Report	January 30, 2023

PROGRAM EXTENSION SUBMISSION

Extension Application Outline

This grant extension application packet contains the necessary forms and detailed information required to make an application for SASP funding.

The grant extension submission packet must include the following:

- 1) Budget & Budget Justification Form
- 2) Program Plan and Evaluation
- 3) UOVC Referrals Form
- 4) Award Letter, Certified Assurances & Grant Conditions

Budget and Budget Justification Instructions

The revisions submission process will be completed via an amendment request. UOVC has created an amendment ledger on Excel that should be much more user friendly than the previously used word document. The SASP Program Manager will upload this amendment ledger to the "files" section of your grant by October 21, 2022.

UOVC will be shifting every personnel line item to a "Total Grant Position Fund." This is similar to the way an agency would bill salary employees. Each position is awarded a total amount of funding for the Revision Period, based off of your current pay rate and hours. Once that dollar amount is expended for the period, your agency will have to pick up any additional costs. You will still be required to track your hours and provide timesheets in a desk review. The benefit of this change is not needing to add additional lines for new employees, changing hours or rates. In your budget and on your ledger, you will not enter the amount of hours or pay rates. More information will be provided during the training webinar.

UOVC will not allow any excess funding to rollover from Year 2 to the Revision Period.

Please remember to upload copies of resumes for new staff, training information (agenda or proposed training), and a written justification of every alteration of your grant.

Program Plan and Evaluation

During the Revisions Period, subgrantees will be expected to adhere to their current 2022 Program as it is currently approved, except for the number served. Subgrantees should adjust their total number served for each objective to 1.5 times the number currently listed, in response to the extension period. See a simplified example below:

	Objective	Number Served
Current 2022 Award	Training	100
Adjusted to include extension period	Training	150

Subgrantees will continue to complete quarterly progress reports in the GMS for Q1 (Jan-Mar 2023) and Q2 (Apr-Jun 2023).

Due to the limitations of the online GMS, and to help reduce administrative burden for subgrantees, UOVC has provided a [Sample: Program Plan Letter](#) for subgrantees to complete and return as part of the revisions application packet. This letter gives UOVC permission to adjust the number served for each objective, on your behalf.

UOVC will generally not allow subgrantees to make changes to their program plan. However, if a subgrantee believes there are extenuating circumstances requiring a change to their goals and objectives, please reach out to the SASP Program Manager regarding options for that process.

UOVC Referrals Form

Subgrantees will be expected to continue to refer victims to UOVC during the Extension Period. In an effort to simplify reporting, an objective will be added to each Program Plan. Subgrantees will report their anticipated number served on the [Sample: Program Plan Letter](#) referenced in the Program Plan section of this packet.

Award Letter & Certified Assurances and Grant Conditions

Subgrantees will need to review the previously signed certified assurances and grant conditions from the 2021-2022 SASP Grant Program and certify they understand that these regulations remain in effect during the six-month extension period, ending June 30, 2023. UOVC has provided a [Sample: Certified Assurances & Grant Conditions Letter](#) for subgrantees to complete and return as part of the revisions application packet.

Additionally, UOVC will issue award letters for the extension period and therefore will need to be signed and returned prior to activating the six-month extension in the online GMS. The award letter will be made available after the completion of the revisions process (between Jan 1 - Jan 30, 2023).

Extension Period Reporting and Closeout

Action	Deadline
Financial status report #1 (Jan-Mar)	Apr 21, 2023
Financial status report #2 (Apr-Jun)	July 21, 2023
Ensure paybacks are settled prior to submitting the last billing	July 21, 2023
Submit a deobligation letter for any unused funds	July 21, 2023
Quarterly progress report #1 (Jan-Mar)	Apr 30, 2023
Quarterly progress report #2 (Apr-Jun)	July 30, 2023
Governing Board Report	July 30, 2023
Complete the Muskie Report for period (Jan-June 2023)	July 30, 2023