



2023 - 2025 SEXUAL ASSAULT SERVICES PROGRAM (SASP) SOLICITATION

Application Deadline

May 3, 2023 by 11:59 p.m.

Sexual Assault Services Funding Coordinator
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Table of Contents

PROGRAM DESCRIPTION	4
Overview of the SAS Program	4
Federal Purpose Areas	4
Priority Areas	5
Activities That May Compromise Victim Safety	5
AWARD INFORMATION	6
Award Summary	6
Sequence of Events – Timeline	6
Online RFP Training	6
Registration for Utah’s Online Grants Management System (GMS)	7
Acknowledgement of Interest/Intent to Submit	7
Questions Regarding RFP	7
Funding Plan/Availability of Funding	7
Term of the Award	7
ELIGIBILITY INFORMATION	8
Eligible Applicants	8
Financial Match Requirements	8
Allowable Costs	8
Non-Allowable Costs	8
Supplanting Prohibition	8
APPLICATION SUBMISSION INFORMATION	9
Application Submission	9
Application Format and Organization	9
UOVC Discretionary Funding Considerations	10
Funding Determinations	10
APPLICATION INSTRUCTIONS	11
Applicant Info	11
Application Info	11
Statement of Problem, Need, and Collaboration	11

Agency Capacity	12
Record of Providing Effective Services	12
Additional Resources	12
Program Plan	12
SASP Information	13
Project Budget	13
Budget Restrictions	14
Indirect Costs	15
Additional Attachments	15
Job Descriptions	15
Current Agency Budget	16
Budget Justifications	16
Organization Chart	16
Roster of governing board	16
501c3	16
Agency Travel Policy	16
Office space/vehicle depreciation	16
Contracts	16
Certification of Consultation and Coordination	17
Delivery of Legal Assistance	17
Certified Assurances and Grant Conditions	18
Application Checklist	18
APPLICATION REVIEW INFORMATION	20

PROGRAM DESCRIPTION

Overview of the SAS Program

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005. The Sexual Assault Services Program is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP Formula Grant Program directs grant dollars to states and territories to assist them in supporting rape crisis centers that provide services, direct intervention, and related assistance to victims of sexual assault. Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault on the state and territorial level. For additional information about this program, see the following two websites:

- <https://www.justice.gov/ovw/grant-programs>,
- <http://muskie.usm.maine.edu/vawamei/saspformulamain.htm>.

Federal Purpose Areas

SAS program funds are to support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

Pursuant to 34 U.S.C. §12511, funds under this program must be used to provide intervention and related assistance to:

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization, except for the perpetrator of such victimization.

SASP grant funds shall be used to provide direct intervention and related assistance. Direct intervention and related assistance may include the following six program purposes:

1. 24-hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referrals to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and

6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Priority Areas

Standards of Care: The Utah Coalition of Sexual Assault (UCASA) has developed 5 key [Standards of Care](#) for Rape Crisis Centers in order to ensure that every sexual assault survivor in the state of Utah has access to a minimum level of consistent services. Rape Crisis Centers that are seeking funding with UOVC should meet or have a plan to meet the 5 standards at the level established by their definitions.

Designated Programs: When operating a Rape Crisis Center (RRC) within a dual program, RRC's should clearly show a legitimate focus on sexual assault and that personnel funded under such projects have sufficient expertise, training and experience on sexual assault services. This includes a clear identification of a mission statement, staff titles, and program titles. To provide meaningful and effective services, staff time should be at least .25 FTE dedicated to the SASP program and 100% dedicated to sexual assault services.

VAWA Implementation Plan: Applicants are encouraged to take into consideration the statewide [VAWA Implementation Plan](#) when developing their program objectives.

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants will not support any activities that may compromise victim safety and recovery. Applicants should review the [Certified Assurances & Grant Conditions](#) for a list of activities that compromise victim safety.

AWARD INFORMATION

Award Summary

Funding Type:	Grant
Estimated Total Funding:	\$1,000,000 (over two years)
Expected Number of Awards:	Approximately 11
Award Type:	Competitive
Registration Due:	April 25, 2023 (new applicants only)
Application Due:	May 3, 2023, 11:59 PM MST
Anticipated Start Date:	July 1, 2023
Length of Award Period:	24 months

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Notice of Funding Opportunity	UOVC	1/10/2023
2.	Online RFP Training	UOVC	3/13/2023
3.	Deadline - Register in UtahGrants (new applicants only)	Applicant	4/25/2023
4.	Deadline - Intent to Submit Letter	Applicant	4/25/2023
5.	Questions/Technical Support	Applicants	Ends 4/28/2023, 6:00 pm
6.	Submission of Grant	Applicant	5/3/2023, 11:59 pm
7.	Application Review	UOVC	5/4/2023– 6/15/2023
8.	Preliminary Award Notification	UOVC	6/27/2023
9.	Grant Revisions	Applicants	6/27/2023 – 7/31/2023
10.	Grant Program Begins	UOVC	7/1/2023
11.	Final Executed Contracts	UOVC	7/31/2023

Online RFP Training

UOVC will hold one online grant training that will be available to attend on **Monday, March 13, 2023 at 9:00 AM –5:00 PM**, (Mountain Standard Time). The training will present information, provide grant-writing tips, clarify issues and answer questions. This training is not mandatory but applicants are encouraged to participate. Those interested in attending must register at the following link: <https://UOVC-RFP-2023.eventbrite.com>. After registering, you will receive a confirmation email containing information about joining the webinar. UOVC will record the training and it will be available on the UOVC website, <https://crimevictim.utah.gov/grants/> no later than Wednesday, March 15, 2023.

Registration for Utah's Online Grants Management System (GMS)

New applicants must reach out to Moriah Pease, VAWA Grant Manager, at mpease@utah.gov to complete the agency account registration on the Utah GMS. **The deadline for new applicants to register is April 25, 2023.**

Acknowledgement of Interest/Intent to Submit

All applicants must complete the Intent to Submit form in order to apply: [2023-25 Intent to Submit Form](#). The Intent to Submit form is due no later than **April 25, 2023**.

Questions Regarding RFP

In an effort to be transparent and equal to all applicants, please submit all questions regarding this RFP on this [Q&A Submission Form](#). Questions will be publicly answered on the Google Form. Questions submitted in any other format (email, phone, etc.) will not be answered at that time, and you will be redirected to the Q/A Submission Form. Questions submitted on the Q/A Google Form will be answered, publicly, until **Friday, April 28, 2023 at 6:00 PM MST**. You may view the answers here: [Public Q&A Form](#).

If you experience technical difficulties with the online GMS, the applicant should contact Melissa Wayment at mwayment@utah.gov.

Funding Plan/Availability of Funding

The State of Utah will sub award up to \$1,000,000.00 (over two years) to eligible agencies. The amount of SASP funded awards to individual organizations will be based on an organization's ability to identify unmet needs and to demonstrate a meaningful program plan, which will successfully address those needs. Applications should focus their project within the six SASP Federal Program Purposes as well as the Standards of Care for Rape Crisis Programs.

There is a 26% (\$210,000) increase in SASP funding during this cycle. This will be considered for program increases or new program requests.

In order to best serve the needs of agencies statewide and across all funding sources, it may become necessary to reallocate all or part of your funding to other available sources. It will be at the discretion of the applying agency to accept funding. All allocation decisions made by UOVC are final.

Term of the Award

The term of the contract is July 1, 2023 - June 30, 2025.

ELIGIBILITY INFORMATION

Eligible Applicants

Eligible subrecipients for Federal SASP funding includes nonprofit, nongovernmental rape crisis centers and nonprofit, nongovernmental dual programs that provide sexual assault and domestic violence services.

Financial Match Requirements

This program has no match requirements.

Allowable Costs

In general, SASP funds may support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault,. Allowable costs and eligibility of projects is in accordance with the [SASP Grant Program Guidelines](#), the DOJ [Grants Financial Management Guide](#) and [CFR 200](#). Refer to the UOVC Website for an extensive list of [SASP Allowable Costs](#).

Non-Allowable Costs

Any non-allowable costs and activities should not be included in your application. . Refer to the UOVC Website for a list of [SASP Non-Allowable Costs](#) when drafting your project budget.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension of debarment from Federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties. Applicants are encouraged to view the Online Grant Training Webinar, which will be available on the UOVC webpage.

APPLICATION SUBMISSION INFORMATION

Application Submission

Submissions of applications must be received in Utah's online GMS no later than **11:59 PM (Mountain Standard Time) on Wednesday, May 3, 2023**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the Online Grants Management System found at <https://utvictimsofcrime.force.com>. A complete proposal must adhere to the applicant submission instructions outlined in the RFP. Please note that copies received via email, facsimile or mail will not be accepted. Required documents must be attached/uploaded in the GMS, and may not be emailed.

Application Format and Organization

This grant application packet contains the necessary forms and detailed information required to make an application for 2023-2025 UOVC grant funding. All sections must be completed, unless not applicable to your agency. Each program will be required to complete one (1), two-year application in the UOVC Grant Management System.

The application for 2023-2025 must include the following completed sections:

- 1) Applicant Info
- 2) Application Info
 - a. Statement of Problem, Need, & Collaboration
 - b. Agency Capacity
 - c. Record of Providing Effective Services
 - d. Additional Resources
 - e. Program Plan & Evaluation (for both Y1 and Y2)
- 3) SASP Info
- 4) Budget (**Separate budgets for Y1 and Y2**)
 - a. July 1, 2023 - June 30, 2024 (Y1) Budget
 - b. July 1, 2024 - June 30, 2025 (Y2) Budget
- 5) Additional Attachments:
 - a. *Acknowledgement of Certified Assurances and Grant Conditions (checkbox)
 - b. *Grant and Match funded employee job descriptions
 - c. *Current Agency Budget
 - d. *Budget Justification Form
 - e. *Organization Chart
 - f. *Roster of Governing Board
 - g. *Delivery of Legal Assistance (if applicable)
 - h. Verification of 501c3 status (only new non-profit applicants)
 - i. Agency Travel Policy (if applying for travel/training)
 - j. Office Space, Vehicle depreciation (if applicable)

- k. Contracts (if applying for contracted fees)
- l. *Certification of Consultation & Collaboration
- m. *Standards of Care for Rape Crisis Programs

**indicates the document is required for all applicants.*

UOVC Discretionary Funding Considerations

UOVC reserved the right to make decreases to programs in order to reach necessary funding ceilings for each year. These determinations will be based on the following areas:

- Previous deobligations and prudence in budgeting.
- Timeliness in submitting reimbursement requests and reports.
- Overall program and grant management. Released audit findings and previous risk assessments will be considered.
- A demonstrated need for requested expenses that are adequately explained in the budget justification section of the grant application.
- Performance indicators, including goals and objectives that are adequately explained in the Record of Providing Effective Services section of the grant application.
- The ability to collaborate and coordinate with community partners. This is demonstrated through the narrative and Letter of Consultation and Coordination.
- A demonstrated effort to seek outside resources.
- The overall quality of the grant application and peer review scoring of the grant through the SME review process.

In order to best serve the needs of agencies statewide and across all funding sources, it may become necessary to reallocate all or part of your funding to other available sources. It will be at the discretion of the applying agency to accept funding. All allocation decisions made by UOVC are final.

Funding Determinations

Under 34 U.S. Code § 12511 UOVC, as the State Administering Agency (SAA), has sole discretion to determine which organizations will receive funds, and in what amounts.

All funding determinations are final and not subject to negotiation.

APPLICATION INSTRUCTIONS

Applicant Info

1. Verify agency information is correct including organization name, phone, mailing address, UEI (formerly DUNS) and Tax ID/EIN.
2. Complete the primary and financial points of contact fields for the grant application.
3. Fill out your Project Short Title in the following manner: “[Agency Name] SASP Grant 2023-2025”. (e.g. “DOVE Center SASP Grant 2023-2025”.)
4. Select indirect cost percentage (if applicable).
5. Complete the Project Short Description in 2-3 sentences that best describes your program.
6. Select all counties served by the program.
7. Select all congressional districts served by the program.
8. Select implementing agency type.
9. Answer the question regarding project volunteers.

Application Info

Statement of Problem, Need, and Collaboration

Within the Grant Application Info section, thoroughly, but concisely respond to each question. The questions, provided below, should provide a clear picture of the problem, need and collaborative efforts of your program.

1. Briefly describe your agency/organization, mission/purpose, and how long it has been in existence. What types of programs do you offer? Who benefits from your services?
2. What victimization type is the primary focus of this funding request? What problems do those victims face? Describe victims’ needs (from a victim's perspective, not what your agency provides to victims).
3. What other programs/agencies serve victims in your area? Describe in detail your efforts to coordinate victim services with the programs and what is working well. What are the barriers or gaps to meaningful victim coordination?
4. Identify underserved, marginalized and culturally specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to underserved marginalized and culturally specific populations and/or how your organization will work towards reaching and developing meaningful services for underserved marginalized and culturally specific populations.
5. How will your program plan and proposed budget specifically address the above needs? Highlight any new and innovative practices.
6. What is your plan to improve coordination with other agencies in your area to address the above barriers and gaps? (Coordination efforts should be demonstrated in attached letters.)

7. What does success look like? What will you do to ensure that services provided are meaningful? What evaluation tools will you use to measure program effectiveness?

Questions 1-7 are mandatory.

Agency Capacity

Within the Application Information section, thoroughly, but concisely respond to each topic. The topics should provide information on who will be collecting data throughout the contract year and that individual's ability to track data. Each agency will be required to maintain project data throughout the contract year.

1. Programmatic Reporting - Describe step by step your process for how you will track data in order to fulfill programmatic reporting requirements. List all of the grant-funded staff that will be involved in the process.
2. Financial Reporting - Describe step by step how you will track all expenses related to the grant in order to fulfill financial reporting requirements. List all of the staff that will be involved in the process.
3. Staff Qualifications - What are the qualifications required for all staff (programmatic and financially) associated with this project? What is your process to ensure that staff meet those qualifications? (Attach job descriptions of all staff associated with this project.)

Record of Providing Effective Services

All applying agencies need to complete the narrative section topics which include information on the effectiveness of the program and significant agency accomplishments.

Returning agencies will use the narrative box to justify/explain the performance of your agency's goals and objectives in the two previous program years. Indicate if each objectives were achieved, not satisfied or exceptionally surpassed. Explain the circumstance for non satisfied or exceptionally surpassed objectives. Describe adjustments moving forward to objectives and/or quantitative numbers to bring objectives/numbers in line with reasonable accomplishment. No additional documentation is required to be uploaded for this section.

Additional Resources

This section of the application should include all (federal/state/local/private) sources and amounts of non-VAWA funding that are in support of your victim service program. Applicants are encouraged to leverage other resources in support of this project. Applicants are required to attach a current agency budget.

Program Plan

The Program Plan should present a clear and concise way in which the application shows the goals, objectives, activities, timeline, and evaluation process. It is your detailed game plan and it informs the application reviewers of the ways in which you plan to expend SASP funds.

An explanation on how to develop these components is briefly outlined below. The Program Plan will be an important area of focus during the RFP training.

1. Select the broad Goal from the overall list.
2. Select the Objective(s) from the drop-down list.
3. Indicate what the quantitative number is measuring (services, victims or other).
4. Enter the projected quantitative number the goal will serve in the boxes provided. Y1 projected number served should be for the 2023-2024 Program Year and Y2 should be for the 2024-2025 Program Year.
5. In the space provided, describe the specific activities and methods that comprise the total proposed program, how they will be carried out, how they will be used to achieve the proposed objectives. The activities/methods are the means or the way in which something will be done. They should show exactly how the prescribed objectives will be implemented.
6. Provide the name(s) and position(s) of the grant-funded individual(s) performing the goal.

SASP Information

Within the SASP Grant Application, respond to each section listed within the SASP Info tabs. Sections include:

- Grant Information;
- Staff Information;
- Information Materials; and
- Victim Services

Project Budget

Fill out the budget section using the appropriate categories within the UOVC Grants Management System. **Be sure to fill out a Year 1 and Year 2 budget.** The following budget instructions explain what each line item should contain. The total should equal your project budget.

1. *Personnel*: Identify anyone to be paid as a “total position funded” or salary position on this grant. List each position by name of employee and title. Complete line items “Wage Type”, “Grant Funded Salary”, and “Total Agency Salary”. Indicate the type of funding requested on each: federal, cash match, or in-kind match.
2. *Fringe Benefits*: List (or select by using the search box if the employee is included in the personnel budget) all personnel benefits and the costs. Select the benefits that apply which can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance. If you choose “Other”, you must explain the other benefits.
3. *Travel*: Itemize travel expenses by specific purpose and cost. Include: car mileage, gas rate, airfare, and rental car rate. Travel related costs must be necessary and reasonable. In order to request travel related funds, the following criteria must be met:
 - Provide your agency policy on travel.

- UOVC funds can be reimbursed up to the amounts listed on your policy as long as they do not exceed the federal GSA. Reference: [GSA Travel](#).
 - If your agency does not have a travel policy then you may utilize the State of Utah travel policy which would need to be applied to grant and non-grant funded personnel. Reference: [State of Utah Travel Policy](#).
4. *Equipment*: Include the equipment to be purchased, quantity, and price. Items to be purchased with a unit price under \$5,000 should be put into the supplies category, not equipment.
 5. *Supplies*: List items within this category separately for office and other supplies. Like items can be grouped together as long as they are itemized in the description line. Included supplies must be expendable or consumed during the course of the project.
 6. *Contracted Fees*: For individuals -list types of services, name, hourly or daily rate and amount of time. For contracts with firms -list types of services and total costs. Includes pro-rated audit cost.
 7. *Training*: Itemize training expenses by specific purpose and show basis for computation. Include meals, lodging, registration, number of days, number of hotel rooms and number attending. Other items not covered under the existing line items should be included here. Please indicate the projected attendance of specific staff or positions. Training related costs must be necessary and reasonable.
 8. *Other*: Costs allocated to assist victims of crime that do not fit in previous categories. Costs must be appropriate for funding sources.

Note: Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities such as painting or carpeting.

Budget Restrictions

Program budgets will need to be compliant in the following areas:

Personnel/Benefits:

- UOVC's priority is to fund positions that are a minimum of .25 FTE to ensure grants are being used in a meaningful and effective way. Fully justify any requests for personnel under .25 FTE. UOVC will consider these requests, should funds be available.

Travel/Training:

- No training/travel funding will be allowed for non-funded grant staff.
- Training related travel and victim services related travel should be listed separately on the budget. While there will be no funding caps on victim services related travel, agencies will need to demonstrate the need for their requested amount. UOVC will review the amount requested as compared to the amount actually spent in previous years.
- There will be no out of state travel allowed during this funding cycle. Out of state training that is held virtually is allowable.

- This is a [preferred list](#) of free or low cost in-state training for victims service providers. Other training may be considered where compelling justification indicates the meaningful or effective impact of training on providing victim services. (Training must be relevant to the program plan).
- Do not enter "TBD" in your training/travel budget. You may indicate "in-state travel" so long as it is listed on the pre-approved list provided by UOVC.

Contracted Fees:

- UOVC will not fund any contractor's training, travel, equipment, or supplies.
- Budget justifications must include a detailed explanation for any contracted hours requested.

Indirect Costs

UOVC grant funds may be used to support indirect costs which are defined as "those costs incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project." Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimis Rate at 10%. Agencies with a federally negotiated rate must submit the letter from the federal government, identifying the rate and expiration date. The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs. If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a prorated rate and cannot request indirect costs as well. Modified Total Direct Cost (MTDC) excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

To indicate that your agency will be taking indirect costs, in the Applicant Info section of the application, enter either the 10% de Minimis rate or your agency's federally negotiated rate. This rate must remain consistent for ALL federal awards held by an individual agency regardless of the awarding agency and must be consistently used for all federal awards until (if) a rate is negotiated.

Additional Attachments

The required attachments must be included within your completed application. These attachments must be uploaded within the UOVC GMS. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Please ensure you have uploaded the correct files. Attachments will only be accepted if uploaded as part of the agency's application in the UOVC GMS. Attachments sent as an email or in any other format will not be accepted. **Failure to submit the required information may jeopardize your application.**

Job Descriptions

Attach a position title and job description for each grant and match funded employee and

volunteer position.

Current Agency Budget

All applicants must upload a current agency budget specific to your victim services programs.

Budget Justifications

A budget justification is a narrative explanation of each of the components of the budget, which justifies the cost in terms of the proposed work. **Complete a separate budget justification for each budget period/grant year** (see Additional Attachments section). Explain why items are essential in relation to meeting the goals of the project. Explain the line items. Do not merely restate the proposed expenditure. If a match is listed on the budget, address the type of match and how the value was determined.

The Budget Justification form is located on the [UOVC Website](#) and should be attached to the application. The budget justification form provides vital information regarding your proposed budget and should include detailed information about the proposed use of funds. This form includes two parts. The summary tab should be filled out first using financial information from your current award if applicable. Current financial award information can be easily accessed from either your most recent application PDF found in the files section of the GMS, or the top section of your budget ledger on the budget and balance tab. Review the table for the requested date periods. Once the summary tab is completed, fill out the budget detail tab in its entirety. Budget amounts will be auto-calculated on both tabs.

Organization Chart

All applicants are required to upload their organization chart. Ensure grant funded positions are included on the organization chart.

Roster of governing board

Nonprofit organizations must include a current roster of their governing board.

501c3

Only applicable to new nonprofit applicants.

Agency Travel Policy

All requests for training/travel must be accompanied by an attached travel policy. If your agency is requesting travel/training above the state rate, attach your agency policy justifying your rates.

Office space/vehicle depreciation

Only applicable if you are using office space or a vehicle as a match. Use fair market value estimates for office space and value of the vehicle.

Contracts

Provide a copy of the contract for any contractual services requested in your budget.

Certification of Consultation and Coordination

The UOVC requires that all applicants describe ways in which they meaningfully consult and collaborate with other service providers, non-profit, non-governmental and governmental, within the course of the development of their application and throughout the project period. MDT/CCR meetings are not considered planning meetings.

- Applicants and (3) partnering agencies are required to meet before the grant application is submitted in order to determine a plan for victim services coordination.
- Applicants and (3) partnering agencies must describe how you will coordinate efforts to strengthen victim services within your community. Specifically describe any policies or processes that are employed, or that will be employed, for successful and meaningful collaboration. Include an estimate of how many cases/victims/referrals will be shared between your agencies during this project period.

All applicants must submit, as a part of this application, the [Certification of Consultation and Coordination](#) form.

Standards of Care for Rape Crisis Programs

The Utah Coalition of Sexual Assault (UCASA) has developed 5 key Standards of Care in order to ensure that every sexual assault survivor in the state of Utah has access to a minimum level of consistent services. If you are requesting funding as a Rape Crisis Center, your agency will be required to sign and acknowledge that during the course of the next funding cycle, UOVC and UCASA will work with each program to assist in the development of these standards.

Delivery of Legal Assistance

Any subgrantee providing legal assistance must certify that:

- 1) Any person providing legal assistance with SASP funds
 - a. has demonstrated expertise in providing legal assistance to victims of domestic violence dating violence, sexual assault, or stalking in the targeted population; or
 - b. (i) is partnered with an entity or person that has such demonstrated expertise and (ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- 2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- 3) any person or organization providing legal assistance through the SASP program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and

4) the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Based on the requirements listed above, applicants for SASP funds must certify in the form of a letter, on letterhead, signed and dated by the authorizing official. UOVC will not award funds for legal assistance to any subgrantees that has not submitted a sufficient letter. A sample letter is provided in the attachments tab of the application. Please have your authorizing official on your grant sign the letter, as instructed above and submit the letter with your grant application.

Certified Assurances and Grant Conditions

Signed Certified Assurances and Grants Conditions are no longer required upon submission of the grant application. They will be required upon receipt of the grant award.

Before you apply or accept grant funding you must carefully review all of the certified assurances and grant conditions. If the grant is awarded all certified assurances need to be signed by the authorized official which for non-profits is the chair of the Board of Directors. For local governments, the authorized official is the mayor, city council, or county commission. The certified assurances and grant conditions will be sent to the authorized official for signature via docusign (called Conga Sign in the system) during the grant award process.

The Certified Assurance and Grant Conditions can be downloaded from the Utah Grant Management System and are also available on the [UOVC website](#).

Application Checklist

Applicants must submit a fully executed application to UOVC, including all required supporting documentation.

Application Section	Document	Form Location	Date Completed
Applicant Info	Contact information and program overview information	UOVCGMS	
Application Info	Statement of Problem. Need, & Collaboration	UOVCGMS	
	Agency Capacity	UOVCGMS	
	Record of Providing Effective Services	UOVCGMS	
	Additional Resources	UOVCGMS	
	Program Plan and Evaluation (Service projections for Y1 & Y2)	UOVCGMS	
SASP Info	Grant Information	UOVCGMS	
	Staff Information	UOVCGMS	
	Information Materials	UOVCGMS	
	Victim Services	UOVCGMS	
Budget	Year 1 Budget	UOVCGMS	
	Year 2 Budget	UOVCGMS	
Required Files & Attachments	Certified Assurances & Grant Conditions Acknowledgement	<u>UOVCGMS</u>	
	Grant funded employee and volunteer job descriptions	Applicant	
	Current Agency Budget	Applicant	
	Budget Justification	UOVC Website	
	Organization Chart	Applicant	
	Roster of governing board if non-profit organization	Applicant	
	501c3 if non profit	Applicant	
	Agency Travel Policy (if applicable)	Applicant	
	Emergency Fund Policy (if applicable)	Applicant	
	Rental Deposit Policy (if applicable)	Applicant	
	Office Space, Vehicle depreciation (if applicable)	Applicant	
	Delivery of Legal Assistance (if applicable)	UOVCWebsite	
	Standards of Care (for Rape Crisis Programs only)	UOVC Website	
	Contracts (if applying for contracted fees)	Applicant	
	Certification of Consultation & Coordination	UOVC Website	

APPLICATION REVIEW INFORMATION

Once applications are submitted, they will be put through the UOVC Screening and Allocation Process. This process consists of four steps: (1) Pre-Screen, (2) Subject Matter Expert/Peer Review, (3) Management Review, and (4) UOVC Board Approval.

For purposes of transparency and increased quality of grant applications, the following link provides a copy of the Pre-screen eligibility criteria, SME/Peer Review scoring sheet, and factors evaluated during the Management Review: [UOVC Screening & Allocation Review Criteria](#)

