



2023 - 2025 VICTIMS OF CRIME ACT (VOCA) FORMULA GRANT PROGRAM SOLICITATION

Application Deadline

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

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PROGRAM DESCRIPTION

Overview of the Victims of Crime Act Program

The "Victims of Crime Act of 1984" (P.L. 98473, Title II, Chapter XIV) as amended by the "Children's Justice and Assistance Act of 1986" Pub L. 99-401, the "Anti-Drug Abuse Act of 1988", Pub L. 100-690, Title VII, Subtitle D, and "The Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322, Title XXIII, Subtitle B.) The final rule updated August 8, 2016 codified and updated the existing VOCA Victim Assistance Program Guidelines to reflect changes in OVC policy, needs of the crime victim services field, and VOCA itself. (Federal Register/Vol 81, No 131; 28 CFR Part 94).

The Utah Office for Victims of Crime is the agency authorized to administer the grant program. The purpose of the program is to assist public and private non-profit agencies in providing services to victims of crime.

Priority Areas

Funding priorities under Utah's VOCA Victim Assistance Program follow the guidance under 28 CFR 94.103(d) which requires states to take the following factors into consideration:

- The range of direct services throughout the state and within communities
- The unmet needs of crime victims
- The coordinated, cooperative response of community organizations in organizing direct services
- The availability of direct services throughout the criminal justice process

It is UOVC's responsibility to ensure that baseline victim services for all victims of crime are provided equitably across the entire state. Applicants should take into consideration the existing victim services in their area and carefully evaluate methods of collaboration when applying for funding.

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:	\$25,000,000 (over two years)
Expected Number of Awards:	Approximately 120
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 Dale Oyler, VOCA Program Manager, at doyler@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 Dale Oyler at doyler@utah.gov

Funding Plan/Availability of Funding

Total available funding for this RFP is **\$25,000,000.00 (over two years)**. Of the funds available, at least 10% must support Domestic Violence, 10% must support Sexual Assault, 10% must support Child Abuse, and 10% must support Underserved Communities.

All awards must support the VOCA Federal Purposes outlined in the Victims of Crime Act of 1984.

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.

All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the VOCA award and any modifications or additional requirements that may be imposed by law.

Category	Description	Estimated Amount Allocated
Underserved Populations	Agencies whose primary mission is to provide services to crime victims in underserved populations (e.g. LGBTQI, people with disabilities, polygamist communities, tribal nations, etc).	\$2,500,000
Legal Services	Agencies whose primary purpose is to provide legal services to victims of crime.	\$2,500,000
Domestic Violence Programs	Agencies whose primary purpose is to provide services to victims of domestic violence (e.g. shelter, DV crisis hotline, etc.).	\$5,000,000
Sexual Assault Programs	Agencies whose primary purpose is to provide services to victims of sexual assault (i.e. rape crisis programs, SANE programs).	\$3,000,000
Criminal Justice Victim Advocates	Victim advocacy programs that are established within the criminal justice system (i.e. law enforcement and prosecutor offices) on the local and the state levels.	\$7,500,000
Child Abuse and Treatment	Agencies whose primary purpose is to provide services to victims of child abuse (i.e. children's justice centers, family support centers) as well as programs whose primary purpose is to provide mental health treatment services to all victims of crime.	\$3,500,000
New Agencies	Must be completely new to VOCA. Meet eligibility requirements as outlined in this solicitation.	\$1,000,000
Total		\$25,000,000

Addressing Rape & Sexual Assault

In accordance with Federal guidelines, UOVC shall allocate a minimum of 10% of the total grant funds to programs that meaningfully address sexual assault. Proposals should come from agencies whose primary purpose is to provide services to victims of sexual assault (i.e. rape crisis programs, SANE programs, coalitions).

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 VOCA program and 100% dedicated to sexual assault services.

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.

Term of the Award

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

ELIGIBILITY INFORMATION

Eligible Applicants

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. State and local governments, private non-profit organizations and Native American Tribes are eligible applicants. An eligible crime victim assistance program must comply with the following requirements:

1. An applicant agency must be a public or a non-profit organization or a combination thereof, which provides direct services to crime victims;
2. Demonstrate a record of providing effective direct services to victims of crime, demonstrate community support of services, have a history of providing direct services in a cost-effective manner, and have financial support from non-federal sources;
3. Meet program match requirements. Match requirements are a minimum of 25%, cash or in-kind, of the total VOCA federal funds. The match is waived for a Native American tribe and/or an organization, located on a reservation.
 - a. *UOVC has been required to issue match waivers for our subgrantees due to*

the pandemic national emergency, and for one year after it is declared over . Subgrantees can choose to opt-out of this waiver and continue counting match if they feel like it's in their best interest.

4. Demonstrate that 25-50 percent of their financial support comes from non-federal sources if they are a new program that has not demonstrated a record of providing victim services;
5. Utilize volunteers
6. Follow the VOCA non-discrimination provisions
7. Promote within the community served, coordinated public and private efforts to aid crime victims;
8. Assist victims in seeking available crime victim compensation benefits;
9. Provide services to victims of Federal crimes on the same basis as State crime victims;
10. Provide services, at no charge, through the VOCA funded project. Any deviation from this provision requires prior approval by the state grantee;
11. Maintain confidentiality of client-counselor information, as required by state and federal law;
12. Comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the M7100.1D which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;
13. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws;
14. Ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C. 10604;
15. Submit statistical and programmatic information on the use and impact of VOCA funds as requested by UOVC.

Financial Match Requirements

The purpose of matching funds is to increase the amount of resources available to projects supported by Federal grant funds. The grant award may not be more than 75% of the total costs of the project. Therefore, a 25%, non-Federal cash or in-kind match is required. Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt from the match requirement.

UOVC continues to offer a Match Waiver Approval Process due to the passage of the VOCA Fix to Sustain the Crime Victims Fund Act of 2021. The VOCA Fix allows State Administering Agencies (UOVC) to waive the VOCA Assistance Program matching requirements. It also requires that UOVC issue match waivers for subrecipients during a pandemic national emergency, and for one year after it ends, including the national pandemic period beginning on March 1, 2020, which is ongoing. Additionally, National OVC has stated they will further extend this deadline until the end of the applicable VOCA subaward period to allow states and subrecipients to

streamline administration and management of their VOCA Victim Assistance funding. Utilizing the match waiver is recommended, but not required.

Federal funds may not be used as a match. Matching funds may be either in the form of cash contributions or in-kind contributions, or a combination thereof. In-kind contributions may include donations of equipment, office supplies, workshop or classroom materials, workspace or the monetary value of time contributed by professionals, support and technical staff, and volunteers, if the services they provide are an integral and necessary part of the funded project. The value of donated services must be consistent with the rate of compensation paid for similar work in the labor market in your region. Cash contributions may be from sources other than Federal dollars, such as private donations or state or local funds. All funds designated as match are restricted to the same uses as the VOCA Federal funds and must be expended within the grant period. In the event that the total match requirement is not expended, the subgrantee will be required to refund or will not be reimbursed the Federal amount equivalence.

Allowable Costs

VOCA victim assistance funds are restricted for those direct services which respond to the immediate needs of crime victims, so that the severity of the psychological trauma is reduced; assist the victim in participating in the criminal justice process; and help restore the victim's sense of dignity, self-esteem, and coping mechanisms. Those costs that are necessary and essential to providing these direct services may be supported with VOCA victim assistance grant funds. Refer to the UOVC Website for a list of [VOCA Allowable Costs](#) when drafting your project budget. Ineligible expenses will not be considered. Proposed projects must be in accordance with [Federal VOCA Requirements](#), the [DOJ Grants Financial Management Guide](#), and [2 CFR 200](#).

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 [VOCA 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) 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
- 4) 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 (if non-profit org)
 - g. Verification of 501c3 status (only new non-profit applicants)
 - h. Agency Travel Policy (if applying for travel/training)
 - i. Agency Emergency Fund Policy (if applying for emergency funds)
 - j. Office Space, Vehicle depreciation (if applicable)
 - k. Contracts (if applying for contracted fees)

- l. *Certification of Consultation & Collaboration
- m. Delivery of Legal Services, if applicable
- n. Sexual Assault Set Aside Compliance Form, if applicable
- o. VOCA Required Information
- p. Rental Deposit Agency Policy (If applicable)
- q. Standards of Care (for Rape Crisis Programs only)

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

UOVC Discretionary Funding Considerations

UOVC reserves 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 de-obligations 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 [CFR § 94.103\(a\)](#) UOVC as the State Administering Agency (SAA) has “sole discretion to determine which organizations will receive funds, and in what amounts, subject to the minimum requirements set for in VOCA and this subpart.”

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] VOCA Grant 2023-2025”. (e.g. “DOVE Center VOCA Grant 2023-2025”. If you are applying for more than one VOCA grant, enter the name of your program after your agency name (e.g. “Dove Center DV VOCA 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-VOCA funding or resources that are in support of your victim service program. Applicants are encouraged to leverage other resources, State, Local or Private, in support of this project. Applicants are required to attach a current agency budget.

Program Plan

The Program Plan presents a clear and concise way in which to present your 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 VOCA 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 (these are the 6 Federal Program Purposes).
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.

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

Agencies will be allowed to decide where to make the necessary changes to their budgets, but 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.
- Agencies making any change in positions to the personnel category, for example, removing a position and adding another, may be at risk of losing personnel funding without providing adequate justification.

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.
- 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.

Equipment:

- There will be no new equipment approved in this funding cycle. Equipment will only be considered on an emergency basis through an amendment after the grant is awarded, should funds be available.

Supplies:

- All supplies will be limited and must tie into the program plan. All requests must have adequate justification, regardless if your agency has received the requested supplies in previous grant cycles.

Contracted Fees:

- UOVC will no longer fund any contractor's training, travel, equipment, or supplies.
- Budget justifications must include a detailed explanation for any contracted hours requested.

Other:

- Programs may request emergency funds. Programs will be awarded based on prior year expenditures and demonstrated need.

Housing:

- Current housing programs may apply for housing funds. Housing amounts should not exceed your current program amounts. Agencies will need to demonstrate the need for their requested amount in the budget justification form. UOVC will review the amount requested as compared to the amount actually spent in the previous cycle.

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.

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	
Budget	Year 1 Budget	UOVCGMS	
	Year 2 Budget	UOVCGMS	
Required Files & Attachments	Certified Assurances & Grant Conditions Acknowledgement	UOVCGMS	
	Required VOCA Questions	UOVC Website	
	Grant and Match 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	
	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](#)

