

# 2023-2025 Request for Proposal



Presented by:  
Utah Office for Victims of Crime

# UOVC Victim Assistance Program

<b>Grant Staff</b>	Dale Oyler - VOCA Program Manager Moriah Pease - VAWA Program Manager Melissa Wayment - Sexual Assault Services Funding Coordinator Pauli Romine - VOCA Grant Analyst Denette Stanger - VOCA Grant Analyst
<b>Training, Technical Assistance, and Outreach</b>	Vickie Bushman - State Victim Advocate Liaison Hilde Koenig - Outreach Program Specialist Rachelle Hill - Training Coordinator
<b>Audit Staff</b>	Wendy Winder - Audit Manager Bri Talbot - Auditor
<b>Administrative Staff</b>	Tallie Viteri - Assistant Director-VAP Madi Radcliff - Program Support Specialist



# UOVC Resources

- **Training Coordinator- Rachelle Hill**

- Provides Quarterly training for SWAVO (free)
- Orchestrates the Utah Victim Assistance Academy- held 3 times a year for new advocates (free)
- Identify partners and resources for a mass casualty victim response
- Provides training and technical assistance as requested

- **State Victim Advocate Liaison-Vickie Bushman**

- Be a mentor and resource to any advocate across the state
- Assist programs to connect and collaborate with other service providers
- Assist programs to implement best practices for victim services
- Provides training and technical assistance as requested
- Complete a needs assessment and have strategic planning for victim advocacy programs throughout the state



# UOVC Resources

- **Outreach Coordinator- Hildegard Koenig**

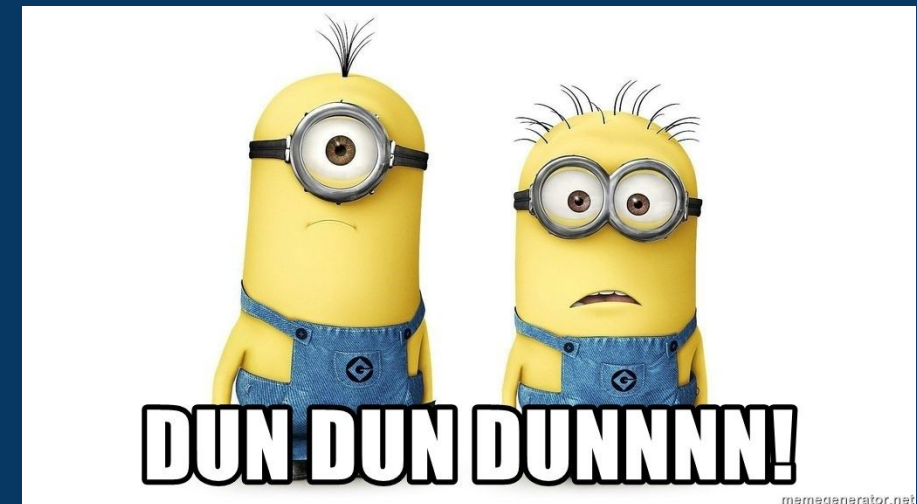
- Works closely with Underserved Communities Statewide to provide resources, assistance and collaboration with other statewide agencies
- Statewide Crime Victim/Witness Complaints & Discrimination Complaints
- Provide Trainings and Technical Assistance as requested
- Develops, Implements and Oversees Outreach Campaign Statewide: Resource Directory and Victims' Rights Campaign
- Oversees and implements the yearly National Crime Victim Rights Week



# UOVC Resources

## Grant Auditors - Wendy Winder and Bri Talbot

- **Risk Assessments - What are they and what do outcomes mean?**
  - You'll be asked to complete a survey to assess your risk level each year
  - The level of risk determines the type and frequency of monitoring for the year
- **Site Visits**
- **Desk Reviews**
- **Technical Assistance**



## Grant Staff Positions Available



# Grant RFP Objectives

- To understand each grant program and its guidelines
- To enhance the quality of grant applications
- To eliminate applications which do not meet eligibility requirements
- To familiarize you with the grant application and Grant Management System
- To highlight application changes and new requirements
- To provide information on our knowledge of Federal funding



# RFP Training Overview

## Training Outline:

- Overview of grant funding and timeline
- Grant Specific Breakouts:
  - VOCA, VAWA, SASP
    - Eligibility Requirements and Funding Changes
    - Allowable and Unallowable Costs
- UOVC Grants Management System (GMS)/Application Overview

## Housekeeping:

- Training will be recorded, Q/A will be posted
- Recording along with relevant attachments will be posted
- Submit any questions during the training in the Q/A tab (webinar format)
- We will be taking breaks throughout the day, lunch at 12:00
- Closed captioning and sign language interpretation are available





# RFP Timeline

Action	Responsibility	Date
Grant Training Online Webinar	UOVC	3/13/2023
Deadline-Register in UOVC GMS Deadline-Intent to Submit Form	Applicant	4/25/2023
Questions/Technical Support	Applicants	Ends 4/28/2023
<b>Submission of Grant</b>	<b>Applicant</b>	<b>5/3/2023, 11:59 PM</b>
UOVC Screening and Allocation Process & Final Board Approval	UOVC/ UOVC Board	5/4/23 - 6/15/2023
Preliminary Award Notifications and Revisions	UOVC/ Applicants	6/27/2023
Grant Program Begins	UOVC	7/01/2023



# Overview of the website

[crimevictim.utah.gov/grants](https://crimevictim.utah.gov/grants)

**COMPENSATION**  
**RESOURCES**  
**TRAINING**  
**GRANTS**



# Application Submission

- Submissions of all applications must be received in the Utah Office for Victims of Crime Grants Management System (UOVC GMS) no later than **11:59PM (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 UOVC GMS.
- Required documents must be attached/uploaded in the UOVC GMS, and may not be emailed. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.





# Intent to Submit Form

[UOVC Website](#)

[2023-25 Intent to Submit](#)

This form is utilized by UOVC staff to plan the time required to review the upcoming proposals.

**Deadline: Tuesday, April 25, 2023**

- Agency Contact Information
- Grant and Category you intend on applying for
- Amount (approximately) you intend on applying for
- Brief summary of project

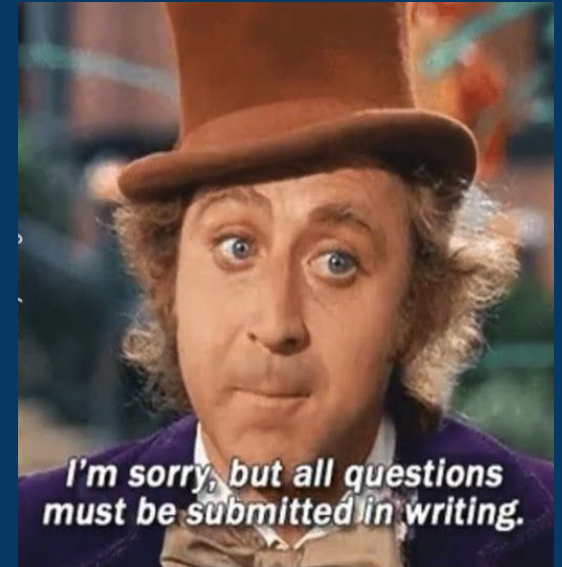
*Please complete one form for each application you intend to submit*



# Questions and Technical Support

## UOVC Website

- Any questions related to the RFP **MUST** be submitted through the Question Submission Form on UOVCs Website. We will **not** be taking questions from individual applicants via email or phone.
- Questions submitted on the Q/A form will be answered publicly until **Friday, April 28, 2023 at 6:00 pm.**
- You may view the answers here: Public Q & A
- Should you have a question that is **specific to the Grants Management System** you may email the grant program manager. They will only be able to provide specific technical assistance on the GMS.



# Screening and Allocation

Once applications are submitted, they will be put in the UOVC Screening and Allocation Process. This process consists of four steps:

- 1) Pre-Screen
- 2) Subject Matter Expert/Peer Review
- 3) Management Review
- 4)UOVC Board Approval.

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 forth in VOCA and this subpart.” (Similar language for VAWA in CFR 90.11(d))

All funding determinations are FINAL and not subject to negotiation.

*VOCA Instructions Page 22, VAWA Instructions page 25, SASP Instructions Page 20*



# Screening and Allocation

## CALL FOR REVIEWERS!

- UOVC is looking for approximately 50 professionals with experience in victim services, administration, and/or grant management to serve as a Subject Matter Expert during the peer review of the Screening and Allocation Process.
- The responsibilities of SME Reviewers include: reviewing and scoring approximately 10-15 grant applications, attending a full day virtual meeting to discuss your applications with your peers, and providing funding recommendations to UOVC Staff.
- If you are interested in reading and providing feedback and recommendations on grant applications please fill out the [SME Reviewer Application](#) on UOVC's Website by **Tuesday, April 25th.**
- **SME Reviewers will now be able to receive a monetary stipend for their assistance as a grant reviewer. More information is forthcoming.**





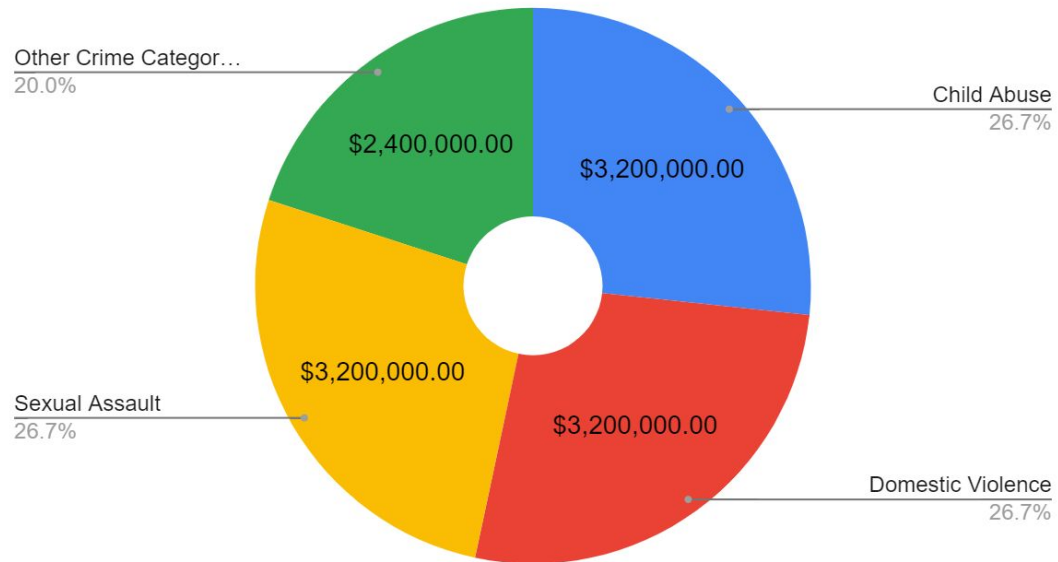
# Victim Services State Funding Initiatives



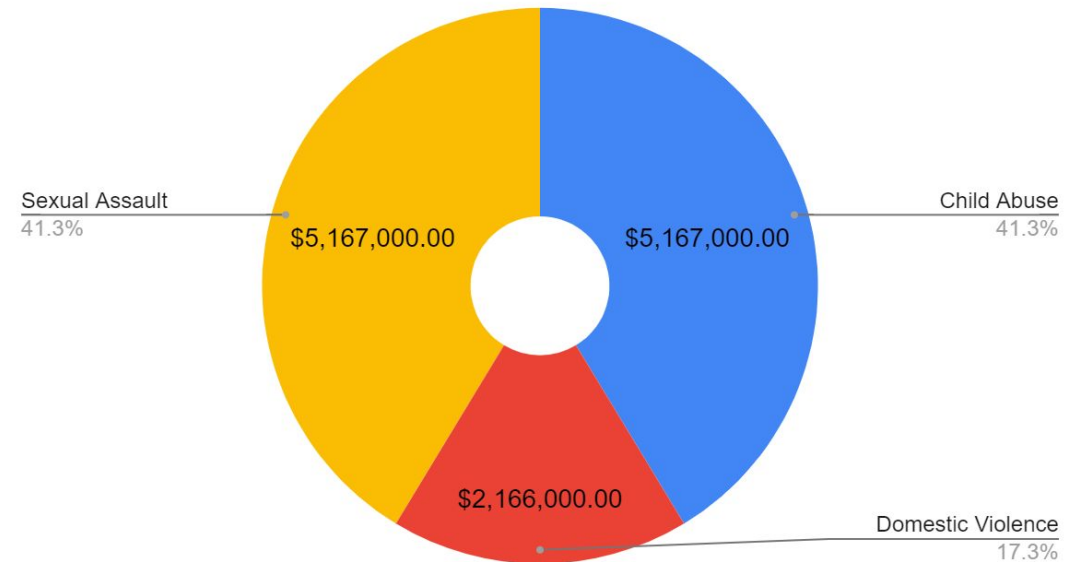


# Victim Services State Funding Initiatives

FY24 State Ongoing Funds: \$12M



FY24-FY26 State One-Time Funds: \$12.5M



# Victim Services State Funding Initiatives

Victim Services Programs	Designated State Agency	Amount (on-going)
Domestic Violence Shelters	Department of Health/Human Services	\$3,200,000
Children's Justice Centers	Utah Attorney General's Office-CJC Program	\$3,200,000
Rape Crisis Centers, SANEs	Utah Office for Victims of Crime	\$3,200,000
Other Programs: Criminal Justice, Underserved, Legal Programs	Utah Office for Victims of Crime	\$2,000,000
State Victim Services Programs	Department of Public Safety, Guardian Ad Litem/CASA Program	\$400,000



# Victim Services State Funding Initiatives

## UOVC State Funding Priorities:

- Sexual Assault Services-Core Services for Rape Crisis Centers, Sexual Assault Coalitions, and SANE Nurses
- Criminal Justice System Victim Advocacy-provision of basic victim advocacy services in every county of the state
- Legal Services-to be determined
- Underserved Victims of Crime-to be determined

*More information is forthcoming*



# Budget Planning

It will be the responsibility of the applicants to take into careful consideration all additional funding sources before applying for VOCA, VAWA, or SASP funds. Applicants will be required to provide a thorough budget justification of any and all funds that they are requesting in their grant application. Furthermore, as in years past, applicants will be required to provide their agency budget as well as a list of additional resources as part of their grant application.



# Budget Planning (cont.)

VOCA is decreasing by 40% overall which will need to be taken into consideration when applying for grant funds.

Since UOVC is not requiring straight-across-the-board-decreases for every program, it will be the responsibility of applicants to determine what are the most basic needs for their program, and what other resources are available. This particularly applies to grants with larger amounts (over \$100,000). Any decreases should be fully documented in the budget justification.



# Budget Planning (cont.)

“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.”

*VOCA Priority Areas, VOCA Instructions page 4*



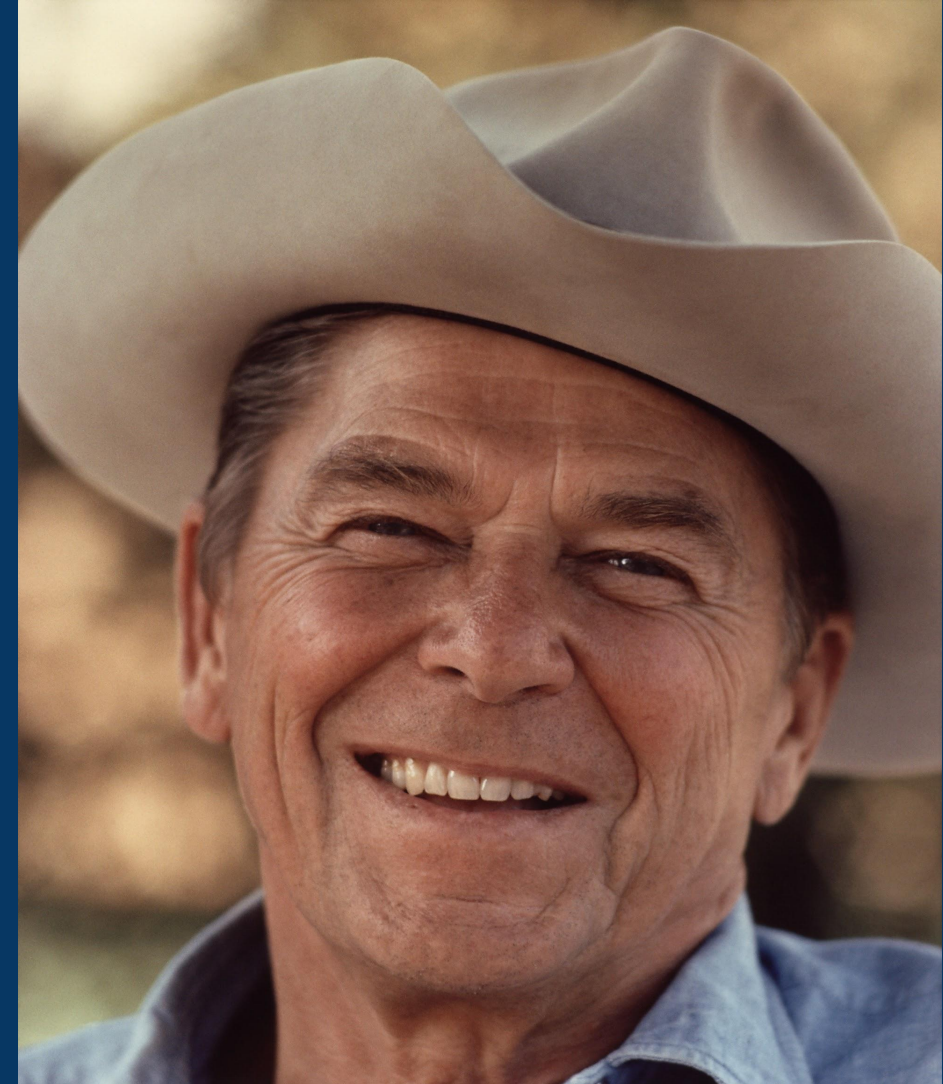


VOCA



# VOCA History and Authority

- The Victims of Crime Act of 1984 (VOCA) is federal legislation aimed at helping victims of crime and established the Crime Victims Fund to compensate crime victims.
- The fund is financed by fines and penalties by convicted federal offenders, not from tax dollars.
- The Utah Office for Victims of Crime (UOVC) is the agency authorized to administer the VOCA grant program in Utah.





# VOCA Purpose



*The general purpose of VOCA is to assist public and private non-profit agencies in providing services to victims of crime. VOCA victim assistance funding is also utilized to develop new programs in underserved victim populations and geographic areas or to enhance successful programs.*



# Priority Areas

- Funding priorities under Utah's VOCA Victim Assistance Program follow 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.
  - 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.



# VOCA Eligibility Requirements

- Applicant agency must be a public or a non-profit organization or a combination thereof, which provides direct services to crime victims.
- The organization must be affiliated with state or local government, private non-profit organization, or a Native American Tribe.
- Applicants must demonstrate an organizational capacity to complete mandatory elements within their proposal.
- Demonstrate a record of providing effective services and have a history of providing direct services in a cost effective manner.



# VOCA Eligibility Requirements

- Have financial support from non-federal entities.
- Meet program match requirement of 25%, cash or in-kind, of the total VOCA federal funds required.
- Match requirements are waived for Native American tribes/organizations that are located on a reservation.
- UOVC has been required to waive match due to the pandemic national emergency, and for one year after it is declared over.



# VOCA Eligibility Requirements

- Demonstrate that 25-50% of of financial support comes from non-federal sources if it is a new program that has not demonstrated a record of providing effective services.
- Utilize volunteers.
- Follow the VOCA non-discrimination provisions.
- Promote within the community served, coordinated public, and private efforts to aid crime victims.



# VOCA Eligibility Requirements

- Assist victims in seeking available crime victim compensation benefits.
- Provide services, at no charge, through the VOCA funded project. Any deviation from this provision requires prior approval by UOVC.
- Maintain confidentiality of client-counselor information, as required by state and federal law.
- 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 of disposition of VOCA funds received.



# VOCA Eligibility Requirements

- Maintain statutorily required civil rights statistics on victims served by race, 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.
- Ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C 10604.
- Submit statistical and programmatic information on the use of impact of VOCA funds requested by UOVC
- UOVC has determined that applications will be ineligible for consideration if they are late, incomplete, or fail any of the mandatory elements within the Request for Proposal Solicitation.



# Estimated Distribution of Funding

- Underserved Populations: \$2,500,000
- Legal Services: \$2,500,000
- Domestic Violence Programs: \$5,000,000
- Sexual Assault Programs: \$3,000,000
- Criminal Justice: \$7,500,000
- Child Abuse and Treatment: \$3,500,000
- New Agencies: \$1,000,000
- Total: \$25,000,000





# Sexual Assault Set Aside

VOCA SA set aside funds are intended for agencies who's primary **mission** is to address rape & sexual assault.

- Rape Crisis Centers

- Definition: Rape crisis centers are community-based non-for-profit agencies whose major purpose is providing advocacy and support services to sexual violence survivors. They may be co-located with a domestic violence shelter.

- SANE Programs

- Sexual Assault Nurse Examiner

- State Sexual Assault Coalition

## Priority Areas

- Designated Programs

- Standards of Care for Rape Crisis Centers

- [Utah Standards of Care for Rape Crisis Programs](#)



# Budget Priorities & Restrictions

Agencies will be allowed to decide where it best serves them to make the necessary decreases 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.
  - Agencies making any changes in positions, for example, removing a position and adding another, may be at risk of losing personnel funding without adequate justification.



# Budget Priorities & Restrictions, Cont'd

- Travel & Training:
  - No training/travel funding will be allowed for non-funded grant staff.
  - List training related travel and victim services related travel separately on the budget.
  - No out of state travel will be allowed this funding cycle. Out of state training that is held virtually is allowable.
  - There 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 ultimately included in the pre-approved "preferred list" provided by UOVC.



# Budget Priorities & Restrictions, Cont'd

- Equipment:
  - No new equipment will be approved in this funding cycle, unless it is for a match. Equipment will only be considered on a case by case emergency basis post award.
- Supplies:
  - All supply types 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.



# Budget Priorities & Restrictions, Cont'd

- Contracted Fees:
  - No contractor training, travel, equipment, or supplies will be allowed.
  - Budget justifications must include a detailed explanation for any contracted hours requested with clearly stated rates.
- Other:
  - Programs may request emergency funds. Programs will be awarded based of prior year expenditures and demonstrated need.
- Housing:
  - Current programs may apply for housing assistance related funds. Housing amounts should not exceed your current program budget.

**Agencies need to show any/all increases and decreases on the budget justification form. UOVC staff reserves the right to make reductions at its discretion.**



# UOVC Discretionary Funding Considerations

UOVC reserves the right to make additional decreases to programs in order to reach the necessary funding levels 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.



# UOVC Discretionary Funding Considerations, Cont'd

- 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.**



# Allowable & Unallowable Costs



<https://crimevictim.utah.gov/grants/voca/voca-allowable-costs/>





# Allowable Services, Activities & 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.
- Allowable costs and eligibility of projects is in accordance with:
  - [Federal VOCA Requirements](#)
  - [DOJ Grants Financial Management Guide](#)
  - [2 CFR 200](#)
  - [UOVC Website - Allowable / Unallowable Costs](#)



# Allowable Direct Victim Service

- **Immediate Health and Safety** - Those services which immediately respond to the urgent emotional and/or physical needs (excluding medical care) of crime victims.
- **Personal Advocacy and Emotional Support** - Working with a victim to assess the impact of the crime, needs identification, case management, and referrals.
- **Mental Health Counseling:** Mental health counseling and care and traditional healing.
- **Peer Support:** Peer support includes activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.



# Allowable Direct Victim Services



- **Facilitation of Participation in Criminal Justice Proceedings:** Such facilitation generally involves the provision of services and payment of costs that help victims participate in the criminal justice system.
- **Legal Assistance:** Costs for legal assistance services where the needs for such services arises as a direct result of victimization.
- **Forensic Medical Evidence Collection Examinations:** Forensic medical evidence collection examinations for adult and child victims are allowable to the extent that other funding sources are insufficient. These costs may be covered if the examination meets standards established by UOVC, and appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.



# Allowable Direct Victim Services

- **Transportation:** Transportation is allowable to victims to receive services and to participate in criminal justice proceedings
- **Public Awareness:** Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
- **Services to Incarcerated Individuals:** Allowable where the need for such services does not directly arise from the crime for which that individual was incarcerated.



# Allowable Administrative Costs

- **Administrative Costs:** The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided.
  - The Office for Victims of Crime and the Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses.
  - The Subgrantee has no other source of support for them
  - Only limited amounts of VOCA funds will be used for these purposes.



<https://crimevictim.utah.gov/grants/voca/voca-allowable-costs/>

# Allowable Administrative Costs

- Personnel Costs
  - Salaries and benefits for direct service staff
- Skills Training For Staff
- Training Related Travel
- Office Costs (Limited with Indirect Costs)
  - Prorated rent, telephone Service
- Equipment and Furniture



# Allowable Administrative Costs

- Operating Costs
  - Supplies, printing, computers
- Administrative Time (Limited with Indirect Costs)
  - Programmatic documentation, accounting, audit costs
- Indirect Costs
- Leasing Vehicles (only as a match)
- Maintenance, Repair or Replacement of Essential Items
  - Maintenance, and repair or replacement of items that contribute to maintaining a healthy or safe environment for crime victims
- Project Evaluation



<https://crimevictim.utah.gov/grants/voca/voca-allowable-costs/>

# Indirect Costs

VOCA funds may be used to support indirect costs which are defined as:

*“those cost 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%. Indirect rate must be standard across all Federal grants.
- *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.





# Indirect Costs

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)
- Audit costs.



# Other costs for Activities Supporting Direct Services

- **Coordination of Activities:** Statewide coordination for victim notification systems, crisis response teams, multidisciplinary teams, and other such programs. VOCA funds may be used to support the salaries and benefits of such coordinators.
- **Supervision of Direct Service Providers:** Supervision of case management, advocacy services, therapy or volunteer coordinator.
- **Multisystem, Interagency, Multidisciplinary Response to Crime Victims:** Direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams; coordinating with Federal agencies to provide services to victims of Federal crimes; and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.



# Other costs for Activities Supporting Direct Services

- **Contracts for Professional Services:** psychological or psychiatric consultation; legal consultation for victim advocates who assist victims in using appropriate legal avenues to alleviate danger and in exercising their rights as victims; and interpreters for victims who are hearing impaired or with limited English proficiency.
- **Automated Systems and Technology:** email systems that allow communications among victim services providers, automated case-tracking and management systems, and victim notification systems.
- **Volunteer Trainings**



# Non-Allowable Costs

- **Lobbying and Administrative Costs**
- Perpetrator Rehabilitation and Counseling
- Research and Studies
- Criminal Justice System Improvements
- **Fundraising Activities**
- Capital Expenses
- Compensation for Victims of Crime
- **Most medical Costs**
- **Salaries and Expense of Management**
- The Cost of Sending Individual Crime Victims to Conferences
- Funding Other Organizations
- Purchasing Vehicles
- **Activities Exclusively Related to Crime Prevention**



# Supplanting Prohibition

The recipient agrees that grant funds will be used to ***supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.***

- Supplanting is using federal money to ***replace*** available, state, local or private funds.
- Non - Supplanting applies to every agency taking UOVC funds.
- Grant applications and grant amendments will require throughout justification where supplanting may be a concern.



# Financial 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 which is located on a reservation.



The VOCA Fix required states and the Commonwealth of Puerto Rico to waive match for subrecipients beginning on March 1, 2020 and ending one year after the conclusion of national emergency period.

Additionally, OVC further extended 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.



# Match Requirements

If your agency chooses NOT to utilize the available match waiver, you are responsible for fulfilling all match requirements for the entire course of your grant.

Budget must show **25%** match provided as an In Kind or Cash Match

- In-Kind Match - Items, discounts or volunteer time that are donated on behalf of the program
- Cash Match - Cash, or Non Federal grants that are expended to support the program

Match Considerations:

- You need to make sure that your match is Grant allowable
- Consider the time and effort of different match documentation
- You cannot use federal funds for a match
- You cannot duplicate match on any of your agency's grants



# Reporting Requirements

Agencies awarded federal VOCA grants have mandatory reporting requirements

- Subgrant Award Report (SAR) -1 time a year usually September
- Performance Report (PMT) (VOCA Required Information) -1 every quarter, due 30 days after quarter ends
- Financial Status Report
- Quarterly Progress/ Success Reports (Goals and Objectives) -1 every quarter
- Semi-Annual Board Report -2 times a year





# Required VOCA Information

- SAR, basis for PMT
- Educated guesstimate crimes served this next grant
- New format
- ONLY OPEN IN EXCEL, preserve the formulas
- Percents that equal 100% in the yellow
- Blue boxes only
- VOCA grant funded staff/match on grant, allowable, grant worked/match hours only
- Must be able to define “other” crimes, VOCA allowable that do not go in other categories
- Link to the federal government’s crime definitions
- This is required to attach
- Support the goals/objectives, narrative and budget
- Fill out for each grant year, tabs for each year



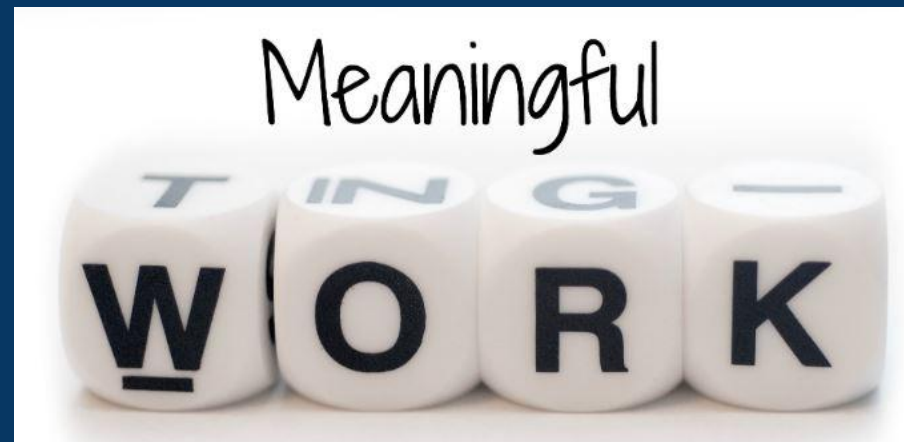
VOCA Required Information: Fill out the blue boxes with projected percent to serve in category  
\*Only open and use as an Excel file

Agency Name		
Total VOCA \$ Request		
<b>A. Child Abuse Child Physical and Sexual Abuse</b>		
Percent (Auto Sum)	0%	\$ -
<b>A1. Child Physical Abuse/Neglect</b>		
Percent Served		\$ -
<b>A2. Child Sexual Abuse</b>		
Percent Served		\$ -
<b>B. Domestic and Family Violence</b>		
Percent Served		\$ -
<b>C. Adult Sexual Assault</b>		
Percent Served		\$ -
<b>D. Underserved (includes DUI/DWI crashes, survivors of homicide victims, assault, adults molested as children, elder abuse, robbery, and other VOCA allowable crimes)</b>		
Percent (Auto Sum)	0%	\$ -
<b>D1. DUI/DWI Crashes</b>		
Percent Served		\$ -
<b>D2. Adult Physical Assault (non DV)</b>		
Percent Served		\$ -
<b>D3. Adults Molested as Children</b>		
Percent Served		\$ -
<b>D4. Elder Abuse</b>		
Percent Served		\$ -
<b>D5. Robbery</b>		
Percent Served		\$ -
<b>D6. Survivors of Homicide Victims</b>		
Percent Served		\$ -
<b>D7. Other Violent Crimes (VOCA ALLOWABLE)</b>		
Percent Served		\$ -
Describe "other" violent crimes:		
<b>D8. Other Non Violent Crimes (VOCA ALLOWABLE)</b>		
Percent Served		\$ -
Describe "other" non violent crimes:		
Auto Sum Must Equal 100%	0%	\$ -
<a href="#">Link to federal crime definitions</a>		

VOCA Required Information Y1      VOCA Required Information Y2

# VOCA Program Plan aka Goals and Objectives


- 6 goals, broad
- Objectives for each goal, specific statement about what will be accomplished
- Meaningful, measure effect of goal
- Not too many, not too little
- Combine like goals/objectives
- Choose victims, service or other and how many to serve
- Do both years
- Who will be completing the goals and how, step by step
- Change if goal not working, or numbers not working, don't need to re write, use what is good in current grant





# S.T.O.P. VAWA

34 U.S.C. § 10441, 10446-10451  
The Services \* Training \* Officers \* Prosecutors  
(STOP) Violence Against Women Grant Program



# S.T.O.P. VAWA PURPOSE



- The Violence Against Women Act (VAWA), signed into law by President Clinton in 1994, has resulted in innovative legislation that combines tough penalties for offenders and assistance to victims of domestic violence, sexual assault, stalking, and dating violence.
  - 2022 VAWA Reauthorization
- S.T.O.P. stands for Services, Training, Officers, and Prosecutors: the necessary elements to effect change within the criminal justice system.
  - It envisions a partnership among law enforcement, prosecution, courts, and victim services organizations to enhance victim safety and hold offenders accountable for their crimes.
- 2022-2025 Implementation Plan & 20 Federal Purposes Areas.



# Eligibility & Statutory Definitions

ELIGIBILITY  
CRITERIA

Eligible applicants are limited to State and local governments, tribal, and non-profit rape crisis centers, domestic violence shelters, faith-based, and community-based victim service organizations providing services to victims of domestic violence, sexual assault, stalking, and dating violence.

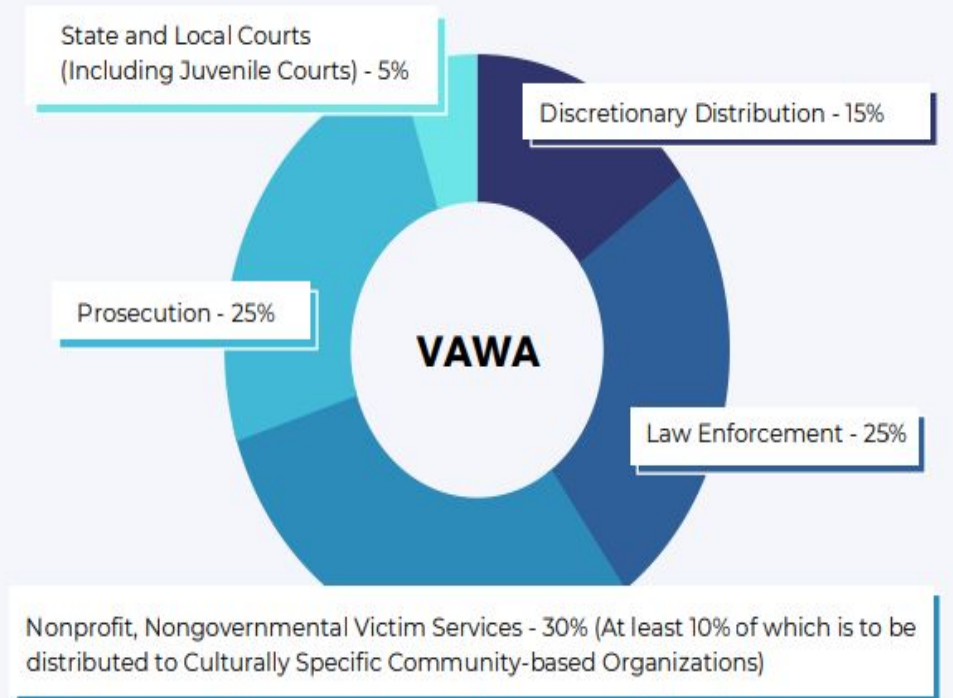
- The Utah Office for Victims of Crime (UOVC) is the agency authorized to administer the grant program. CFR § 90.11(d)
- **Courts** - any civil, criminal, or tribal court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.
- **Law Enforcement** - a public agency charged with policing functions, including any of its component bureaus.
- **Prosecution** - any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus.
- **Victim Services** - a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.



# VAWA Funding Plan/Availability of Funding

## REQUIRED VAWA FUNDING ALLOCATIONS

The Office on Violence Against Women (OVW) requires State Administering Agencies (SAAs) to allocate funds based on the following guidelines:



# VAWA Funding Plan/Availability of Funding Cont'd

Total available funding for this RFP is **\$3,000,000.00 (over two years)**. Of the funds available,

- \$750,000 must support prosecution purposes,
- \$750,000 must support law enforcement purposes,
- \$900,000 must support victim services purposes (of which \$90,000 must be distributed to culturally specific community-based programs),
- \$150,000 must go to the courts for court purposes, and
- \$450,000 can enhance any of these allocations or support Federal Purposes that do not fit within these categories.

20% of the total grant funds to programs that meaningfully address sexual assault.

All awards must support the [STOP VAWA Federal Purposes](#) outlined in the Violence Against Women Act of 2022 and the priorities outlined within the State of Utah [2022-2025 STOP VAWA Implementation Plan](#).





# VAWA Set-Aside - Culturally Specific

An organization is eligible to receive culturally specific set-aside funding if the organization is a non-profit, non-governmental organization, or tribal organization that serves “racial and ethnic minorities” as defined in section 1707(g) of the Public Health Service Act, which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics and:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration; and:
- Is primarily directed toward racial and ethnic minority groups; and
- Is providing services tailored to the unique needs of that population. An organization will qualify to meet this culturally specific set aside for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group.





# VAWA Set-Aside - Sexual Assault

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To qualify for the sexual assault set-aside funding, programs must meaningfully address rape and sexual assault. Proposals must meet the specific needs of sexual assault victims including ensuring that projects funded under the set-aside have a legitimate focus on sexual assault and that personnel funded under such projects have sufficient expertise and experience on sexual assault. All programs must provide **Direct Victim Services**.

## Eligible Programs

- Rape Crisis Centers
- SANE Programs
- State SA Coalition
- SA focused Prosecutor
- SA focused Detective
- Sex Trafficking projects that directly relate to sexual assault

## Related Documents



- [Sexual Assault Set-aside Compliance Form](#)
- [Standards of Care for Rape Crisis Programs](#)

# Budget Priorities & Restrictions

Agencies will be allowed to decide where it best serves them to make the necessary decreases 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 changes in positions, for example, removing a position and adding another, may be at risk of losing personnel funding without adequate justification.



# Budget Priorities & Restrictions, Cont'd

- Travel & Training:
  - No training/travel funding will be allowed for non-funded grant staff.
  - List training related travel and victim services related travel separately on the budget.
  - No out of state travel will be allowed 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 "preferred list" provided by UOVC.



# Budget Priorities & Restrictions, Cont'd

- Equipment:
  - No new equipment will be approved in this funding cycle. Equipment will only be considered on a case by case emergency basis post award, should funds be available.
- Supplies:
  - All supply types 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.



# Budget Priorities & Restrictions, Cont'd

- Contracted Fees:
  - No contractor training, travel, equipment, or supplies will be allowed.
  - Budget justifications must include a detailed explanation for any contracted hours requested.
- Other:
  - Programs may request emergency funds. Programs will be awarded based of prior year expenditures and demonstrated need.

**Agencies need to show any/all increases and decreases on the budget justification form. If it is not clearly explained, UOVC staff reserves the right to make budget cuts at their discretion.**



# UOVC Discretionary Funding Considerations

UOVC reserves the right to make additional decreases to programs in order to reach the necessary funding levels 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.



# UOVC Discretionary Funding Considerations, Cont'd

- 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.**



# Allowable Costs

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- **Personnel, training, technical assistance, evaluation, data collection and equipment** costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women.
- **Transportation costs**
- **Operational costs of a facility**
- **Outreach**; to support, inform, and provide outreach to victims about available services.
- **Meaningful access**; agencies are encouraged to allocate funds to support activities that help to ensure individuals with disabilities and deaf individuals and persons with limited English proficiency have meaningful and full access to their programs.
- **Provide services to incarcerated victims** but only to address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives.



# Allowable Costs, Cont'd

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- **Services to LGBT victims**; to provide services to lesbian, gay, bisexual, or transgender (LGBT) victims of domestic violence, dating violence, sexual assault, and stalking. Gay, bisexual, and transgender male victims who request services cannot be refused such services based on their sex.
- **School programs**; to support programs in schools to the extent that they fit within one or more of the STOP program's statutory program purpose areas. For example, STOP funds could be used to provide support groups that meet at school for dating violence victims or to provide information to students about services available to help victims of dating violence. However, STOP funds may not support general prevention programs in schools.
- **Civil Legal Assistance**; to support civil legal assistance and advocacy services including legal information and resources and divorce for: 1) victims of domestic violence and 2) non-offending parents in matters that involve allegations of child sexual abuse.
- **SANE/SAFE programs and related activities** including: SANE/SAFE personnel; expert testimony of SANE/SAFE personnel; forensic evidence collection kits ("rape kits"); equipment, such as colposcopes, swab dryers, and lights; outreach efforts to inform victims about available services; victim advocate personnel to accompany victims through the forensic examination process; on-going counseling services for victims; and/or on-call time of the SANE/SAFE personnel.

# Unallowable Costs & Activities

- **Children services;** to support services that focus exclusively on children.
- **Curriculum for primary or secondary schools;** to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools.
- **Legal or defense services for perpetrators** of violence against women.
- **Public awareness campaign;** the production or broadcasting of public awareness announcements or media campaigns or community education campaigns or related activities. Grant funds may be used to support, inform, and conduct outreach to victims about available services.
- **Fundraising;** including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.

- Support **inherently religious activities.**
- **Lease and/or purchase vehicles.**
- **Renovations;** including minor renovations such as painting or replacing carpeting;
- **Moving;**
- **Immigration fees;**
- **Law Enforcement Equipment;** including uniforms, safety vests, shields, weapons, bullets, and/or armory.
- **Drug and Alcohol programs;**
- **Research;**
- **Construction projects;**
- **Acquisition of land or real property;**
- **Substance abuse counseling;**
- **Criminal defense work.**



# Indirect Costs

VAWA funds may be used to support indirect costs which are defined as:

*“those cost 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%.
- *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.



# Indirect Costs

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)
- Audit costs.



# Supplanting Prohibition

The recipient agrees that grant funds will be used to ***supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.***

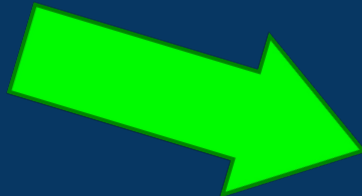
- Supplanting is using federal money to ***replace*** available, state, local or private funds.
- Non - Supplanting applies to every agency taking UOVC funds.
- Grant applications and grant amendments will require throughout justification where supplanting may be a concern.



# Match Requirements

A 25%, non-Federal cash or in-kind match is required for awards made to courts, law enforcement, and prosecution.

- Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt from the match requirement.



**Is it permissible to request exempt victim service providers to voluntarily provide match?**

Yes. Often victim service providers have ready sources of in-kind match such as donated goods and volunteer services and may be willing to provide match even if not required to do so. However, such provision of match must be truly voluntary; if the provider chooses not to provide match, it should not suffer adverse consequences.



# Reporting Requirements

After a successful applicant agency has been awarded a grant and has entered into a contract with the Office for Victims of Crime, funds will be disbursed on a cost for service reimbursement basis. The following reports are required in order to continue to receive VAWA funding:

- Financial Status Report
- Quarterly Progress Reports (Goals and Objectives)
- Reports to Governing Board
- Annual Muskie Report



# Required VAWA Info I & II

## Section I: Grant Information (Questions 1-5)

- Q3: Culturally specific community-based organization is one that serves “racial and ethnic minorities” (see culturally specific set-aside slide for full explanation).
- Q4: Applicants whose geographical area includes an American Indian population are encouraged to include grant activities specifically designed to meet the needs of Indian tribes, or Indian populations in their service area.

## Section II: Staff Information (Question 6)

- Mark all staff funded by the VAWA project (including match)





# Required VAWA Info I & II

## Section III: Function Areas (Question 7)

- If you will be providing training and/or education events with VAWA funding, select all that apply.

## Section IV: Coordinated Community Response (Question 8)

## Section V: Specialized Units (Questions 9-11)

- If VAWA funds will be used for specialized units in the criminal justice system (LEA, Pros, Courts), complete questions 9-11. If not, skip to question 12.



# Required VAWA Info I & II

## Section VI: Victim Services (Questions 12-15)

- This section should be completed by those applicants providing direct victim services and/or legal services.

## Section VII: Criminal Justice System (Questions 16-21)

- Only complete if Law Enforcement, Prosecution, Courts, Probation & Parole, and/or a Batterer Intervention Program.



# VAWA Program Plan & Evaluation



## IP Goals/Objectives Justification Form

The 2022-2025 STOP VAWA Implementation Plan is a combination of strategy, process, and action. It outlines the way the State will use STOP funding to enhance responses to victims of sexual assault, domestic violence, dating violence and stalking in accordance with federal priority areas.

To support the current plan, **applicants must show how their proposed project aligns with the Statewide Implementation Plan.**

- ✓ Select the Goal from the overall list (these are the 20 Federal Program Purposes).
- ✓ Select the Objective(s) from the drop-down list.
- ✓ Indicate what the quantitative number is measuring (services, victims or other).
- ✓ 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.
- ✓ 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.
- ✓ Provide the name(s) and position(s) of the grant-funded individual(s) performing the goal.



★ No Collaborative Project!

# VAWA Certifications

- [Delivery of Legal Assistance Requirements](#)
- [SA Set-Aside Compliance Form](#)
- [Certification of Consultation and Coordination](#)





# Overview of Sexual Assault Funding



# Background

Over the past year, the Utah Coalition Against Sexual Assault (UCASA) and the Utah Office for Victims of Crime (UOVC) have joined forces to increase the quality and quantity of services for victims of rape and sexual assault. The initial results have been historical, as follows:

- Defined core services and costs per services
- Ongoing state funding to support victim services
- Statewide Standards of Care



# Core Services & Costs of Sexual Violence

- In October 2022, we provided a report to the Utah State Legislature entitled [Utah Victim Services Overview Report](#) that outlined the core services, cost of services, and need for funding for victims of sexual assault, child abuse, and domestic violence.
- Core services were defined as information and referral; personal advocacy/accompaniment; emotional support, medical, and safety; coordinated community services; shelter/housing; and criminal/civil justice system assistance



# Core Services & Costs of Sexual Violence

	Ideal Victim Services	Ideal w/ less victims	Ideal w/ less victims & less services	Baseline Services
Total Number of SA Victims Served	40,000	20,000	20,000	15,000
Total Service Cost per victim	\$5,087	\$5,391	\$3,712	\$1,150
Information/Referral Costs	\$4,725,000	\$2,295,000	\$1,125,000	\$468,750
Personal Advocacy Costs	\$8,475,000	\$4,237,500	\$2,120,625	\$1,440,000
Emotional Support, Health, Safety Costs	\$75,432,400	\$38,910,400	\$27,883,550	\$6,636,800
Coordinated Community Services Costs	\$5,900,000	\$5,900,000	\$3,525,000	\$1,205,000
Shelter/Housing Costs	\$21,600,000	\$10,800,000	\$8,100,000	\$1,800,000
Civil/Criminal Justice Advocacy Costs	\$40,377,000	\$20,796,000	\$14,350,500	\$1,719,000
Total Core Services Costs	\$156,509,400	\$82,938,900	\$57,104,675	\$13,269,550
Administrative Support Services Costs	\$46,952,820	\$24,881,670	\$17,131,403	\$3,980,865
<b>TOTAL COSTS</b>	<b>\$203,462,220</b>	<b>\$107,820,570</b>	<b>\$74,236,078</b>	<b>\$17,250,415</b>



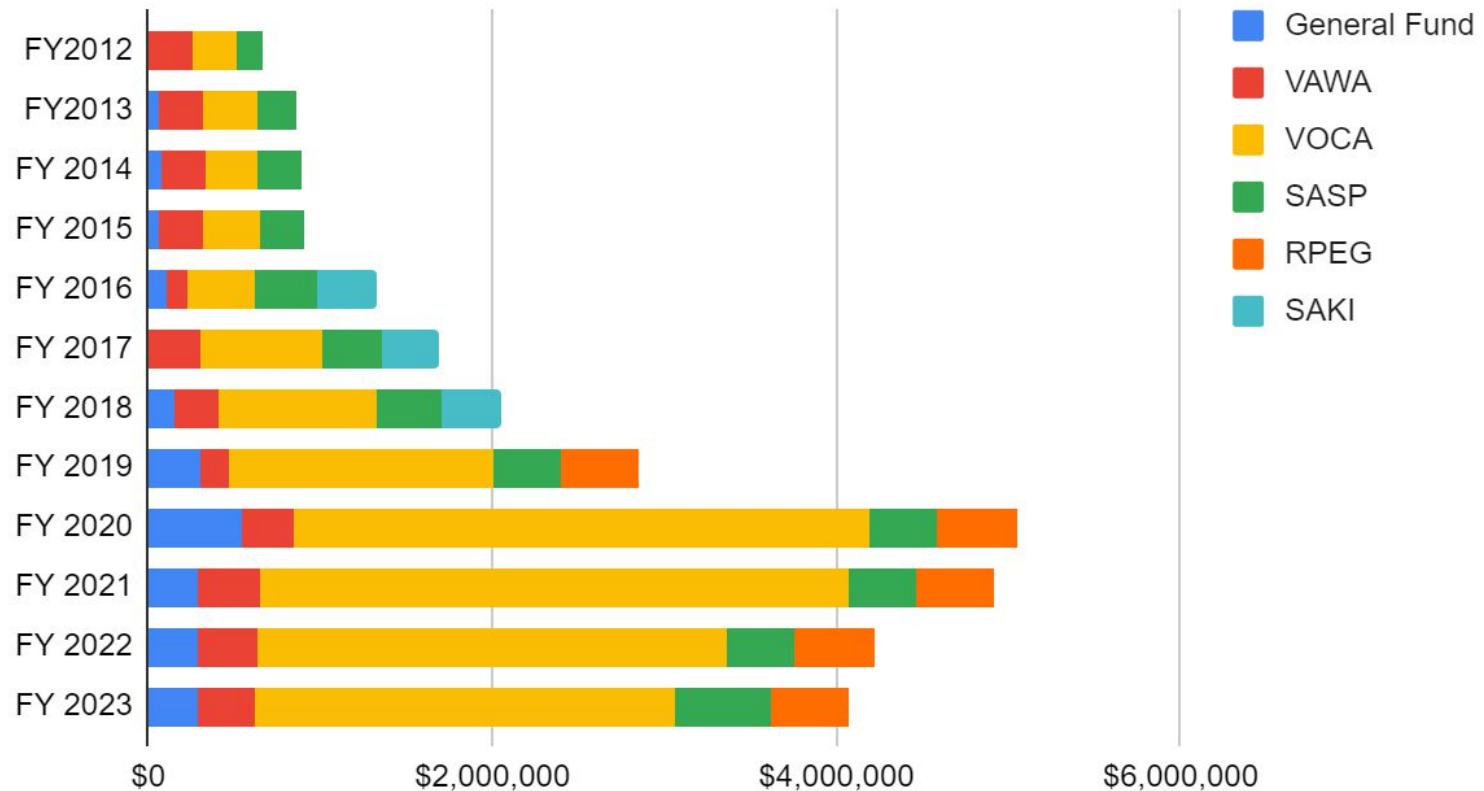


# Core Services & Costs of Sexual Violence

Currently the State of Utah is only paying about \$20 per sexual assault victim in state funds.



Funding for Sexual Assault (State and Federal Sources)



# State Funding for SA Services

For the Fiscal Year 2024, Governor Cox requested \$20 million of ongoing funding and \$30 million of one time funding to go to victims of sexual assault, domestic violence, and child abuse. The purpose and intent of this funding is for core victim services for crime victims across the state of Utah.

At the end of the legislative session, the Executive Appropriations Committee approved \$12 million of ongoing funding and \$12.5 million of one-time funds to go to the aforementioned categories.

The intent language directed that \$3.2M of the ongoing funds and \$5M one-time (over three years) would be dedicated to sexual assault victim services and the Utah Office for Victims of Crime would be the pass-through agency.

More information will be coming on how these state funds will be utilized among rape crisis centers and SANE programs to provide stabilization and baseline funding for these vital services.



# Standards of Care for Rape Crisis Centers

The Utah Coalition Against 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

- 24 Hour Crisis Hotline
- Crisis Intervention
- Accompaniment to Hospitals, LE Offices, Prosecutor's Offices, Courts
- Advocacy
- Public Education

[Utah Standards of Care for Rape Crisis Programs](#)





# SASP

Sexual Assault Service Program



# Overview of SASP

SASP was created by the VAWA & DOJ Reauthorization Act of 2005 and is the **FIRST** federally funded stream solely dedicated to the direct intervention of sexual assault.

The Sexual Assault Service Program (SASP) funds are to support the establishment, maintenance, and expansion of **Rape Crisis Centers** and to provide **direct assistance** to individuals who have been victimized by sexual assault, **without regard to the age** of the individual.



# Federal Purpose Areas

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

SASP funds must be used to provide intervention and related assistance to:

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



# Federal Purpose Areas

Intervention and Related assistance includes the following 6 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.



# SASP Funding Plan

UOVC will award \$1,000,000 in the 2023-2025 award cycle.

- This is a 26% or \$210,000 increase from the previous cycle.
- 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





# Priority Areas

## 1. Standards of Care for Rape Crisis Program

- 24 Hour Crisis Hotline
- Crisis Intervention
- Accompaniment to Hospitals, LE Offices, Prosecutor's Offices, Courts
- Advocacy
- Public Education

## 2. Designated & Meaningful Programs

- Mission Statement
- Program and Staff Titles
- Specialized Training
- .25 FTE and hire with 100% dedication to SA services

## 3. Consideration of VAWA Implementation Plan



# Budget Considerations

## Personnel and 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.

## Training and Travel

- No training/travel funding will be allowed for non-funded grant staff.
- There will be no out of state travel allowed during this funding cycle. Out of state training that is held virtually is allowable.
- 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.
  - [Approved Training List](#)

## Contracted Fees

- UOVC will not fund any contractor's training, travel, equipment, or supplies.

**\*There is no Match requirement for SASP\***



# 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.
- Grant management, audit findings, risk assessment
- Demonstration of need
- Explanation of performance indicators ( goals and objectives)
- Collaboration and coordination with community partners
- 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.



# Allowable Costs

1. Costs associated with services within the 6 program purpose areas
2. Special projects that focus on child or elderly sexual assault
3. Volunteer and staff training and supervision
4. Outreach to inform individuals about services to a specific program
5. Costs that ensure individuals with disabilities, Deaf individuals and persons with limited English proficiency can access program services

List of Allowable Costs: [UOVC Website](#)



# Unallowable Costs

1. Training programs for allied professional or general public
2. Activities focused on prevention (training on victimization in general, bystander intervention, healthy relationship class, etc.)
3. Sexual Assault Forensic Examiner (SANE) projects
4. Support of a SART (can support staff time to attend)
5. Domestic violence services unrelated to sexual assault



# Indirect

Indirect Costs - Applicants are able to request either the 10% de minimis rate or your agency's federally negotiated rate. This should be consistent with all other UOVC requests.

## Designated Indirect Costs

- Utilities
- Rent
- Insurance (building, liability),
- Office phone
- Internet
- Administrative staff (including directors and financial staff)
- Audit costs.

*If an agency chooses to request these costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well.*



# Reporting Requirements

After a successful applicant agency has been awarded a grant and has entered into a contract with the Office for Victims of Crime, funds will be disbursed on a cost for service reimbursement basis. The following reports are required in order to continue to receive SASP funding:

- Financial Status Report
- Quarterly Progress Reports (Goals and Objectives)
- Reports to Governing Board
- Annual Muskie Report





# Application: SASP Info

Grant Information

Staff Information

Information Materials

Victim Services



The SASP information section asks specific information about your organization and program that assists in screening for eligibility and relevance to the 6 federal purpose areas.





# Application: Program Plan

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## Goal

1. Information Materials
2. Civil Legal Advocacy/ Court Accompaniment
3. Crisis Intervention
4. Employment Counseling
5. Financial Counseling
6. Hospital Clinical/ Other Medical Response
7. Job Training
8. Language Services
9. Material Assistance
10. Transportation
11. Victim Survivor advocacy
12. Hotline calls/ Information and Referral
13. Protective Orders/ Restraining Orders

## Goal Type

1. 24 Hour Hotline
2. Accompaniment and Advocacy
3. Crisis Intervention, Short Term Counseling
4. Information and Referral
5. Culturally Specific Services
6. Development and Distribution of Materials

# Additional Attachments

- Certification of Consultation and Coordination
- Delivery of Legal Assistance Requirements
- Standards of Care for Rape Crisis Centers



# Completing the Application



# Completing the Application

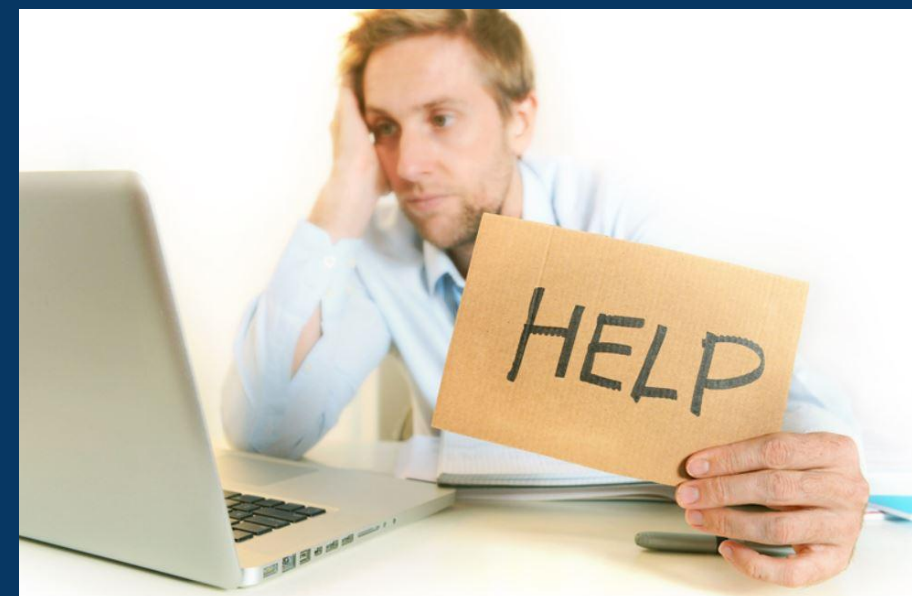
## New Applicants

### Deadline April 25th

Reach out to Dale Oyler [doyler@utah.gov](mailto:doyler@utah.gov) for VOCA  
Moriah Pease [mpease@utah.gov](mailto:mpease@utah.gov) for VAWA

## Current system users

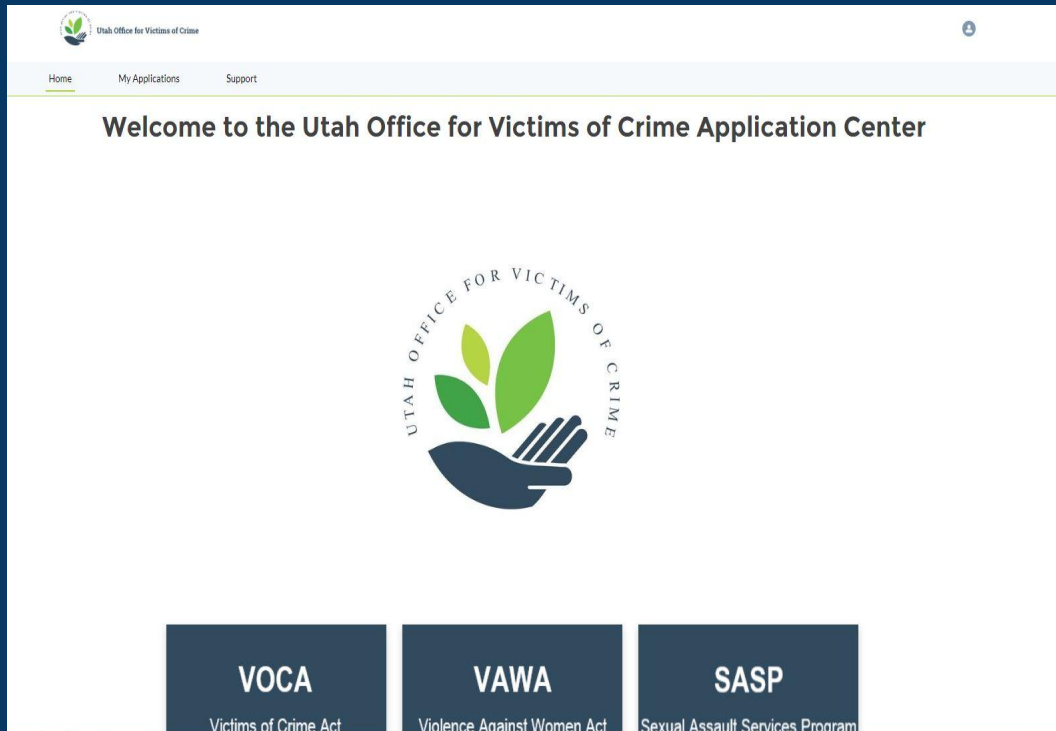
Contact Dale or Morah for password reset  
Suggestions about accessing the system:  
Try log in ASAP, make sure passwords work  
Clear cache if having trouble



Instructions pages 6 for VOCA,  
7 for VAWA and 7 for SASP



# Completing the Application



Log in to UTAH GMS

<https://utvictimsofcrime.my.site.com/applications/s/login/>

Page 13 of VOCA instructions

Page 14 of VAWA instructions

Page 11 of SASP instructions

Select grant applying for

A login form for the Utah Office for Victims of Crime Application Center. The form features the organization's logo at the top, which consists of a green plant growing from a blue hand. Below the logo, there are two input fields: one for the Username and one for the Password. The Username field has a user icon to its left, and the Password field has a lock icon to its left. Below these fields is a large blue button labeled "Log in". At the bottom of the form, there is a link that says "Forgot your password?".



## Victims of Crime Act

The general purpose of VOCA is to assist public and private non-profit organizations in providing services to victims of crime. VOCA victim assistance funding is also utilized to develop new programs in underserved victim populations and geographic areas and to enhance successful programs.

The Victims of Crime Act of 1984 (VOCA) is federal legislation aimed at helping victims of crime and established the Crime Victims Fund to compensate crime victims. The fund is financed by fines and penalties by convicted federal offenders not by tax dollars. The Utah Office for Victims of Crime (UOVC) is the agency authorized to administer the grant program.

State and local governments, private non-profit organizations and Native American Tribes are eligible applicants.

VOCA (Victims of Crime Act)  
[Click Here to Apply](#)

### Address

Utah Office for Victims of Crime (UOVC)  
350 East 500 South Suite 200  
Salt Lake City, Utah 84111  
Agency Hours: 8am – 5pm M - F

### Phone

General Assistance  
801-238-2360  
  
Toll-Free  
800-621-7444

### Message

Website:  
<https://Justice.Utah.gov/Crime>  
Fax: 801-533-4127



Verify grant applying for is correct

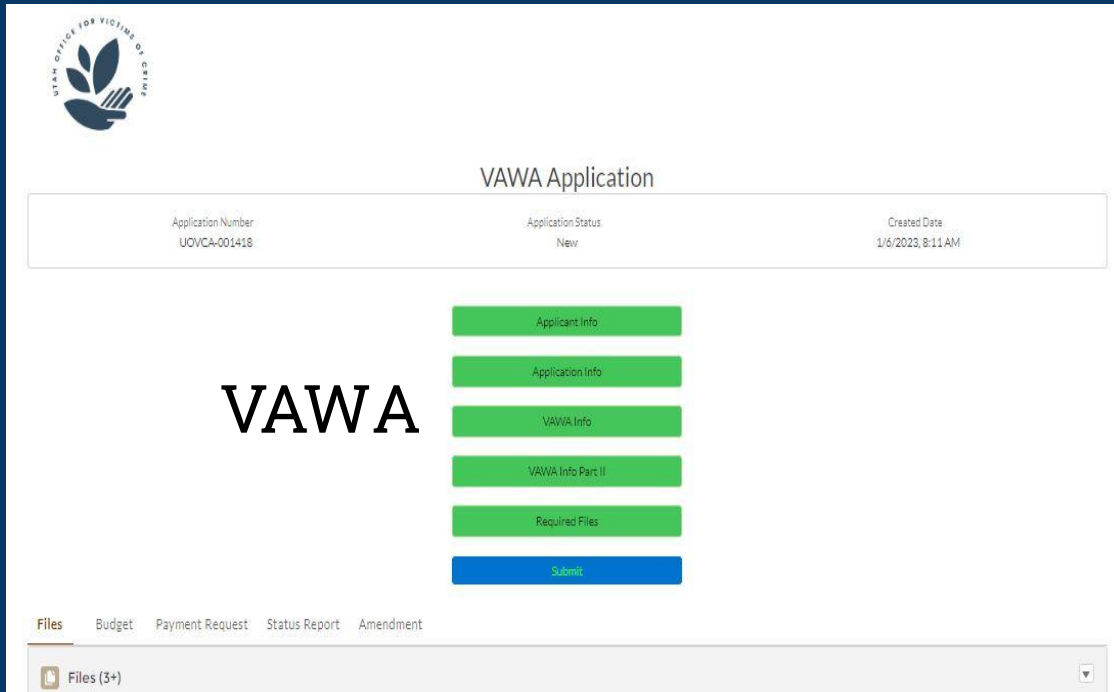
[Click here to apply](#)



# Completing the Application

Main page of application

Click green boxes to enter required parts of application



UTAH OFFICE FOR VICTIMS OF CRIME

## VAWA Application

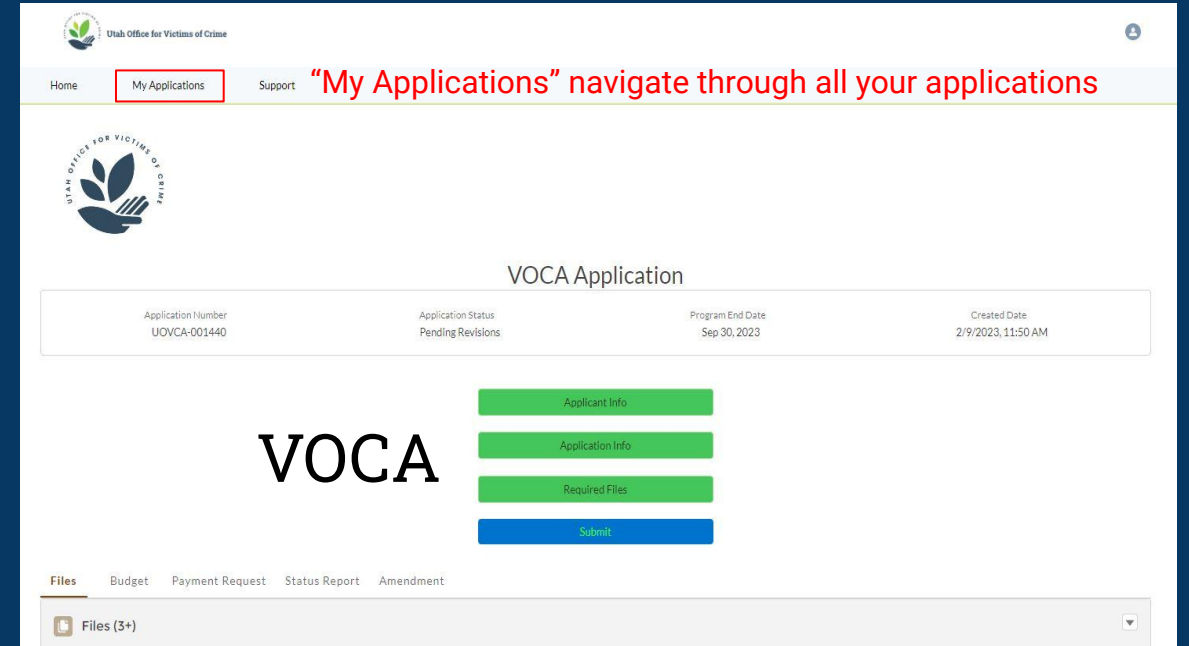
Application Number UOVCA-001418	Application Status New	Created Date 1/6/2023, 8:11 AM
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**VAWA**

- Applicant Info
- Application Info
- VAWA Info
- VAWA Info Part II
- Required Files
- Submit

Files Budget Payment Request Status Report Amendment

Files (3+)



UTAH OFFICE FOR VICTIMS OF CRIME

Home **My Applications** Support "My Applications" navigate through all your applications

## VOCA Application

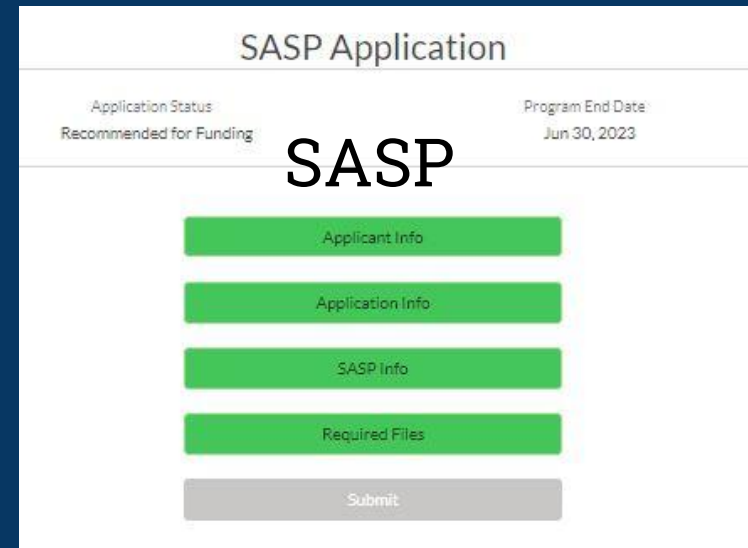
Application Number UOVCA-001440	Application Status Pending Revisions	Program End Date Sep 30, 2023	Created Date 2/9/2023, 11:50 AM
------------------------------------	---	----------------------------------	------------------------------------

**VOCA**

- Applicant Info
- Application Info
- Required Files
- Submit

Files Budget Payment Request Status Report Amendment

Files (3+)



## SASP Application

Application Status Recommended for Funding	Program End Date Jun 30, 2023
---	----------------------------------

**SASP**

- Applicant Info
- Application Info
- SASP Info
- Required Files
- Submit



# Applicant Information

Applicant Info

Organization

Organization Name  
AgencyTest

Phone

Website

Mailing Address  
Mailing Street

Mailing City

Mailing State

Mailing Postal Code

Mailing Country

County

Unique Entity Identifier (UEI)

Tax ID/Employer Identification Number (EIN)

Primary Point of Contact

Cancel Save

## Organization Information

- Page 14 of VOCA instructions
- Page 14 of VAWA instructions
- Page 11 of SASP instructions
- DUNS IS NOW EIN
- Address must match W-9



# Applicant Information

## Points of Contact

Enter data, might have saving error if an existing agency, will rectify during revisions



Applicant Info

Primary Point of Contact

First Name

Pauli

Last Name

Romine

Title

test

Phone

385-472-3070

Email

promine@utah.gov

Financial Point of Contact

First Name

Pauli

Last Name

Romine

Title

Test

Phone

385-472-3070

Email

promine@utah.gov

Cancel

Save

# Applicant Information

Applicant Info

Project

Project Short Title ⓘ  
Pauli VOCA Test App

Project Short Description ⓘ  
Test

Project Period Start Date  
Jul 1, 2023

Project Period End Date  
Jun 30, 2025

Indirect Cost Percent  
12.00%

Countries Served

Available

Beaver  
Box Elder  
Cache  
Carbon

Chosen

Statewide

Congressional District Served

Available

1  
2  
3

Chosen

Statewide

Cancel Save

## Project

- Yellow : “[Agency Name] VOCA/VAWA/SASP Grant 2023-2025”
- Blue: 1-2 sentences about project
- Green: Indirect percentage, 0 if no indirect
- Project Dates:  
July 1 2023 - June 30 2025

# Applicant Information

## Project Continued

- Grey areas autofill with CFDA number, ID number etc.
- Choose the implementing agency type
- Volunteers: VOCA your *grant* project does not need to use volunteers but your *AGENCY* DOES, VAWA and SASP no volunteer requirement
- Don't forget to SAVE

The screenshot shows a web form titled "Applicant Information" with a "Project Continued" subtitle. The form contains several fields: "Statutory Authority for the Grant" (dropdown menu with "Office for Victims of Crime (VOCA)" selected), "CFDA Number" (text field with "16.575"), "Application ID Number" (empty text field), and "Award ID Number" (empty text field). Below these are "Implementing Agency Type" (dropdown menu with "Criminal Justice Agency" selected) and "Does your agency utilize volunteers" (dropdown menu with "Yes" selected). A large red circle highlights the "Implementing Agency Type" and "Does your agency utilize volunteers" fields. A yellow circle highlights the "Cancel" and "Save" buttons at the bottom right of the form.

Statutory Authority for the Grant

Office for Victims of Crime (VOCA)

CFDA Number

16.575

Application ID Number

Award ID Number

Implementing Agency Type

Criminal Justice Agency

Does your agency utilize volunteers

Yes

Cancel Save

# Application Info

## Statement of Problem, Need & Collaboration

Page 13 of VOCA instructions

Page 14 of VAWA instructions

Page 11 of SASP instructions

1. Mission/Purpose of agency, programs offered, who serve
2. Victim needs (NOT AGENCY NEEDS)
3. Other programs/agencies in area, coordination efforts, going well and gaps
4. Underserved/Specific populations in region, Organization is qualified to serve, meaningful services
5. Program plan and budget correlate, new innovative practices
6. Improve coordination WITH OTHER AGENCIES, and attached coordination letters
7. Success and how to measure it-THIS IS FOR YOUR GOALS and OBJECTIVES fill this out with your goals and objectives in mind



# Certification of Consultation and Coordination

- Pages 19 of VOCA, 21 VAWA, page 17 of SASP
- Taking the place of VOCA “letters of support”
- Taking the place of VAWA collaborative project and letters of collaboration
- This is a new requirement for SASP
- Collaboration and coordination are very important to federal govt grants
- MDT/CCR meetings don’t count
- Need to meet and have done BEFORE application submission, it is a required attachment
- Need to be able to say/prove/report that you coordinated/collaborated during the program period
- Required to meet with 3 agencies and create a plan to address strengthen victims services between your agencies/within your area/address gaps in victims services/overcome barriers for victims/barriers between agencies



# Application Info

## Agency Capacity

- Page 14 of VOCA instructions
- Page 15 VAWA instructions
- Page 12 of SASP instructions
- Agencies are required to maintain data
- Who will keep programmatic data?
- Who will keep financial data?
- Articulate qualifications for both parties and how agency confirms the employees are qualified
- **\*NEW\*** attach job description of staff **associated with project**, even if not grant funded



# Application Info

## Record of Providing Effective Services

- Page 14 of VOCA instructions
- Page 15 of VAWA instructions
- Page 12 of SASP instructions
- For both new and returning agencies NARRATIVE ONLY, nothing to attach.
- For returning agencies:
  - Address each objective, want to see why met or not met
  - if changing numbers or goal itself address changes, explain why changing
- Must answer volunteer question.
  - VOCA *grant* project does not need to use volunteers but your AGENCY DOES, VAWA and SASP no volunteer requirement
  - Explain how volunteers will be used, or if not, explain why VOCA, VAWA and SASP



# Application Info

## Additional Resources

- Page 14 of VOCA instructions
- Page 15 of VAWA instructions
- Page 12 of SASP instructions
- Describe past, current and future efforts to secure alternative program funding
- Percent of VICTIMS SERVICES agency budget that is VOCA, VAWA and/or SASP





# Application Info

## Additional Resources

- List ALL victims program funding including match (federal, state, private-everything)
- Attach current agency budget in required files, if system based, just your victims services department budget
- “Add Resource” button saves each resource to the list
- “Save” at bottom saves work done on application

### Application Info

#### ADDITIONAL RESOURCES

Please describe the efforts being made by your agency to secure alternative funding sources to sustain programs in the event of a decrease in grant funds.

Please indicate what percentage of your agency budget for victim service programs is being funded by UOVC administered grant funds.

Test

40%

#### List Resources

Please complete the following fields to add all funding sources used to support victim service programs. You must click "Add Resource" below to add your source before saving your application, otherwise changes will be lost.

Source Description

Start Date

End Date

Amount

Source Type

How will this resource be used?

Add Resource

**Adds each new resource to list**

	Source Description	Amount	Start Date	End Date	Source Type	How will this resource be used?
Delete	county attorney	100000	2023-07-01	2025-06-30	State	Test

**Saves progress of whole application**

Cancel

Save

# Application Info

## Program Plan & Evaluation AKA: Goals and Objectives

### Goals

Format is same across all 3 grants, some grants have more goals, some less

Instructions pages 16 for VAWA, 15 for VOCA and page 12 for SASP

Application Info

PROGRAM PLAN & EVALUATION

Please complete the following fields to add goals and objectives to your application. You must click 'Add Objective' below to add your objective before saving your application, otherwise changes will be lost.

Goal

☐ 1. Informational & Referral

☐ 2. Personal Advocacy/Accompaniment

☐ 3. Emotional Support or Safety Services

☐ 4. Shelter/Housing Services

☐ 5. Direct Services Support

☐ 6. Criminal/Civil Justice System Assistance

Goal Type

Available

Objectives

Chosen

Quantitative number will measure

--None--

Quantitative Number served by this Goal Yr 1

Quantitative number served by this Goal Y2

Please describe your activities and methods in achieving this goal.

Provide name of individuals performing this goal.

Add Objective

		Program	Program Purpose	Goal Type	Number Served by this Goal Year 1	Number Served by this Goal Year 2	Quantitative number will measure	Activities and Methods in achieving this goal	Name of individuals
Delete	Edit	VOCA	Informational & Referral	Information about the Criminal Justice Process	10	10	Services	test	individuals OR positions

Cancel

Save

# Application Info

## Program Plan & Evaluation AKA: Goals and Objectives

**\*This example is SASP but format is same for all grants.**

### PROGRAM PLAN & EVALUATION

Please complete the following fields to add goals and objectives to your application. You must click "Add Objective" below to add your objective before saving your application, otherwise changes will be lost.

**Choose your goal**

Goal

- ☐ 1. Information/Materials (develop, revise, distribute)
- ☐ 2. Civil Legal advocacy/court accompaniment
- ☒ 3. Counseling/Support Group
- ☐ 4. Criminal Justice Advocacy/court accompaniment
- ☐ 5. Crisis intervention
- ☐ 6. Employment counseling
- ☐ 7. Financial counseling
- ☐ 8. Hospital/clinic/other medical response
- ☐ 9. Job Training
- ☐ 10. Language Services
- ☐ 11. Material assistance (clothing, food, personal items, etc)
- ☐ 12. Transportation
- ☐ 13. Victim/Survivor advocacy
- ☐ 14. Hotline calls/information and referral
- ☐ 15. Protective Orders/Restraining Orders

Goal Type

**Choose objectives for that goal**

Should be "objectives", not "goal type" labelled incorrect in system

Objectives will populate here  
once "goal" is chosen

Click arrow to add them here

- Goal is broad, one of 6, 20 or 15 main categories (grant dependent)
- Checkmark the goal to open up objective options
- Objective is specific statement of what will be accomplished. Pick as reasonable from drop down.
- Combine like objectives into one goal
- Reasonable goal(s) and objectives for your program
- Don't pick too many objectives

# Application Info

## Program Plan & Evaluation AKA: Goals and Objectives

- Make goals meaningful, measurable, done by **allowable grant funded staff only on grant allowable hours**
- Do this section with #7 in mind, these two sections must correlate and support one another
- Reduce numbers: if decreased grant funds, or took match off grant

Quantitative number will measure **Quantitative number will measure**

Quantitative Number served by this Goal Yr 1 **# Served YEAR 1**

Quantitative number served by this Goal Y2 **# Served YEAR 2**

Please describe your activities and methods in achieving this goal.

**Activities and Methods, what is being done, step by step?**

Provide name of individuals performing this goal.

**Positions performing this goal, must be grant allowable**

**Add Objective** **Add objective saves each new goal/objective and adds it to the list below**

Program	Program Purpose	Goal Type	Number Served by this Goal Year 1	Number Served by this Goal Year 2	Quantitative number will measure	Activities and Methods in achieving this goal	Name of individuals
SASP	Counseling/Support Group	Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police and criminal proceedings;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	35787	5676787	Services	test	Luke
SASP	Victim/Survivor advocacy	24 hour hotline services providing crisis intervention services and referrals;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;Community based, culturally specific services and support mechanisms, including outreach activities for underserved communities and	1	2	Victims	leg rugl ajijr	Bob
SASP	Employment counseling	Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police and criminal proceedings;Community based, culturally specific services and support mechanisms, including outreach activities for underserved communities and	20	20	Victims	Testing for SASP	Testing for SASP

**A save button here does not save each goal, only saves progress on the application.**

Cancel

# Application Budget

July 1, 2023 to June 30, 2025 Funding Cycle



- This is a two year grant with two separate budgets
- Budget should be reasonable and applicable to the program plan
- All costs must be grant allowable
- Remember to consider all current year budget limitations
- All expended funds must have proof of purchase
- Budget instructions can be found here: [Budget Instructions](#)



# Budget Resources

















- VOCA / VAWA / SASP Application Instructions
- [GSA Travel](#)
- [State of Utah Travel Policy](#)
- [In-State pre approved trainings list](#)
- [UOVC FY 24 - 25 Budget Instructions](#)
  - It is highly recommended that you follow along with these budget instructions as you create your budget. This document contains detailed definitions and information.



Year Year 2 **Be sure to create a Year 1 AND a Year 2 budget using the dropdown option**

Total Federal Direct: \$0.00  
 Remaining Federal Budget: \$0.00  
 Total Match Budget: \$0.00  
 Remaining Match Budget: \$0.00  
 Match Percentage: %  
 Indirect Percentage: 0%

**Budget amounts will be calculated as your budget is created**

Category	Total Federal Dir...	Remaining Federal	Total In-Kind	Remaining In-Kind	Total Cash Match	Remaining Cash ...		
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Contracted Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

## Personnel

Planned Employees Attending

Funding Source

Federal

✓ Federal

In-Kind Match

Cash Match

ADDITIONAL DETAILS

Award Budget Detail Name

AWD-BGT-DTL-039706

Award Budget Category

AWD-BGT-030916

Total Budget

Title

Grant/Match Yearly Salary

Cost Category Name

Personnel

Funding Year

Year 2

Save

Close

Budget instructions include definitions and instructions for each category

## Training

Award Budget Detail Name

AWD-BGT-DTL-039707

Award Budget Category

AWD-BGT-030922

Total Budget

\$0.00

Training Name

Per Diem

Number of Days

Number of Rooms

Award Sub-Grantee Account

YCC Family Crisis Center

Cost Category Name

Training

Funding Year

Year 2

Grant Positions Attending

Registration Amount

Hotel Rate

Number of Staff

Funding Source

Federal

Record Type

Training

Save

Close





# Personnel

Personnel - agency staff responsible for carrying out the grant allowable tasks derived from your program plan. Total position fund is continued from current cycle.

- Staff Name or “New” if not yet hired
- Staff Title
- Source of Funding (Federal, In-Kind, Cash Match)
- Total annual salary information only. No hourly info will be added.
  - Total Agency Salary - total salary from all funding
  - Grant/Match Yearly Salary - amount requested from this grant funding

Identical positions can be grouped together IF they are paid at the same rate and have the same title. Guidance regarding meaning FTEs (.25 and above ) per employee should still be followed, even for grouped positions. Total yearly salary should represent the total for all grouped employees.



# Fringe Benefits

Fringe Benefits - should be based on actual known costs or an established formula. Only personnel listed in the personnel section are eligible for benefits. Additionally, personnel are only eligible for benefits equivalent to the grant percentage of time devoted to the project:

- You must enter all personnel information first in order to be able to use the search icon for award detail name. (must be on correct funding source to work properly)
- Award Detail (Name Search)
- Yearly Agency Benefit Cost = Total amount paid from all sources.
- Yearly Grant/Match Benefit Cost = the amount requested from the grant application.
- Fringe percentage requested should be equal or less than the personnel percentage requested. Example: If an employees salary is 75% grant funded, you can request 75% or less of fringe benefit costs
- Select the Funding Source (Federal, In-Kind Match, or Cash Match)
- Use the picklist for each benefit type.



# Travel

Travel - Rates must be standard across all funding sources and applied equally to grant and non-grant funded personnel. Travel related costs must be necessary and reasonable.

- Review provided resources for current allowable rates.
- You need to provide your agency policy on travel.
- Grant funds can be reimbursed up to the amounts listed on your policy as long as they do not exceed the federal GSA, reference:  
<https://gsa.gov/travel-resources>.
- If your agency does not have a travel policy than you may utilize the State of Utah Travel policy which would need to be applied to grant and non-grant funded personnel. Reference:  
<https://finance.utah.gov/state-travel-a-2/cornerstone-draft-2/>



# Travel

## Reminder of Budget Limitations:

**REMINDER**

- Have separate line items for training-related travel and victim-services-related travel
- No funding caps on victim-services-related travel, however, a comprehensive justification for the need is required
- Requested travel should be reasonable and based on previously awarded amounts.
- No out-of-state travel.



# Equipment

Equipment - The federal definition of equipment is non-expendable items with an acquisition cost of \$5,000 or more per unit.

- Due to decreases, no new equipment purchases will be allowed.
- Equipment should be utilized for match only.
- Should be prorated to UOVC program use.
- Prorated formulas should be attached to the application
- Records for real property and equipment acquired with Federal funds must be retained for 3 years after the final disposition, replacement, or transfer and available upon request. (Equipment Summary)



# Supplies

Supplies - List UOVC allowable items that support the activities of the program plan.

- Enter item name, description, unit price and quantity.
- Group similar supplies together (Office Supplies & Training Supplies)
- Grouped supply list should be itemized in Item and description line and on the budget justification form.
- Large items must be listed separately and clearly identified prorated.
- Supplies must be expendable or consumed during the course of the project.



# Supplies

## Reminder of Budget Limitations:



**REMINDER**

- There will be no new ongoing expenses allowed, for example: cell phone bills, utilities, victim tracking systems, etc.
- Consumable office supplies will be limited, a thorough justification for each item will be required.



# Contracted Fees

Contracts with Individuals and Organizations - Rates must be standard across all funding sources.

- Types of Service - Mental Health, Legal Assistance, Interpreters
- Name of contractor or organization
- Hourly or Daily Rate ( Max \$81.25 or \$650 per Day ) provide documentation if other rate negotiated.
  - all rate amounts must be CLEARLY stated and broken down on to individual lines.
- Quantity of Time
- If available, contracts should be attached to the application

## Reminder of Budget Limitations

- UOVC can no longer pay for contractors training, travel, equipment, or supplies.
- Budget justifications will need to show a higher standard of explanation for the hours they are requesting.
- Cancellations or no show fees need to be paid at a lower rate.

**REMINDER**





# Training

## Training - Itemize training expenses by specific purpose

- Name of training - Do not use TBD.
  - Trainings from preferred in-state list can be grouped together under “In State approved training”
  - Other trainings requested need to be listed separately with documentation attached.



- Planned employees / positions attending
- Registration
- Per Diem
- Hotel
- Number of Days
- Number of Staff
- Number of Rooms

### Reminder of Budget Limitations:

- There will be **no out of state training** approved.
- Registration for virtual trainings held out of state are allowable.

**REMINDER**



# Other

Other - Monies that are allocated to assist victims of crime for emergency purposes that do not fit into other categories.

- Emergency Funds (Clothing, food, shelter, transportation, other)
- Direct Aid / Housing Programs (Rent, moving expenses, vital documents, relocation/travel costs,) No mortgages, debt, fines, fees, late charges etc.

## Consideration for Funding

- The agency must have a policy specifically on how gift cards, vouchers, bus passes, and any other emergency expense, will be purchased, tracked, and disbursed.
- You may not reallocate emergency funds to another category.
- Emergency funds must follow all federal specific rules in the aforementioned sections.



# Other

## Reminder of Budget Limitations:



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

Indirect Costs - To indicate that your agency will be taking indirect costs, in the Applicant Info of the application, enter either the 10% de minimis rate or your agency's federally negotiated rate. If your agency's federally negotiated rate requires further budget limitations, other than the equipment category, reach out to the UOVC team for assistance. Letter stating Federally negotiated rate must be uploaded to files section at the time of application and ongoing as needed.

## Designated Indirect Costs

- Utilities
- Rent
- Insurance (building, liability),
- Office phone
- Internet
- Administrative staff (including directors and financial staff)
- Audit costs.

*If an agency chooses to request these costs either as a match or a direct grant expense, they must do so at a pro-rated 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.



# Budget Justification

## *Budget Justification Form*

- A complete, itemized, operational project budget **narrative** must be completed.
- **Must indicate areas of budget that have been increased or decreased.**
- Justification should **clearly indicate** that the items being requested are essential to the achievement of the stated objectives.
- Should Include match and in-kind sources, including how the cash value was determined.
- [Budget Justification Form](#)
- Upload the form to the application as an attachment.

This is an extremely important section. Failure to accurately describe budget line items may result in a reduction of requested costs.



## Budget Justification

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 three parts. The summary tab should be filled out first using financial information from your current award if applicable and Y1 and Y2 proposed budgets. Once the summary tab is completed, fill out the Y1 and Y2 budget detail tabs in their entirety. VOCA applicants should fill out match information. Budget amounts will be calculated on all tabs. Additional space is available on the notes tab if needed.

Award	Where can the requested <b>current award</b> amounts be located?	Date range requested
VOCA	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.	July 1, 2022 - June 30, 2023
VAWA / SASP	VAWA/SASP "current award" is requested to be the last year's total grant award (Jan - Dec 2022) before the extension period. Use your 2022 ledger budget and balance tab to obtain this financial information. Contact your program administrator if you have questions.	Jan 1, 2022 - Dec 31, 2022
New Agencies	Current award amount is \$0 for any agency without a current grant	N/A

	Current budget Amounts	Year 1 - FY24 Proposed	Year 2 - FY25 Proposed
	VOCA (7/1/2022 - 6/30/2023)	(7/1/2023 - 6/30/2024)	(7/1/2024 - 6/30/2025)
	VAWA & SASP (1/1/2022 - 12/31/2022)		
Personnel	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contracted Fees	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

FY24 difference FY25 difference

\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00  
\$0.00 \$0.00

### VOCA ONLY

The VOCA Fix required states and the Commonwealth of Puerto Rico to waive match for subrecipients beginning on March 1, 2020 and ending one year after the conclusion of national emergency period. Additionally, OVC further extended 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.

Are you utilizing the available match waiver?

☐ YES ☐ NO

Year 1 MATCH amount	Year 2 MATCH amount
(7/1/2023 - 6/30/2024)	(7/1/2024 - 6/30/2025)
\$0.00	\$0.00

Enter match if applicable

Personnel and Fringe Year 1		
Current budget	YEAR 1 FY24 Proposed	YEAR 1 FY25 Proposed
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

Explain in detail the financial changes in this category of your grant. Explain any increase or decrease in your proposed budget from the previous year's budget.

If you are requesting funding for **Personnel and Fringe** in Year 1, you must fully explain and justify the need for the request. Provide calculations and details regarding both salary and fringe. Please justify and address all potential supplanting concerns. If more space is needed, use notes tab.

Other Year 2		
Current budget	YEAR 1 FY24 Proposed	YEAR 2 FY25 Proposed
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

Explain in detail the financial changes in this category of your grant. Explain any increase or decrease in your proposed budget.

If you are requesting funding for **Other Year 2**, you must fully explain and justify the need for such. Such as in the "Other" category. If you are requesting set aside in emergency funds, attach your agency's policy for distributing emergency funds. Please justify and address all potential supplanting concerns.

Notes	





# Budget Justification Tips

Please be clear, concise and transparent.

“This is not supplanting” does not provide adequate information.

Your budget justification form is reviewed during the SME process and throughout the lifetime of your award by your grant analyst and also auditors to determine if costs are allowable. It is also helpful for internal use.



# Certified Assurances & Grant Conditions





# Certified Assurances

Upon entering into a grant agreement, each applicant agency must agree to the Certified Assurances and Grant Conditions.

SECTION A: Certified Assurances - Following federal financial and reporting requirements regarding contracts with the federal government.

SECTION B: Grant Conditions - Following specific requirements of UOVC and VOCA/VAWA/SASP while managing the grant.

SECTION C: Special Conditions - Additional conditions applying to the grant.

SECTION D: Specific Grant Conditions - SASP, VAWA and VOCA

SECTION E: Office for Civil Rights - Ensuring equitable access to services and enforcement of civil rights.

SECTION F: Additional Forms & Signing - EEOP, Rape Crisis Mandate, and Indirect Costs.

***It is required that an agency's authorized official read and sign these documents, however it is highly encouraged that all those who are responsible for making decisions for your grant programs also read and understand these requirements.***



# Confidentiality, PII, & Victim Releases

## A5. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)

- The recipient must have written procedures in place to respond in the event of an actual or imminent breach of personally identifiable information (PII). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to a UOVC Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## A18. Confidentiality and Information Sharing

- The recipient agrees to comply with the provisions of 34 U.S.C. § 12291 (b)(2), non-disclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.



# Equal Opportunity & Civil Rights Compliance

In order to receive grant funds, a successful applicant agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of Utah pertaining to civil rights and equal employment opportunity.

- This includes a grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, **sexual orientation, or gender identity**.
- Agency's **must have written procedures** to address discrimination complaints filed against recipients, methods to monitor recipients' compliance with civil rights requirements, and a program to train recipients on applicable civil rights laws.

Civil Rights training will be available on the UOVC website within two weeks after the RFP training.



# Language Access

In Compliance with the Department of Justice Executive Order 13166, the subrecipient shall take reasonable steps to provide limited English proficient (LEP) persons with meaningful access to all services, programs or activities conducted. The subrecipients shall have a comprehensive written plan in place that ensures that communications between their organization and the LEP person are not impaired. Said plan should include the following:

1. Self-assessment within an organization to ensure effective communication at all points of contact between recipients with limited-English proficiency and your agency and partners.
2. A policy statement which provides the purpose and expectations of the organization and its employees in providing:
  - a. Legal authorities & definitions;
  - b. Language identification & notification of language access;
  - c. Complaint process for in-person and telephonic interpreters;
  - d. Training for staff/volunteers/other personnel to be trained on the language access plan;
  - e. Notification of the availability of language access programs and activities to the public; and
  - f. Monitoring and compliance.



Language Access training will be available on the UOVC website within two weeks after the RFP training.



# SAM, Employment Eligibility Verification

- Requirements Related To System for Award Managements and Unique Entity Identifiers
  - The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, and well as maintaining current information in SAM.
- Employment Eligibility Verification for Hiring Under the Award
  - The recipient must ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).



# Finalization of Contract

- The grantee shall submit the contract within 90 days of contract beginning date. Funds authorized through the Request for Proposal and final approval process may be null and void after the 90 day period.
- This is required for VOCA, VAWA, and SASP.



# Activities that Compromise Victim Safety

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving UOVC funded services;
- Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; or
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection)



**VOCA \* VAWA \* SASP**

# Special Conditions



**REMINDER**

- The subgrantee assures that they will provide services, at no charge, through the grant funded project.
- The sub-recipient agrees that if it currently has an open award of federal or state funds or if it receives an award of federal or state funds other than this UOVC award, and those award funds have been or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this UOVC award, the sub-recipient will promptly notify, in writing, the grant manager for this UOVC award, and if so requested by UOVC, seek a budget amendment to eliminate any inappropriate duplication of funding.



Certified Assurance & Grant Conditions - Section C: Special Conditions, pages 30-31



# VAWA Specific Grant Conditions

- Publication disclaimer
  - “This project was supported by Subgrant No. \_\_\_\_\_ awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice’s STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state of the U.S. Department of Justice.”
- Response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence
  - Have a written policy that addresses:
    - allegations of workplace-related incidents
    - workplace supports
    - adjudications

[Workplace-Related Sexual Misconduct & Domestic/Dating Violence Training](#)



# VOCA Specific Grant Conditions

- The subgrantee agrees to submit a Subgrant Award Report (SAR) to OVC for each subgrantee of the VOCA victim assistance funds, within ninety (90) days of awarding funds to subgrantees. States and territories are required to submit this information through the automated system.
- The subgrantee agrees to submit performance reports on the performance metrics identified by OVC, and in the time and manner required by OVC, namely in the OVC Performance Metrics Platform. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.



# SASP Specific Grant Conditions

1. Use of Funds for Direct Intervention and Related Assistance
2. Out of Scope Activities
3. Publications Disclaimer for SASP Recipients
4. Requirements for Recipients Providing Legal Assistance
5. Response to Workplace-related Incidents of Sexual Misconduct, Domestic Violence and Dating Violence
  - a. Have a written policy that addresses:
    - i. allegations of workplace-related incidents
    - ii. workplace supports
    - iii. adjudications

[Workplace-Related Sexual Misconduct & Domestic/Dating Violence Training](#)



# Rape Crisis Counselor Mandate for the State of Utah

**The** Utah Office for Victims of Crime requires all non-profit organizations (501(c)3) receiving grant funding who provide rape crisis services to certify their compliance with the Confidential Communications for Sexual Assault Act, Utah State Judicial Code 77. All Sub grantee staff and volunteers who provide direct services to victims of sexual violence must complete 40 hours of training in assisting victims of sexual assault. Training to certify as a Rape Crisis Counselor must be provided by a Utah Rape Crisis Program or a State Sexual Assault Coalition.

**Confidential Communications for Sexual Assault Act**

**Utah State Judicial Code Section 77-38-201-204**



# Privileged Communications with Victim Advocate Mandate

**The** Utah Office for Victims of Crime requires all non-profit and government organizations receiving grant funding, who provide direct services to crime victims, to certify their compliance with the Privileged Communications with Victim Advocates Act. All subgrantee staff and volunteers who provide direct services to victims of crime must complete 40 hours of trauma-informed training in crisis response, the effects of crime and trauma on victims, victim advocacy services and ethics, informed consent, and this part regarding confidential communication. Training must be approved or provided by the Utah Office for Victims of Crime.

## Privileged Communications with Victim Advocates Act

Utah State Code of Criminal Procedure Section 77 38 401-405

### H.B. 53 Victims Communications Amendment

### Approved Trauma Informed Training



# Signing the Certified Assurances & 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.
- Carefully review all of the Certified Assurances & Grant Conditions. It is imperative to know what you are going to have to should you get UOVC funding.
- If application is awarded, all certified assurances need to be signed by the authorized official (board chair, mayor, city council, or county commission).
- Certified Assurances and Grant Conditions will be sent to the authorized official via DocuSign during the grant award process.
- The Certified Assurances can be downloaded via the UOVC website.



# CA/GC Acknowledgement

Required Files

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Required VAWA Documents

[VAWA 2023-2025 Documents](#)

Applicant acknowledges that they have read and understand the **VAWA** Certified Assurances and Grant Conditions and that if funds are awarded, the **VAWA** Certified Assurances and Grant Conditions will need to be signed by the Agency's Authorized Official as part of the award agreement.

Acknowledgement  
☒

This is the same process for all three grants.



# Required Files & Additional Documents



# Required Documents

- **Job Descriptions**
  - Upload for all staff that are associated with proposed project. This includes matched positions, federally funded positions, administrative positions, financial positions, etc.
- **Agency Budgets**
  - Upload information regarding any budgets that are used to fund your victim service program.
- **Budget Justification Form**
  - It is imperative that all line items are adequately justified in your Budget Justification Form
- **Organizational Chart**
  - Does not need grant funded hours or matched hours listed. However all staff associated with the project should be listed on the organizational chart.
- **Certification of Consultation/Coordination**
  - For VOCA - In place of your Letters of Support this cycle. For VAWA - In place of your Collaborative Project and Letters of Collaboration. For SASP - This is a new requirement this cycle.
- **IP Justification Form (Required for VAWA)**
  - Applicants must show how their proposed project aligns with the Statewide Implementation Plan.
- **VOCA Required Questions (Required for VOCA)**
  - Keep in mind that this has been updated for this grant cycle. Carefully review before submitting.



# Additional Documents

- **Roster of Gov Board**
  - Required for non-profit organizations only
- **Verification of 501(c)(3) status**
  - New, non-profit organizations only
- **W-9**
  - New applicants only
- **Agency 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.



# Additional Documents, Cont'd

- **Agency Emergency Funds Policy**
  - If your agency is requesting emergency funds, attach your agency policy.
- **Rental Deposit Policy** - VOCA only, if applicable
  - Although security deposits are an allowable expense, UOVC is not offering this option at this time. In order to explore the feasibility of managing security deposits, UOVC is allowing agencies who have participated in the Survivor Driven Housing pilot program to include security deposits in their housing grant. Agencies who would like to apply for this option need to include in their application a policy outlining how their agency will distribute and collect security deposits, as well as an explanation of how they will manage them in their accounting procedures.
- **Sexual Assault Set-aside Compliance** - VAWA only, if applicable
  - [SA Set-Aside Compliance Form](#)
- **Delivery of Legal Assistance** - VAWA only, if applicable
  - [Delivery of Legal Assistance Requirements](#)
- **Standards of Care** for Rape Crisis Programs - if applicable
  - [Utah Standards of Care](#)



# RFP Timeline

Action	Responsibility	Date
Grant Training Online Webinar	UOVC	3/13/2023
Deadline-Register in UOVC GMS Deadline-Intent to Submit Form	Applicant	4/25/2023
Questions/Technical Support	Applicants	Ends 4/28/2023
<b>Submission of Grant</b>	<b>Applicant</b>	<b>5/3/2023, 11:59 PM</b>
UOVC Screening and Allocation Process & Final Board Approval	UOVC/ UOVC Board	5/4/23 - 6/15/2023
Preliminary Award Notifications and Revisions	UOVC/ Applicants	6/27/2023
Grant Program Begins	UOVC	7/01/2023



# Thank you!

