



2024 - 2025 Utah Victim Service Program (UVSP) State Funded Continuation Grant Application Instructions

Deadline

June 17, 2024

**UVSP State Grant Funding Program Coordinator
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PROGRAM DESCRIPTION

Overview of the Utah Victim Service Program UVSP Funding

The priority for this funding is to ensure that core services for all crime victims are available throughout the state, more specifically in the areas of criminal justice victim advocacy programs, legal services for crime victims, and programs that assist underserved victims of crime.

Priority Areas

Criminal Justice Programs

The general purpose of this contract is to provide state funding to a criminal justice system based advocacy program within the specified county or jurisdiction outlined above. The program should employ Criminal Justice System Victim Advocates (CJSVA) as defined as an employee authorized by a government agency that possesses a role or responsibility within the criminal justice system, and has a primary responsibility to address the mental, physical, and/or emotional recovery of victims. See Utah State Code 77-38-403. The CJSVA provides crisis intervention, support throughout the criminal justice process, and connects victims of crime to resources. The CJSVA acts as a liaison between the victim, the criminal justice system, and allied agencies that are focused on system improvement. The CJSVA ensures the victim's rights are upheld and honored.

In order to ensure that core services are being provided for all victims in the criminal justice system, UOVC has established the following standards to be implemented in every one of the criminal justice victim advocacy programs that will receive state funding:

- Advocate for all types of crimes, and not solely focus on one area of victimizations.
- Actively listen to and collaborate with the victim to address their mental, physical, and/or emotional needs for recovery.
- Recognize the interests of the victim as a primary responsibility.
- Act as a liaison between the victim and law enforcement officers and/or prosecutors.
- Provide crisis intervention (e.g. on-scene response, walk-in crisis assistance, and/or hotline calls)
- Review police reports and/or court records to provide follow-up contact and resources to victims of crime.
- Educate, notify, advocate, support, and/or accompany the crime victim throughout the criminal justice process.
- Inform crime victims of their constitutional rights and ensure their rights are upheld.
- Safety plan with the crime victim initially and consistently.

- Address the need for orders of protection and assist with obtaining civil orders of protection, criminal orders of protection, and/or jail release no contact orders.
- Assist victims with pre-sentence investigation reports, victim impact statements, reparation applications, and/or restitution efforts.
- Inform victims about the automated victim notification systems (VINE)
- Connect victims with community resources for additional support.
- Ensure victims receive services and assistance in their language and utilize certified interpreters in criminal justice proceedings.
- Understand and respect values, attitudes, beliefs, and customs that differ across cultures, and respond appropriately to these differences when assisting victims of crime.
- Intervene with employer, creditor, landlord, or academic institution.

In addition to the core services to be provided above, victim advocates shall have knowledge of the State of Utah Criminal Justice System and Victims' Rights Act; policies, practices, and techniques of crisis intervention; trauma informed response modalities, and practices; and cultural awareness and language access best practices. Victim advocates will also increase collaboration and communication with law enforcement agencies, courts, legal representatives, children's justice centers, and community-based programs. Last, victim advocates shall have the responsibility to:

- Be the regional advocate liaison for mass casualty victim response plan.
- Strengthen the advocacy response to criminal justice crime victims in the region.
- Complete 40 hours of trauma informed training per Utah Code [77-38-403](#)
- Coordinate with the Victim Rights Chair in each corresponding judicial district for victim's rights complaints and remedies.

Legal Programs

This funding provides a crucial baseline level of legal services for all crime victims across the state of Utah to ensure safety of those victims and lend toward justice. Victim services may be in the form of orders of protection, victims rights, immigration, family law, and other civil matters.

Underserved Programs

Utah is home to a number of diverse populations. Unfortunately, there are many whose access to victim services is extremely limited. To make matters worse, individuals who are a part of underserved communities are at greater risk to become victims of crime. This funding supports victims services that are specific to the unique needs of underserved victims.

Activities That May Compromise Victim Safety

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

AWARD INFORMATION

Award Summary

Funding Type:	Grant
Estimated Total Funding:	\$1,900,000
Expected Number of Awards:	32
Award Type:	Continuation
Continuation Application Due:	June 17, 2024
Start Date:	July 1, 2024
Length of Award Period:	12 months

Sequence of Events – Timeline

Action	Responsibility	Date
Deadline - Intent to Submit Letter	Applicant	4/25/2024
Funding Announcement	UOVC	5/17/2024
Certified Assurances Training Available	UOVC	~6/10/24
Submission of Continuation	Applicant	6/17/2024
UOVC Review & Revisions	UOVC	6/17/2024 – 6/30/2024
Grant Program Begins	UOVC	7/1/2024

Training

Recorded training regarding the Grants Management System and the State Certified Assurances and Grant Conditions will be available. The State Certified Assurances and Grant Conditions training will require that the grant manager point of contact and grant financial point of contact both review the training and certify that they have watched the training and are familiar with the certified assurances and grant conditions. This certification will be due on or about the same time the Certified Assurances are being sent for agency authorized official signature, about July 1st once grants have been reviewed and finalized for award.

[Walkthrough of How to Apply for the State SVSF on Utah GMS](#)

[PDF Instructions How to Apply for the State SVSF on Utah GMS](#)

Link for State Certified Assurances and Grant Conditions Training -Coming Soon

Utah Grants Management System (GMS)

Grant point of contact must be able to access the Utah Grant Management System (GMS). POC's will contact Pauli Romine promine@utah.gov 385-472-3070 for help obtaining access to the GMS system.

You will need to log in to the system here: <https://utvictimsocrime.force.com>

Funding Plan/Availability of Funding

Total available funding for this RFP is **\$1,900,000 (over one year)**. Agencies will receive the original level of funding that was allocated in the 2023-2024 grant year minus any one time funding. **All allocation decisions made by UOVC are final.**

Term of the Award

The term of the contract is July 1, 2024 - June 30, 2025.

ELIGIBILITY INFORMATION

Eligible Applicants

Applicants must be criminal justice system based advocate programs, programs that serve underserved populations or legal victim services programs that were awarded state funded grants in the 2023-2024 state grant funding year.

Applicants must continue to be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. Eligible crime victim assistance programs must comply with the following requirements:

1. An agency must be a public or a non-profit organization or a combination thereof, which provides direct services to crime victims;
2. Demonstrate a record of providing effective direct services to victims of crime, demonstrate community support of services, and have a history of providing direct services in a cost-effective manner.
3. Follow the state funded non-discrimination provisions
4. Promote within the community served, coordinated public and private efforts to aid crime victims;
5. Assist victims in seeking available crime victim compensation benefits;
6. Provide services to victims of Federal crimes on the same basis as State crime victims;
7. Provide services, at no charge, through the State funded project. Any deviation from this provision requires prior approval by the state grantee;
8. Maintain confidentiality of client-counselor information, as required by state and federal law;
9. Comply with the applicable provisions of the UOVC State Grant Funded Certified Assurances and Grant Conditions.
10. Maintain required civil rights statistics on victims served by race or national origin,

sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws;

11. Submit statistical and programmatic information on the use and impact of state funds as requested by UOVC.

Allowable Costs

UVSP victim assistance funds are restricted for those direct services which respond to the immediate needs of crime victims. Funds are to assist the victim in participating in the criminal justice process; and help restore the victim's sense of dignity, self-esteem, and coping mechanisms. Costs must be reasonable, necessary and essential to providing direct services outlined in the purposes and activities of the programs approved program plan/scope of work and budget.

Unallowable Costs

Any non-allowable costs and activities should not be included in your application. Refer to the State Certified Assurances and Grant Conditions for details regarding unallowable activities and 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. Exemptions from this prohibition are at the sole discretion of UOVC.

CONTINUATION SUBMISSION INFORMATION

Continuation Submission

Submissions must be received in Utah’s online grant management system by **end of day, Monday, June 17, 2024**. Any deviation from this date must have prior approval from Pauli Romine. Applicants must submit continuation grant information through the Online Grants Management System found at <https://utvictimsofcrime.force.com>. **DO NOT EMAIL YOUR CONTINUATION INFORMATION.** A complete proposal must adhere to the submission instructions outlined in this continuation grant instructions packet.

Grant Continuation Application Format and Organization

This grant continuation packet contains links to the necessary forms and detailed information required to make grant continuation requisition for 2024-2025 UOVC state grant SVSF UVSP funding. All sections must be completed, unless not applicable to your agency. Each program will be required to complete one (1) application in the UOVC Grant Management System.

The continuation application for 2024-2025 must include the following completed sections:

- 1) Applicant Info
 - a. Completed in the Utah Grant Management System
- 2) Budget
 - a. July 1, 2024 - June 30, 2025 (Y1) Budget
 - i. Completed in the Utah Grant Management System
 - ii. Completed on the Budget & Budget Justification Ledger
- 3) Additional Attachments:
 - a. Must be attached to the Files Tab of the application in the Utah GMS
 - i. Excel Budget and Budget Justification Form
 1. Budget & Budget Justification Form
 - ii. Scope of Work (AKA Program Plan)
 1. Excel 2024-2025 Criminal Justice Program Plan (Criminal Justice Agencies Only)

OR

 2. Excel 2024-2025 Legal and Underserved Program Plan (Legal and Underserved Agencies only)
 3. Each subgrant agency will have the following objective (automatically) added to their Program Plan/Scope of Work: “Describe accomplishments and barriers regarding collaboration efforts with other agencies as outlined in the letter of

collaboration submitted with your grant application.”
Subrecipients must provide a (narrative only) update quarterly as part of your progress report.

- b. Agency Travel Policy (if applying for travel/training)
- c. Agency Emergency Fund Policy (if applying for emergency funds)
- d. Contracts (if applying for contracted fees)
 - i. If your agency is requesting an increase in your contracted therapy rate, attach a justification letter outlining your request along with 3-5 letters from local contracted providers that offer services to the grant-identified population stating their contracted rates OR you can request to use the current CVR rate for therapy. Reach out to your analyst with additional questions. UOVC requires the approved contracted rate to be uniform across ALL GRANT funding sources including federal, state, local, and private grants.
- e. Rental Deposit Agency Policy (If applicable)

4) Additional Requirements

- a. Acknowledgement of Certified Assurances and Grant Conditions
 - i. This will be available on or about June 10, 2024 when the Certified Assurances and Grant Conditions training is available. Each grant POC and FPOC are required to review the training and certified assurances and grant conditions. Each POC will be required to indicate they received the Certified Assurances and Grant Conditions training/information.
 - ii. Link will be updated here on or about June 10th.
 - iii. This will be due on or about July 1, 2024 once grant revisions are complete and grant awards are official.
- b. Civil Rights and Discrimination Policy Training
 - i. Subgrantee agencies will fill out the questionnaire indicating each POC participated in this training. Due on or about July, 1 2024 in order for grant awards to be official.
 - ii. Civil Rights and Discrimination Policy Training

5) Resources

- a. In-State Training Opportunities for Victim Service Providers
- b. How to Figure Program Percent (for CJ Agencies Only)
- c. How to Fill out Criminal Justice Program Plan for Continuation (CJ Agencies Only)
- d. How to fill out the Legal or Underserved Program Plan for Continuation (Legal or Underserved agencies only)
 - i. Transcript for Legal or Underserved Program Plan
- e. Walkthrough of How to Apply for the State SVSF on Utah GMS
 - i. Transcript for Walkthrough of How to Apply for State SVSF on GMS

- f. [PDF Instructions How to Apply for the State SVSF on Utah GMS](#)
- g. State Certified Assurances and Grant Conditions Training-Link coming soon

Funding Determinations

State HB 244 and related 2023 Appropriations direct that funding is allocated to UOVC as the State Administering Agency.

All SVSF UVSP funding determinations are final and not subject to negotiation.

CONTINUATION APPLICATION INSTRUCTIONS

Applicant Info (Button in the System)

1. Verify agency information is correct including organization name, phone, mailing address.
2. Complete the primary and financial points of contact fields for the grant application.
3. Fill out your Project Short Title in the following manner: “[Agency Name] State Grant 2024-2025”. (e.g. “UOVC State Funded Grant 2024-2025”.)
4. Complete the Project Short Description in 2-3 sentences that best describes the program being funded by this state funding request.
5. Select all counties served by the program, or statewide.

Project Budget (Tab in the System)

Fill out the budget section using the UOVC Grants Management System. **Be sure to fill out a Year 1 budget only.** Use your completed [Budget & Budget Justification Form](#) to help you fill out the budget in GMS. The following budget instructions explain what each line item should contain. The total should equal your project budget. The total project budget is to be equal to or less than the original amount of funding received in the initial 2023-2024 state funding cycle award minus one time funding.

IMPORTANT The budget information will need to be entered in GMS a specific way. Since we are using an updated Excel Budget Ledger for details about the award budget, in the GMS you will only be entering a total amount for each category (not line by line), including Personnel. This means you will only complete one budget line for each category (and will not be using some budget categories). Below are the instructions to enter each budget category in GMS. These instructions are also in the [PDF Instructions How to Apply for the State SVSF on Utah GMS](#). Utilize the [GMS training walkthrough video](#) for a visual guide of how to do this as well.

1. *Personnel and Fringe: Personnel and Fringe total dollar amount is now combined on the Budget & Budget Justification Ledger as well as the Billing Ledger and will be combined in the GMS budget section PERSONNEL. Use the completed Budget & Budget*

Justification Ledger to fill out the Personnel and Fringe. Enter the total dollar amount from your completed Budget & Budget Ledger Personnel and Fringe total into "Grant/Match Yearly Salary.

2. *Fringe Benefits*: Is combined with Personnel in the GMS system. No information will be entered in GMS for Fringe.
3. *Travel and Training: Are combined budget categories*. Agencies will indicate on the Budget and Budget Justification Ledger travel/training is from the approved "In-State Training Opportunities for Victim Service Providers" instead of listing out specific training. Training not included on this list must be justified and explained in the budget justification box in the ledger and be on a separate budget line in the budget ledger. Training that is specifically for victims services must be justified and explained in the budget justification box in the ledger. Included in the budget justification: car mileage, gas rate, airfare, rental car rate, meals, lodging, registration, number of days, number of hotel rooms, positions and number of persons attending. Travel related costs must be necessary and reasonable. Do not enter "TBD" in your training/travel budget ledger or GMS Budget. In order to request travel related funds, the following criteria must be met:
 - o Provide your agency policy on travel.
 - o UOVC funds can be reimbursed up to the amounts listed on your policy as long as they do not exceed the federal GSA. Reference: GSA Travel.
 - o If your agency does not have a travel policy then you may utilize the State of Utah travel policy which would need to be applied to grant and non-grant funded personnel. Reference: State of Utah Travel Policy.

In the GMS system **Do not** enter any data for Per Diem, Number of Days, Number of Rooms, Grant Positions Attending, or Hotel Rate, these items will be explained and justified in the Budget and Budget Justification Ledger justification notes box. Training Name can be TOTAL TRAVEL AND TRAINING. You will not enter any information into the GMS for Travel.

4. *Equipment*: Equipment is for items that are \$5,000 or more per individual item.
5. **If you have more than one equipment item (rare)**: Item and description, equipment cost, grant use percentage, quantity, and purchase year will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS you will list quantity "1" and enter the total dollar amount from your completed Budget & Budget Ledger Equipment budget category into Equipment Cost. Enter 100% in Grant Usage Percent (the varying percentage will be described in the Budget & Budget Justification ledger as programs likely must pro rate equipment. 100% is used here to get the overall dollar amount from your Budget & Budget Justification Ledger.) Enter TOTAL EQUIPMENT into Item and Description.

If you have only 1 equipment item: You may follow the instructions above or you may fill out the regular GMS fields. Follow the instructions on justifying on the Budget &

Budget Justification ledger then you can use the actual prorated Grant Use Percent and choose that percent. Fill out Item and Description, Equipment Cost and quantity "1".

6. *Supplies*: Item and description, quantity of items, unit price of item all will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS you will list quantity "1" and enter the total dollar amount from your completed Budget & Budget Ledger Supplies budget category into Unit Price. Enter TOTAL SUPPLIES into Item and Description.
7. *Contracted Fees*: Type of Consultant Services or Contracts, Grant Funded Hours, and Rate will be explained and justified in the Budget & Budget Justification Ledger justification notes box.
 - o For individuals list types of services, name, hourly or daily rate and amount of time.
 - o For contracts with firms list types of services and total costs. Includes pro-rated audit cost.

In the GMS enter the total dollar amount from your completed Budget & Budget Ledger Contracted budget category into Rate. Enter CONTRACTED SERVICES TOTAL into Type of Consultant Services or Contracts. Grant Funded Hours is "1".

8. *Other*: Costs allocated to assist victims of crime that do not fit in previous categories. Costs must be appropriate for funding sources. Item and description, quantity of items, unit price of item all will be explained and justified in the Budget & Budget Justification Ledger justification notes box. In the GMS you will list quantity "1" and enter the total dollar amount from your completed Budget & Budget Ledger Other budget category into Unit Price. List OTHER TOTAL in Item and Description.

Additional Attachments

The required attachments must be included within your completed application. These attachments must be uploaded within the UOVC GMS to the Files tab. The Budget & Budget Justification and Program Plans are available from the UOVC Grant Solicitations website or are linked below. Other required attachments would be internal subgrant agency documents. They can be Word, PDF, or Excel. Attachments sent as an email will not be accepted, you will be asked to attach them to your grant files.

Scope of Work (AKA Program Plan) (Required)

This document is the goals and objectives of the program. It must remain in the original Excel format. This document has locked cells to prevent entry in areas of the document that have formulas. Please only enter info in light blue cells.

1. This document is available on the [UOVC Website Grant Solicitations page](#) or linked here:
 - a. [2024-2025 Criminal Justice Program Plan \(CJ Agencies Only\)](#)
 - i. Fill out Beg & End of Year tab

- ii. Use the Definitions and Instructions tab
 - iii. System Based Criminal Justice Agencies will plan on counting all services for all victims done by all subgrant agency victim service staff regardless of funding source of victim services staff-state, federal, match, city, county funding etc.
 - iv. Agencies will figure out and fill in the “Program State Funded Percent” listed in the Quarterly Scope of Work and the Demographics tab. This document may help you figure out that percent. [How to Figure Program Percent](#). This number is the state funded amount divided by the total subgrant agency victims services program funding all funding sources added up together-state, local, federal, city, county etc.
 - v. In the demographics tab, agencies will fill out the “year expected” columns.
 - vi. Save the completed Scope of Work/Program Plan and attach it to the files section of the Continuation Application in the Utah GMS system.
- b. 2024-2025 Legal and Underserved Program Plan (Legal and Underserved Only)
- i. Fill out the light blue boxes of the quarterly tab.
 - ii. Use the Definitions and Instructions tabs
 - iii. In the demographics tab, agencies will fill out the “year expected” columns.
 - iv. Legal and Underserved agencies must prorate expected demographics to just the services and victims that will be provided for with staff funded time in this 2024-2025 year of grant funding.
 - v. Save the completed Scope of Work/Program Plan and attach it to the files section of the Continuation Application in the Utah GMS system.
- c. Agency Travel Policy (if applying for travel/training)
- d. Agency Emergency Fund Policy (if applying for emergency funds)
- e. Contracts (if applying for contracted fees)
- i. If your agency is requesting an increase in your contracted therapy rate, attach a justification letter outlining your request along with 3-5 letters from local contracted providers that offer services to the grant-identified population stating their contracted rates OR you can request to use the current CVR rate for therapy. Reach out to your analyst with additional questions. UOVC requires the approved contracted rate to be uniform across ALL GRANT funding sources including federal, state, local, and private grants.
- f. Rental Deposit Agency Policy (If applicable)

Budget and Budget Justification Excel Ledger (Required)

The budget and budget justification are on the same document, on the same page. You will fill out the budget, then in the box below the budget line items justify and explain the expenses in the narrative box. [Budget & Budget Justification Form](#) is linked here as well as located on the [UOVC Website](#) Grants Solicitation page. This form includes two tabs. The Budget tab and Instruction tab.

The Budget tab could be filled out using financial information from your current award plus changes. Current financial award information can be easily accessed from the most recent paid payment request billing ledger found in the quarter 4, or June paid payment request of the 2023-2024 grant. Every budget line item requires an explanation or justification where the “Explain/Justify” note boxes under each budget section of the ledger will be used.

Do not request more funding than your initial 2023-2024 state funding cycle award minus one time funding.

Agency Travel Policy

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

Contracts

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

Certified Assurances and Grant Conditions

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

Certified Assurances and Grant Conditions change every year and require new signatures from your authorized official. This will occur after July 1st when revisions are completed.

As part of finalizing grant funding the Point of Contact (POC) and Financial Point of Contact (FPOC) must carefully review all of the certified assurances and grant conditions. Once the grant is awarded all certified assurances need to be signed by the authorized official which for non-profits is the chair of the Board of Directors. For local governments, the authorized official is the mayor, city council, or county commission. The certified assurances and grant conditions will be sent to the authorized official for signature via Adobe E-sign. UOVC will be asking to verify the contact information of the subgrant agency authorized official.

The Certified Assurance and Grant Conditions can be downloaded from the Utah Grant Management System and are also available on the UOVC Website on or about June 10, 2024.

Continuation Application Checklist

Applicants must submit a fully executed continuation application to UOVC, including all required supporting documentation. You can use this checklist to help track actions completed.

Application Section	Document	Form Location	Date Completed
Applicant Info	Contact information and program overview information	UOVC GMS	
Budget	Year 1 Budget	UOVC GMS	
Budget Justification	Budget & Budget Justification Ledger	UOVC Website/Instructions	
Scope of Work/Program Plan	Scope of Work/Program Plan	UOVC Website/Instructions	
Required Files & Attachments	Certified Assurances & Grant Conditions Acknowledgement	UOVC Website/Instructions	
	Civil Rights Training	UOVC Website/Instructions	
	Agency Travel Policy (if applicable)	Applicant	
	Emergency Fund Policy (if applicable)	Applicant	
	Rental Deposit Policy (if applicable)	Applicant	
	Contracts (if applying for contracted fees)	Applicant	