

Utah GMS Instructions How to Apply for VOCA Funding

1- Log in to the Utah Grant Management System

<https://utvictimsocrime.my.site.com>



Log in

[Forgot your password?](#)

If you experience issues while resetting your password,
please contact your UOVC grant analyst.

2- VOCA

From the Home page select “VOCA”

Utah Office for Victims of Crime

Home My Applications Support

Welcome to the Utah Office for Victims of Crime Application Center

UTAH OFFICE FOR VICTIMS OF CRIME

VOCA
Victims of Crime Act

VAWA
Violence Against Women Act

SASP
Sexual Assault Services Program

STATE FUNDING GRANTS

3-Apply Button

Select the brown “VOCA (Victims of Crime Act) Click Here to Apply” button

Utah Office for Victims of Crime

Home My Applications Support

Victims of Crime Act

VOCA (Victims of Crime Act)
Click Here to Apply

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 (UOVOC) is the agency authorized to administer the grant program.

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

Address
Utah Office for Victims of Crime (UOVOC)

Phone
General Assistance

Message
<https://crimevictim.utah.gov/>

UTAH OFFICE FOR VICTIMS OF CRIME

The system will populate your “new” grant.



VOCA Application

Application Number UOVCA-002064	Application Status New	Program End Date Sep 30, 2026	Created Date 1/24/2025, 2:52 PM
------------------------------------	---------------------------	----------------------------------	------------------------------------

- Applicant Info
- Application Info
- Required Files
- Submit

Files (0)

Upload Files

Or drop files

To access the application at a later time, use the Award Record ID number located on the left side of the screen under the "My Applications" tab after logging into the system.



ALL

Award Record ID	Project Title	Sub-Grantee Account	Status
UOVCA-000157	Victims Rights & Resources	CCU/UVOC/CR/2024	Completed
UOVCA-001655	UOVC Outreach and Victim Rights Coordinator VOCA Grant 2023-2025		Funded
UOVCA-001813	TEST ACCOUNT State Funding 2023-2024		Funded
UOVCA-001873			Funded
UOVCA-001874	UOVC Victims Services State Test Grant 2024-2025		Funded
UOVCA-001875	The Thousandth State Test App		Funded
UOVCA-002016	24/25 Live Test State Grant		Funded
UOVCA-002017	Live system SASP Test Grant		Funded
UOVCA-002020	VOCA Test Application Sept 2024		Funded
UOVCA-002025	TEST VAWA Grant Sept 24		Funded
UOVCA-002057			Submitted
UOVCA-002058			New
UOVCA-002065			New
UOVCA-002105	VOCA Test 2025-2027	CCU/UVOC/CR/2024	New

View All

4-Applicant Info

Select the "Applicant Info" button.

The screenshot shows the VOCA Application dashboard. At the top, there are navigation links: Home, My Applications, and Support. Below this is the Utah Department of Justice logo. The main heading is "VOCA Application". A summary bar contains the following information: Application Number (UOVCA-002064), Application Status (New), Program End Date (Sep 30, 2026), and Created Date (1/24/2025, 2:52 PM). Below the summary bar are four buttons: "Applicant Info" (highlighted with a red box), "Application Info", "Required Files", and "Submit". At the bottom, there are tabs for "Files", "Budget", "Payment Request", "Status Report", and "Amendment". The "Files" tab is active, showing "Files (0)" and an "Upload Files" button.

Notice that the application status says "new". Also note the application number in case you need to come back to the application at a later time. (See instructions in step 3)

If you are a returning applicant, much of the Applicant Info info will auto populate. If you are a new applicant, fill out the information.

The screenshot shows the "Applicant Info" form. The "Organization" section is pre-filled with the following information: Organization Name (CCJJ/UOVCA-CVRC/Outreach), Phone (8012382360), Website (https://crimevictim.utah.gov/), Mailing Address (350 East 500 South, Ste 200, Salt Lake City, UT 84111, Salt Lake, US), Unique Entity Identifier (UEI) (JTU4EQKVKAN1), and Tax ID/Employer Identification Number (EIN) (876000545). There are also fields for "In the preceding fiscal year, did your agency receive 80 percent or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards?" (set to "--None--") and a text area for providing names and total compensation of the five most highly compensated officers of your organization. The form has "Cancel" and "Save" buttons at the bottom right.

Fill out:

Phone

Website

Mailing Address

Unique Entity Identifier (UEI)

Tax ID/Employer Identification Number (EIN)

Answer the question In the preceding fiscal year, did your agency receive 80 percent or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from federal awards? Use the drop down to select yes or no.

Answer the question, If yes, please provide the names and total compensation of the five most highly compensated officers of your organization. There is a note that “This information is required by the Transparency Act and the public does not have access to the information...”

Scroll down the page.

The screenshot shows a web form titled "Applicant Info". It is divided into two main sections: "Financial Point of Contact" and "Project".

Financial Point of Contact Section:

- Fields for "First Name" and "Last Name" (text input).
- A "Title" field (text input).
- Fields for "Phone" and "Email" (text input).

Project Section:

- "Project Short Title" (text input).
- "Indirect Cost Percent" (text input, currently showing "0.00%").
- "Project Short Description" (text area).
- "Project Period Start Date" and "Project Period End Date" (date pickers).
- "Countries Served" section with two columns: "Available" and "Chosen".
- The "Available" column contains "Statewide" and "Beaver".
- The "Chosen" column is currently empty.

At the bottom right of the form, there are "Cancel" and "Save" buttons.

Primary Point of Contact

Name and contact information

Financial Point of Contact

Name and Contact information

(Sometimes the financial point of contact information does not save. If this is the case for your agency please attach a document to the files section with the financial point of contact name and contact information.)

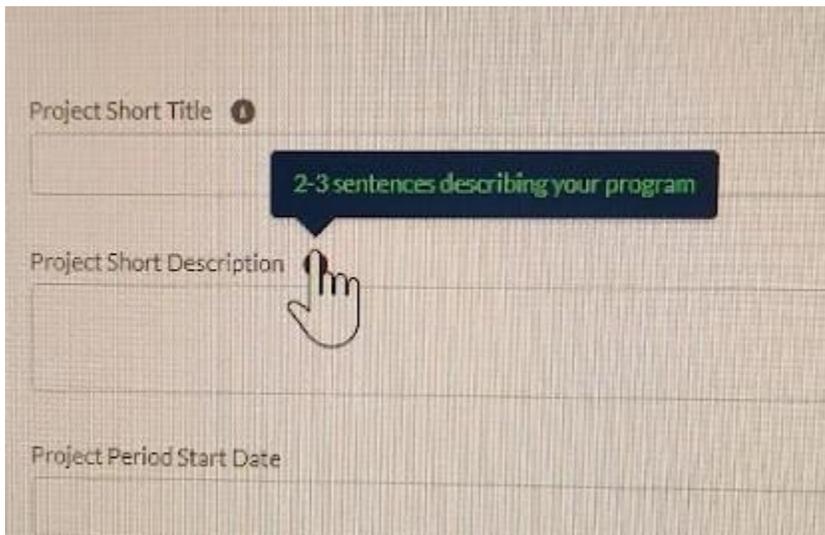
Project

Project Short Title should be Agency, Grant Funding Source and Years for example “UOVC VOCA 2025-2027”. This helps identify your grant in the list of grants.

If you are taking indirect costs put the percent you are taking in “indirect cost percent.”

Project Short Description is 2-3 sentences that describe your project. Enter the Project Period Start Date as “July 1, 2025” and the Project Period End Date as “June 30, 2027”

A helpful tip, hover over the gray circle with the “i” to open up helpful information about filling out the section.



Counties Served

To make a selection in this box, choose the county, or statewide and once it is highlighted use the arrows to move it to the “chosen” box.



You could move them back the same way.

When the Applicant Information is all entered choose the SAVE button at the bottom of the screen.

Statutory Authority for the Grant
Office for Victims of Crime (VOCA)

CFDA Number
16.575

Application ID Number

Award ID Number

Implementing Agency Type
--None--

Cancel Save

When the Applicant Information has been entered the button will turn from blue to green and you will get a “Success Application Updated” Notification

Success
Application Updated.

VOCA Application

Application Status
New

Program End Date
Sep 30, 2026

Applicant Info

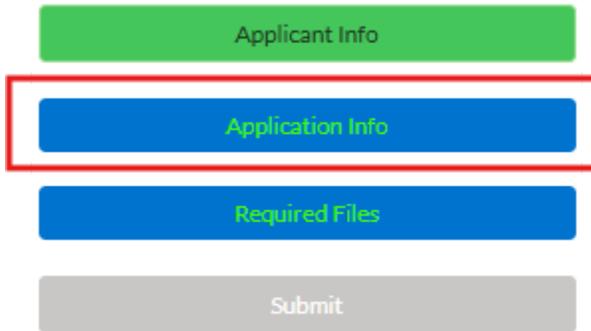
Application Info

Required Files

Submit

Amendment

5- Application Info Button



Select the Application Info button

Statement of Problem, Need, & Collaboration

Answer the narrative questions. As you type the characters remaining will tell you how much you have left.

Use the “information” icon to help explain specific information about each question.

STATEMENT OF PROBLEM, NEED, & CO

1. Tell us about your organization: its mission, how long it has existed, the programs you offer, and who benefits from your services. ⓘ

Characters remaining: 2500

2. What type(s) of victimization will this project focus on? What challenges do these victims face, and how will the funding help meet

Characters remaining: 2500

3. What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services? ⓘ

Characters remaining: 2500

4. How does the program plan and budget in this request specifically address the needs of the victims served by this program? ⓘ

Describe the steps you will take to ensure that underserved communities, including communities of color, culturally specific groups, tribal communities, and other marginalized populations, are aware of and have access to your agency's services. Be specific about outreach methods, partnerships, and engagement strategies you will use to connect with these communities effectively. 2500 characters max.

Effective Services

Application Info

3. What strategies does your program use to evaluate its effectiveness and improve services? ●

Characters remaining: 2500

To demonstrate that your program provides effective services, attach data or evidence showing how you have successfully supported victims.

- For returning agencies: Upload progress reports from the past year to meet this requirement.
- For new agencies: Include examples such as key milestones, the number of clients served, service delivery metrics, program evaluations, compliance reports, stakeholder surveys, or outcomes that show improvements in client well-being or access to resources.

Use the "Files" tab in the application to upload your documents.

Follow the directions here and attach to the files evidence that your agency provides effective services.

Program Plan

Select your goal, by choosing one of the 6 goals listed. When you choose the goal, the objectives or goal types will open up in the "available" box. Move the objectives or goal types over to the chosen box by selecting them and then the arrow. You can control "C" to select and move multiple goal types/objectives at the same time. You can move goal types/objectives out of the chosen box the same way.

Application Info

PROGRAM PLAN

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

Goal

- 1. Informational & Referral
- 2. Personal Advocacy/Accompaniment
- 3. Emotional Support or Safety Services
- 4. Shelter/Housing Services
- 6. Direct Services Support
- 5. Criminal/Civil Justice System Assistance

Goal Type

Available

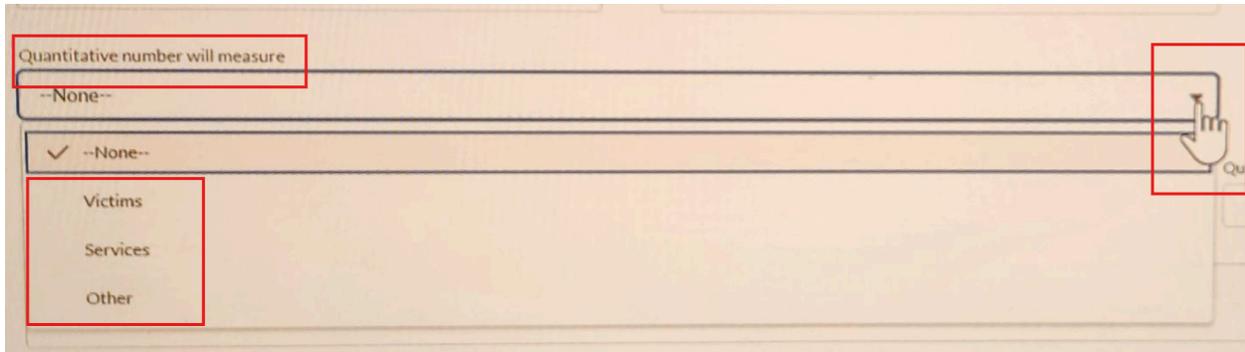
- Information about the Criminal Justice Process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other services, supports, and resources
- Referral to other victim service programs

Chosen

▶

◀

Choose the quantitative number will measure from the drop down either victims, services or other



Enter the Quantitative Number served by the goal in Year 1 and then in Year 2.

Describe the activities and methods in achieving the goal.

Provide position titles responsible for performing this goal. (They should be VOCA only funded positions.)

When you are done entering information for your goal select the ADD OBJECTIVE button at the left of the screen. **DO NOT use the “save” button to save your goals.**

The goal will save at the bottom of the screen under the “add objective” button

	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	Positions Responsible
Delete	VOCA	Direct Services Support	Coordination/Multi-Disciplinary Response	12	10	Victims	aef	adf

You can edit or delete a goal using the edit and delete buttons.

		Program	Program Purpose
Delete	Edit	VOCA	Direct Service
Delete	Edit	VOCA	Personal Advocacy/Acc

Follow these steps to enter more than one goal. When you have entered all of your goals then choose the SAVE button

Update 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	Positions Responsible
Delete	Edit	VOCA	Direct Services Support	Coordination/Multi-Disciplinary Response	12	10	Victims	aef	adf
Delete	Edit	VOCA	Personal Advocacy/Accompaniment		15	10	Services	dth	rth
Delete	Edit	VOCA	Personal Advocacy/Accompaniment	Advocacy/Accompaniment to medical forensic exam	15	10	Services	fjfdgh	sdfhsdth

Cancel **Save**

When you save the Application Info, the button will turn from blue to green.

- Applicant Info**
- Application Info**
- Required Files
- Submit

6-Required Files

The required files include a box to click to acknowledge that agencies have read and understood the VOCA Certified Assurances and Grant Conditions. This box may appear unchecked even if you checkmark it. UOVC is aware of the issue and if it looks unchecked after saving or submitting, it is okay. It is important to review the Certified Assurances and Grant Conditions. Submission of that document will be addressed after grants are awarded.

Required VOCA Documents

VOCA 2023-2025 Documents

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

Acknowledgement

In the Required files there are stars next to the documents that are required for your VOCA grant. (However your specific grant may require additional attachments based on what you have requested in your budget.)

Required Files

Required VOCA Documents

VOCA 2023-2025 Documents

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

Acknowledgement

*Grant and Match funded employee and volunteer job descriptions

*Current Agency Budget

*Budget Justification

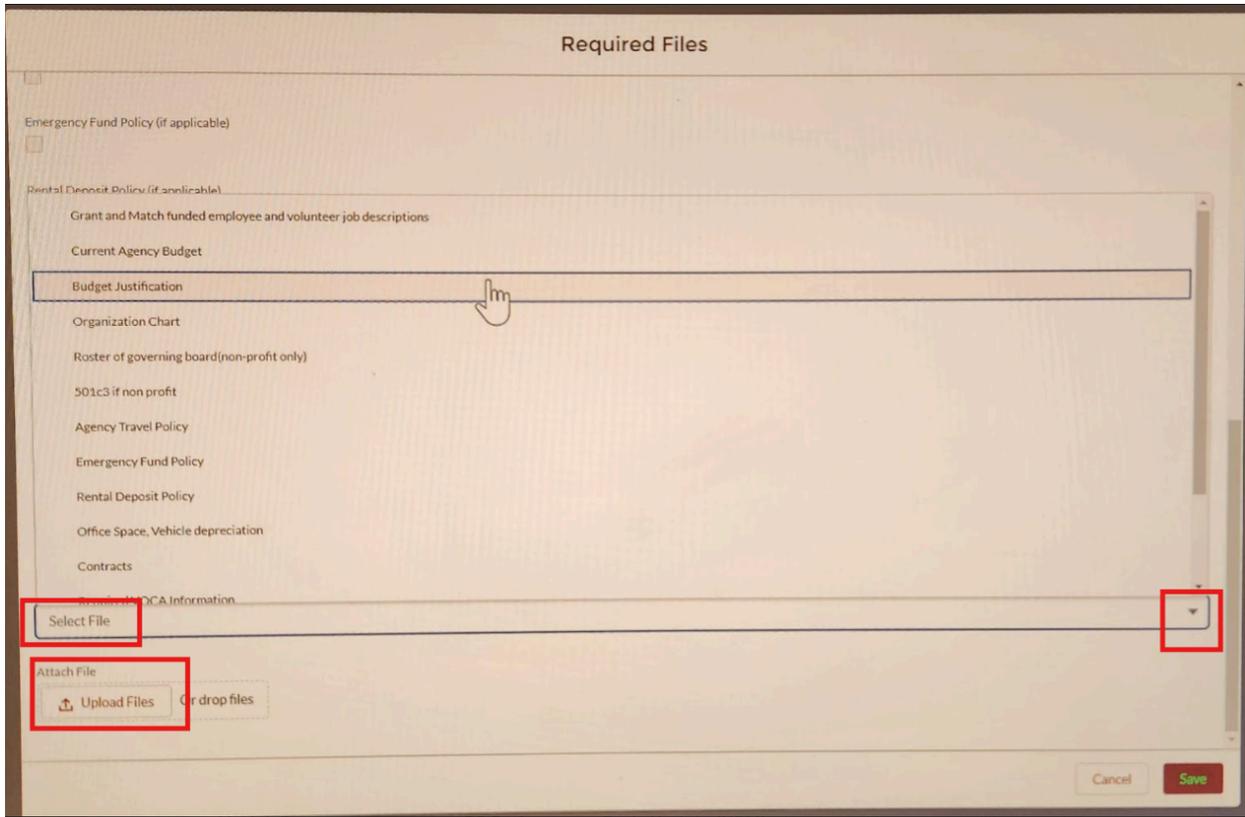
*Organization Chart

Roster of governing board (non-profit only)

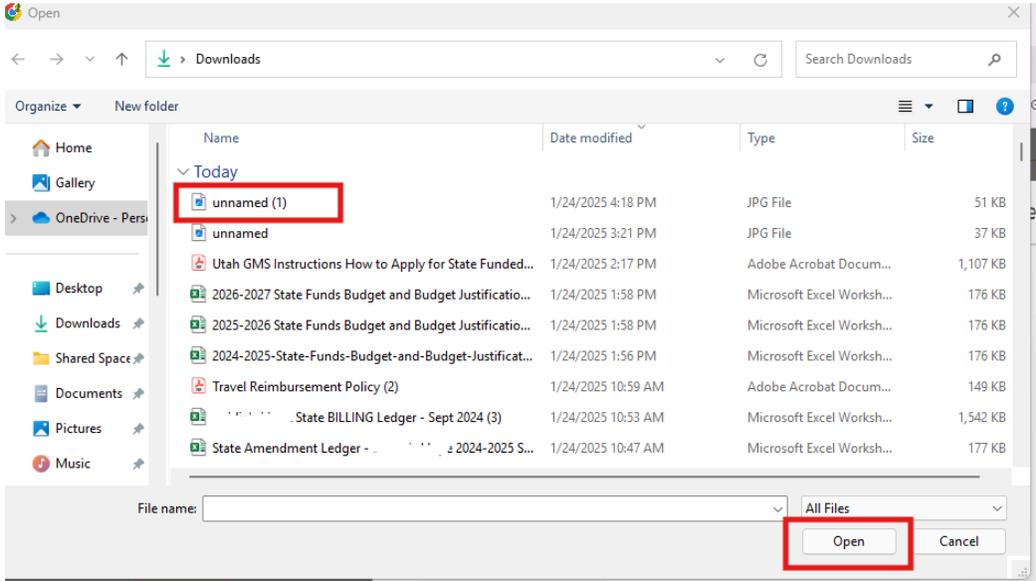
501c3(new non-profit only)

Cancel Save

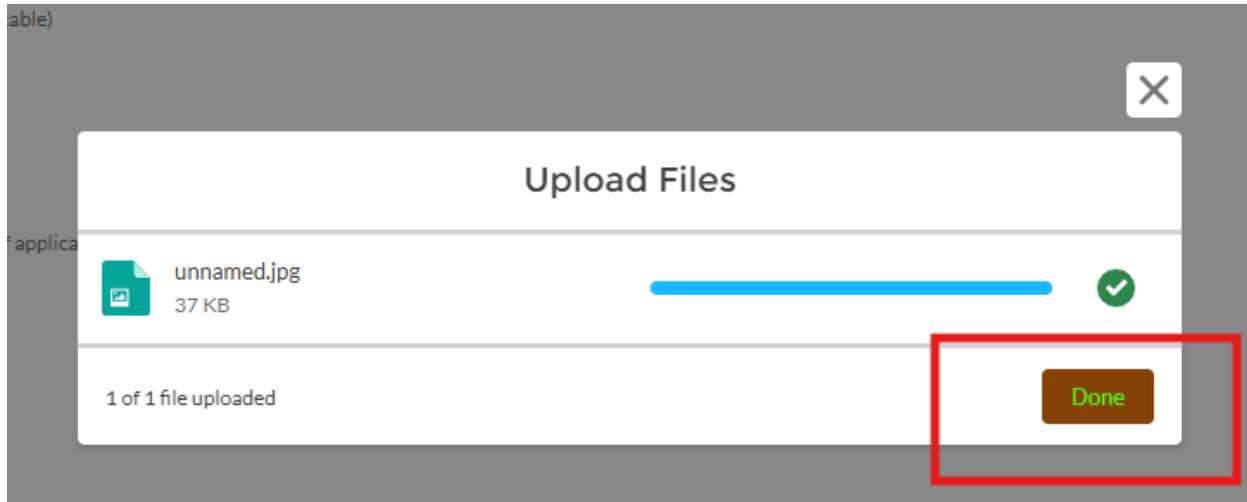
To attach files scroll to the bottom of the screen to "File". Use the drop down arrow to select the file you wish to attach. Choose the file from the list.



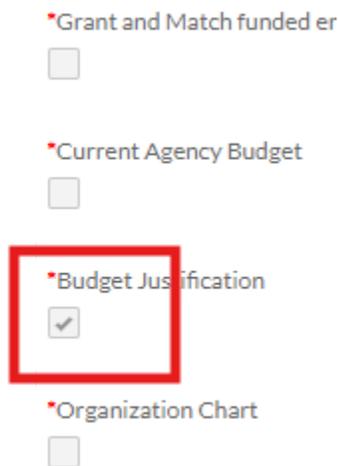
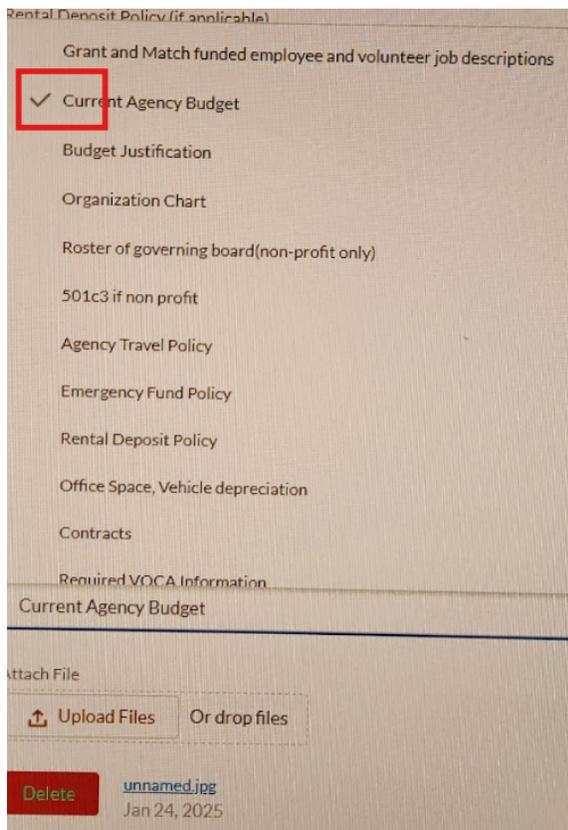
Select "Upload Files" to open your computer location where you can select the file you wish to attach.



Select Done to finish saving the file



When a required file has been selected and a document uploaded, you will see a check mark notating the file has had a document uploaded. Below on the left is a screenshot showing when the file arrow is chosen. Below right is a screenshot from the main list showing a check box will appear next to the document.

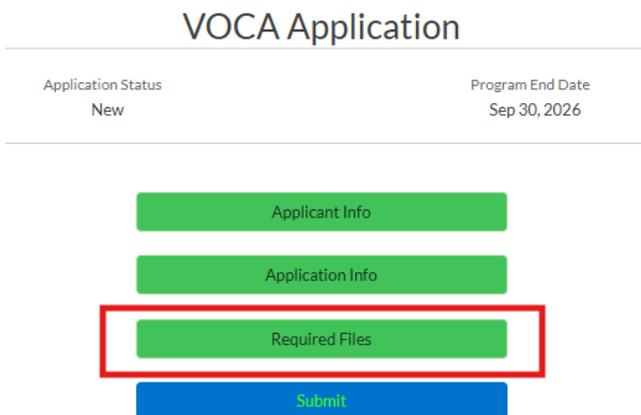


There may be some files that are not required anymore such as the “Current Agency Budget”. Fill out the Agency Budget Tracking form in place of the current agency budget. UOVC apologizes if this is unable to be fixed before the grants roll out.

The Required Files button on the main screen will not turn green, nor will the grant let you submit unless all required attachments have a check mark.

Once the Required Files button is green the application will recognize the minimum has been met in order to submit the application.

(A reminder that even if the required files button is green, double check to make sure you have attached all relevant files to the grant.)



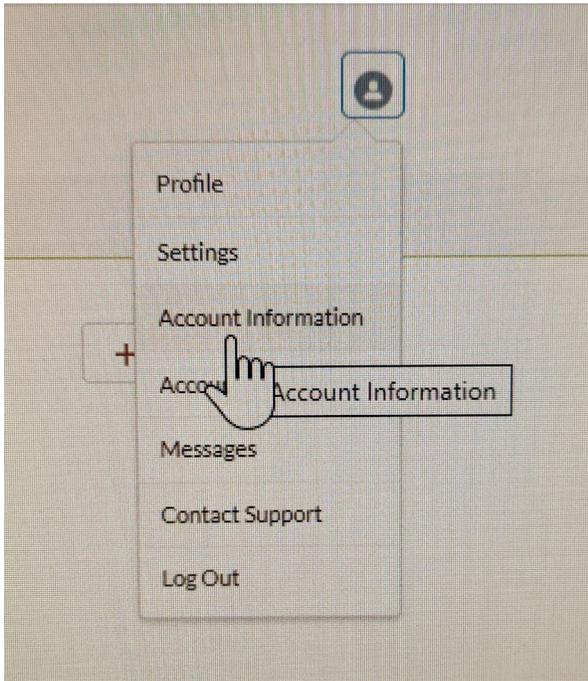
Attaching documents in your agency profile

Agencies have the ability to attach documents to their agency profile, where those documents would follow the agency from grant to grant, or year to year. Beneficial documents to put in this section do not change from year to year. They could include W-9, Organization Chart, agency policies, 501(c)3, Roster of Governing Board. Documents would not have to be attached to each new grant application or each grant year if the document had not changed.

From any place point in an application or My Applications tab, select the gray circle in the top right corner of the screen.



Select Account Information from the selections.



Go to the Related tab

Choose the Add Files button to select files to be attached.



Account

Phone
(801) 238-2360

Billing Address
350 East 500 South
Salt Lake City, UT 84111
United States

Website
<https://crimevictim.utah.gov/>

Account Owner
[Jennifer Menteer](#)

DETAILS

RELATED



Related Contacts (6+) New Contact Add Relationship

Contact Name	Account Name	Title	Direct
Shannon Test Arrington	CCJJ/UOVC-CVRC/Outreach		<input checked="" type="checkbox"/> ▼
Katie Fox	CCJJ/UOVC-CVRC/Outreach		<input checked="" type="checkbox"/> ▼
Rachelle Hill	CCJJ/UOVC-CVRC/Outreach		<input checked="" type="checkbox"/> ▼
Hildegard Koenig	CCJJ/UOVC-CVRC/Outreach	Outreach & Victim Rights Co...	<input checked="" type="checkbox"/> ▼
First Last	CCJJ/UOVC-CVRC/Outreach	Title	<input checked="" type="checkbox"/> ▼
Mark Peterson	CCJJ/UOVC-CVRC/Outreach	Finance Manager	<input checked="" type="checkbox"/> ▼

[View All](#)

Files (1) Add Files

Utah-GMC Instructions How to A... Jan 23, 2025 • 1.1MB • pdf

[View All](#)



Here's w

7-Entering the Budget

In the Budget tab select "Year 1" from the drop down arrow on the right side of the screen.

The screenshot shows the VOCA Application interface. At the top, there is a header with the Utah State seal and the text "VOCA Application". Below this, there is a summary box containing: Application Number (UOVCA-002105), Application Status (New), Program End Date (Jun 30, 2027), and Created Date (1/27/2025, 12:33 PM). Below the summary box are four buttons: Applicant Info, Application Info, Required Files, and Submit. At the bottom, there is a navigation bar with tabs: Files, Budget (highlighted with a red box), Payment Request, Status Report, and Amendment. Below the navigation bar is a "Year" dropdown menu with a red box around it. The dropdown menu is open, showing "Select Year", "Year 1" (with a mouse cursor pointing to it), and "Year 2". A red box also highlights the dropdown arrow on the right side of the menu.

Personnel

To enter Personnel choose the plus sign at the right of the screen.

This will open a box at the bottom of the screen. Click the green pencil.

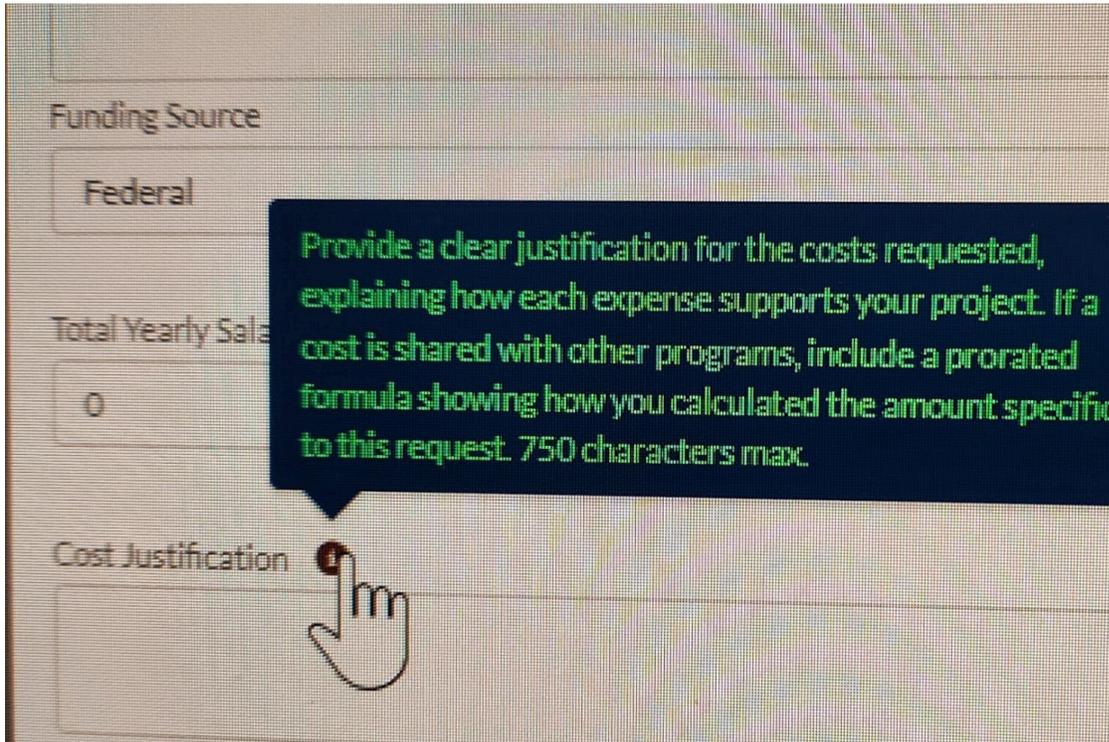
Total Federal Direct: \$0.00
Remaining Federal Budget: \$0.00
Total Match Budget: \$0.00
Remaining Match Budget: \$0.00
Match Percentage: %
Indirect Percentage: 0%

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		

The screenshot shows a "Details" table with a red box around the bottom right corner. The table has columns: Detail Item, Source, Total Federal D..., Remaining Fed..., Total In-Kind, Remaining In..., Total Cash Mat..., and Remaining Cas... The first row is: Employee: Federal \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00. A red box highlights a green pencil icon in the bottom right corner of the table.

A Personnel box will open up.

Fill out the Planned Employees Attending, Title, and Cost Justification boxes according to your grant application instructions. Use the info pop up box as needed.



The funding source is “Federal”.

Enter the Total Yearly Salary. This is the total amount your agency is paying for this position, regardless of the funding source.

Enter the Grant Yearly Salary. This is the total amount the grant is covering for this position.

Select “Save”.

A screenshot of the 'Personnel' form. The 'Planned Employees Attending' field is highlighted with a yellow box. The 'Funding Source' dropdown is set to 'Federal'. The 'Total Yearly Salary' input field contains '0'. The 'Cost Justification' field is highlighted with a red box and shows 'Characters remaining: 750'. The 'Title' input field is highlighted with a yellow box. The 'Grant/Match Yearly Salary' input field contains '0'. The 'Salary Percentage Funded By Grant/Match' is set to '0%'. At the bottom, the 'Save' button is highlighted with a red box. The 'ADDITIONAL DETAILS' section shows: Award Budget Detail Name: AWD-BCT-DTL-046357, Award Budget Category: AWD-BCT-041144, Total Budget: [blank], Cost Category Name: Personnel, Funding Year: Year 1.

The amount entered should appear in the “Total Federal Direct” and “Remaining Federal Direct” columns. Check all of the highlighted areas to make sure the grant requested dollar amounts are expected and correct.

Total Federal Direct: \$45,000.00
 Remaining Federal Budget: \$45,000.00
 Total Match Budget: \$0.00
 Remaining Match Budget: \$0.00
 Match Percentage: 0%
 Indirect Percentage: 0%

Category	Total Federal Dir...	Remaining Federal	Total In-Kind	Remaining In-Kind	To
Personnel	\$45,000.00	\$45,000.00	\$0.00	\$0.00	
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
Contracted Fees	\$0.00	\$0.00	\$0.00	\$0.00	
Training	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$45,000.00	\$45,000.00	\$0.00	\$0.00	

Details					
Detail Item	Source	Total Federal D...	Remaining Fed...	Total In-Kind	Remaining In...
Employee: Position	Federal	\$45,000.00	\$45,000.00	\$0.00	\$0.00

***TIP Do not leave budget categories blank or empty if you are expecting funding. If you accidentally do not enter funds, it is very likely that those dollars will not be awarded.**

To enter multiple Personnel Lines follow the directions above using the plus sign to open up more lines.

Use the “eye” icon on the budget category line to open up the Details box at the bottom of the page.

Category	Total Federal Dir...	Remaining Federal	Total In-Kind	Remaining In-Kind	Total Cash Match	Remaining Cash...		
Personnel	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00		
Fringe Benefits	\$15,000.00	\$15,000.00	\$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	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00		

Personnel Details								
Detail Item	Source	Total Federal D...	Remaining Fed...	Total In-Kind	Remaining In...	Total Cash Mat...	Remaining Cas...	
Employee: Postion	Federal	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	

If you need to edit a line use the green pencil to open the line back up. Once the budget line has opened up you can click into a field and edit. Save any changes.

Use the red garbage can icon to delete lines that are empty. Empty budget lines cause problems with your grant application.

Details								
Detail Item	Source	Total Federal D...	Remaining Fed...	Total In-Kind	Remaining In...	Total Cash Mat...	Remaining Cas...	
Employee: Postion	Federal	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	

Fringe

Follow the directions above to open up the fringe box at the bottom of the screen. Click the green pencil to open up the Fringe Benefits box.

Detail Name will not let you type a name in. There must be a Personnel/Position entered in Personnel able to be searched for a name to enter in this Detail Name box.

Select the Personnel/Position

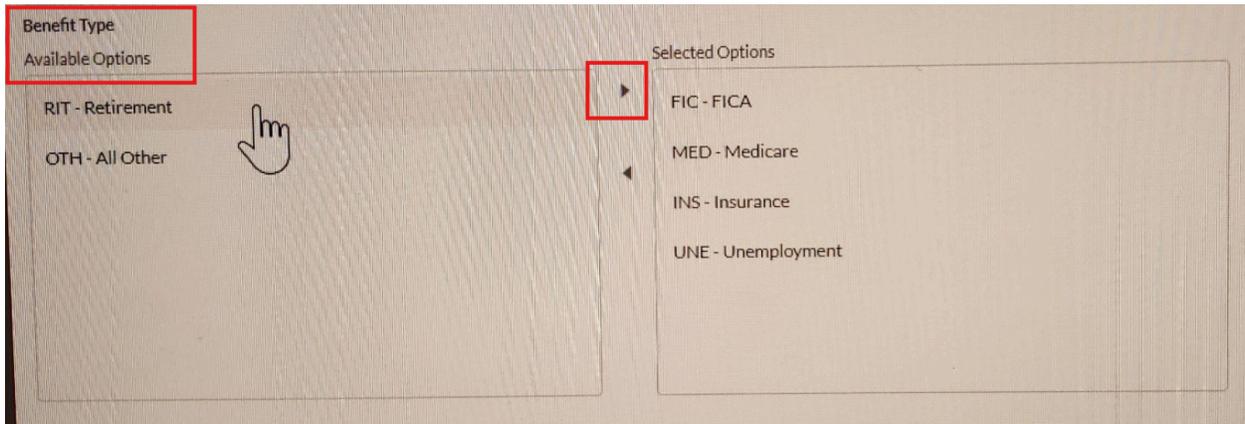
fundingSource: Federal
Award Budget Detail Name
AWD-BGT-DTL-046558
Award Budget Category
AWD-BGT-041140
Total Budget
\$0.00
Detail Name
Search for Detail
Position
AWD-BGT-DTL-046557
Yearly Grant/Match Benefit Cost
0
Benefit Type
Available Options

Enter the Yearly Grant Benefit Cost. This is the total amount the grant will be covering for this position.

The Percent Funded by Grant should NOT be more than the "Salary Percentage Funded by Grant Match"

Enter the Yearly Agency Benefit Cost. This is the total amount your agency is paying for this position, regardless of the funding source.

Enter the Benefit Types by selecting the benefit types and moving them to the Selected Options box using the arrows. You may “control C” and select all the benefit types to move them all at once.



Enter a justification and explanation for the fringe benefits.
Select Save at the bottom center of the screen. (You may have to scroll down.)

Fringe Benefits

fundingSource: Federal
Award Budget Detail Name
AWD-BGT-DTL-046558
Award Budget Category
AWD-BGT-041140
Total Budget
\$12,000.00

Award Detail
Position

Yearly Grant/Match Benefit Cost
15000

Benefit Type
Available Options
RIT - Retirement
OTH - All Other

Selected Options
FIC - FICA
MED - Medicare
INS - Insurance
UNE - Unemployment

Cost Category Name
Fringe Benefits
Funding Year
Year 1

Yearly Agency Benefit Cost
20000

Percentage Funded By Grant/Match
75%

Funding Source
Federal

Cost Justification ⓘ
There must be a justification and explanation in this box.

Characters remaining: 692

Award Sub-Grantee Account
CCJJ/UOVC-CVRC/Outreach
Record Type
Fringe Benefits

Save Close

Travel

To enter Travel follow the steps above to open the Travel Details box at the bottom of the screen. Enter Travel according to the instructions on your grant application instructions.

Enter Destination, Purpose, Car Mileage, Airfare, Gas Rate, Rental Car Rate, Number of Staff and Number of Days as applicable.

The Funding Source must be federal.

There must be a cost justification explanation in the box.

Save

Travel

Award Budget Detail Name AWD-BGT-DTL-046561	Cost Category Name Travel
Award Budget Category AWD-BGT-041146	Funding Year Year 1
Total Budget \$0.00	
Destination	Purpose
Car Mileage 0.00	Gas Rate 0.00
Airfare 0	Rental Car Rate 0
Number of Staff 0	Number of Days 0.00
Funding Source Federal	
Cost Justification ⓘ Characters remaining: 750	
Award Sub-Grantee Account CJJ/UOVC-CVRC/Outreach	
Record Type Travel	

Save Close

Equipment

To enter Equipment follow the steps above to open the Equipment Details box at the bottom of the screen. Enter Equipment according to the instructions on your grant application instructions.

Enter Item and Description, Equipment Cost, Grant Use Percentage, Quantity, Equipment Purchase Year

Funding Source must be Federal

There must be a cost justification explanation in the box.

Save

The screenshot shows the 'Equipment' form with the following fields highlighted:

- Item and Description (yellow box)
- Grant Use Percentage: 0.00% (yellow box)
- Equipment Purchase Year: Select an Option (yellow box)
- Equipment Cost: 0 (yellow box)
- Quantity: 0.00 (yellow box)
- Funding Source: Federal (red box)
- Cost Justification (red box)
- Save button (red box)

Metadata fields include: Award Budget Detail Name (AWD-BGT-DTL-046562), Award Budget Category (AWD-BGT-041148), Total Budget (\$0.00), Cost Category Name (Equipment), Funding Year (Year 1), Award Sub-Grantee Account (CCJJ/UOVC-CVRC/Outreach), Record Type (Equipment).

Supplies

To enter Supplies follow the steps above to open the Supplies Details box at the bottom of the screen. Enter Supplies according to the instructions on your grant application instructions.

Enter Item and Description, Unit Price, Quantity

Funding Source must be Federal

There must be a cost justification explanation in the box.

Save

The screenshot shows the 'Supplies' form with the following fields highlighted:

- Item and Description (yellow box)
- Quantity: 0 (yellow box)
- Unit Price: 0 (yellow box)
- Funding Source: Federal (red box)
- Cost Justification (red box)
- Save button (red box)

Metadata fields include: Award Budget Detail Name (AWD-BGT-DTL-046563), Award Budget Category (AWD-BGT-041141), Total Budget (\$0.00), Cost Category Name (Supplies), Funding Year (Year 1), Award Sub-Grantee Account (CCJJ/UOVC-CVRC/Outreach), Record Type (Supplies).

Contracted Fees

To enter Contracted Fees follow the steps above to open the Contracted Fees Details box at the bottom of the screen. Enter Contracted Fees according to the instructions on your grant application instructions.

Enter Type of Consultant Services or Contracts, Grant Funded Hours, Rate

Funding Source must be Federal (Some grant examples might not have a funding source to change and will defer to Federal source.)

There must be a cost justification explanation in the box.

Save

The screenshot shows a web form titled "Contracted Fees". The form contains several fields and sections:

- Award Budget Detail Name:** AWD-BGT-DTL-046564
- Award Budget Category:** AWD-BGT-041143
- Type of Consultant Services or Contracts:** A text input field highlighted with a yellow box.
- Rate:** A text input field containing "0.00", highlighted with a yellow box.
- Cost Justification:** A large text area highlighted with a red box, with a "Characters remaining: 750" indicator at the bottom.
- Cost Category Name:** Contracted Fees
- Funding Year:** Year 1
- Grant Funded Hours:** A text input field containing "0.00", highlighted with a yellow box.
- Award Sub-Grantee Account:** CCJJ/UOVC-CVRC/Outreach
- Record Type:** Contracted Services
- Buttons:** "Save" and "Close" buttons at the bottom right, with the "Save" button highlighted by a red box.

At the bottom of the form, there is a summary row with columns: Services, Federal, \$0.00, \$0.00, \$0.00, \$0.00, \$0.00, \$0.00.

Training

To enter Training follow the steps above to open the Training Details box at the bottom of the screen. Enter Training according to the instructions on your grant application instructions.

Enter Training Name, Grant Positions Attending, Registration Amount, Per Diem, Hotel Rate, Number of Days, Number of Staff, Number of Rooms as applicable.

Funding Source must be Federal

There must be a cost justification explanation in the box.

Save

Training

<p>Award Budget Detail Name AWD-BGT-DTL-046565</p> <p>Award Budget Category AWD-BGT-041145</p> <p>Total Budget \$0.00</p> <p>Training Name <input type="text"/></p> <p>Per Diem <input type="text" value="0"/></p> <p>Number of Days <input type="text" value="0.00"/></p> <p>Number of Rooms <input type="text" value="0.00"/></p> <p>Cost Justification ? <input style="width: 100%; height: 20px;" type="text"/> <small>Characters remaining: 750</small></p> <p>Award Sub-Grantee Account CCJJ/UOVC-CVRC/Outreach</p> <p>Record Type Training</p>	<p>Cost Category Name Training</p> <p>Funding Year Year 1</p> <p>Grant Positions Attending <input type="text"/></p> <p>Registration Amount <input type="text" value="0"/></p> <p>Hotel Rate <input type="text" value="0"/></p> <p>Number of Staff <input type="text" value="0.00"/></p> <p>Funding Source <input type="text" value="Federal"/></p>
--	--

Other

To enter Other follow the steps above to open the Other Details box at the bottom of the screen. Enter Other according to the instructions on your grant application instructions.

Enter Quantity, Item and Description, Unit Price

Funding Source must be Federal

There must be a cost justification explanation in the box.

Save

Other

<p>Award Budget Detail Name AWD-BGT-DTL-046566</p> <p>Award Budget Category AWD-BGT-041142</p> <p>Total Budget \$0.00</p> <p>Quantity 0</p> <p>Funding Source Federal</p> <p>Cost Justification</p> <p>Characters remaining: 750</p> <p>Award Sub-Grantee Account CCJJ/UOVC-CVRC/Outreach</p> <p>Record Type Other</p>	<p>Cost Category Name Other</p> <p>Funding Year Year 1</p> <p>Item and Description</p> <p>Unit Price 0</p>
--	--

Indirect Costs

Indirect Costs will total automatically according to the rate you entered in the Applicant Tab.

The categories will have totalled at the bottom in "Total."

If your grant instructions indicate you should enter a year 2 budget, then follow the instructions and choose year 2 instead of year 1 to enter a year 2 budget.

In some grants the grant application will not submit if there are not dollars entered into a year 2 budget.

If you have not entered the required budget info and try to submit then you will get this error.



***TIP The grant will let you submit even if your budget is not complete. Make sure your budget categories and lines are completely filled out and dollar amounts are adding up to expected amounts.**

8-Submitting the Application

When the Applicant Tab, Application Tab, Budget and Required Files are all attached, the buttons are all green and the Submit button is blue, you can submit the application.

VOCA Application

Application Status New	Program End Date Jun 30, 2027
---------------------------	----------------------------------

Applicant Info

Application Info

Required Files

Submit

Amendment

When the application is submitted the submit button will turn gray, and you will get a notification that says “Application Successfully Submitted”.



Application Successfully Submitted



VOCA Application

Application Status
Submitted

Program End Date
Jun 30, 2027

Applicant Info

Application Info

Required Files

Submit

It is important to know where to check to verify your grant has been submitted when UOVC can not confirm your application was submitted.

Other ways to know if your application was submitted is to look at the Application status while in the grant and in the My Applications tab the status will say submitted (see example above). You *MAY* get an email that says the application was submitted.



Home

My Applications

Support

ALL

Award Record ID	Project Title	Sub-Grantee Account	Status
UOVCA-000157			Completed
UOVCA-001655			Funded
UOVCA-001813			Funded
UOVCA-001873			Funded
UOVCA-001874			Funded
UOVCA-001875			Funded
UOVCA-002016			Funded
UOVCA-002017			Funded
UOVCA-002020			Funded
UOVCA-002025			Funded
UOVCA-002057			Submitted
UOVCA-002058			New
UOVCA-002065			New
UOVCA-002105	VOCA Test 2025-2027		Submitted