STATE OF UTAH
Office for Victims of Crime

2025 - 2026 State Funding for Sexual Assault Services

Coalitions

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The Utah Office for Victims of Crime has been designated as the pass-through agency for both the Sexual Assault and Other Crimes funding categories. The following is a summary of how these funds will be allocated over the next fiscal year.

State Victim Services Funding

In the 2023 session, the Utah State Legislature allocated $3,200,000 in ongoing annual funding and $5,167,000 in one-time funding for sexual assault services, with the one-time funding distributed over three years. UOVC has determined the following category allocations based on prior funding trends and feedback from community stakeholders.

Program	FY24 Ongoing & One Time	FY25 Ongoing & One Time	FY26 Ongoing & One Time
Rape Crisis Centers	$3,056,900	$3,750,000	$3,750,000
SANE Programs	$675,050	$500,000	$650,000
Coalitions	$416,700	$825,000	$825,000
Underserved Programs	Program Not Yet Developed	$500,000	$350,000
UOVC Administrative	$218,350	$275,000	$275,000
TOTAL	**$4,367,000**	**$5,850,000**	**$5,850,000**

General Purpose

The general purpose of this program is to provide funding to state coalitions who address rape and sexual assault. State Coalitons should utilize this funding to provide training and technical assistance to all organizations responding to sexual violence across the state. This includes increasing access to services for underserved populations and rural parts of the state. Coalitions should work in collaboration with The Utah Office for Victims of Crime to identify best practices, areas of need, and to establish a minimum level of core standards for rape crisis centers.

Award Announcement

Award Information
Award Summary

Funding Type:	Grant
Estimated Total Funding:	$825,000
Expected Number of Awards:	2
Award Type:	Formula
Term of Award:	July 1, 2025 - June 30, 2026.
Length of Award Period:	12 months

Eligibility

Coalitions must be state recognized and designated to address sexual violence in the state of Utah.

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

New applicants must contact Melissa Wayment, at **mwayment@utah.gov** to complete their agency account registration in Utah's Grants Management System (GMS). The registration deadline for new applicants is **March 6, 2025**. When reaching out, please provide the following information: the agency's name, address, email, phone number, and the contact person's name, email, phone number, and position. Once your information is submitted, you will receive further instructions on accessing the system and starting the application process.

Application Submission

The submission process for state awards will include completing the budget excel form, creating an award profile on the grants management system and attaching all required documents. The following is a step by step walk through of the application process:

📄 Utah GMS Instructions How to Apply for State Funded Grants 25-27 (2).pdf

Applicants are encouraged to watch all recorded application training modules available on the Grants Solicitation page of our UOVC Website.

All applications must be submitted through Utah's **Online Grants Management System (GMS)** by **6:00 PM (MST) on Thursday, March 13, 2025**.

Please note: Alternative submission methods will only be accepted if prior approval has been granted by UOVC. Ensure all required documents are properly uploaded to the GMS, as submissions outside of GMS without approval will not be considered.

Award Application Documents

➔ **Funding Instructions**

➔ **Budget Ledger**

Use the Excel budget ledger to submit your budget request. Ensure that all expenses are clearly explained and properly justified. Additional instructions can be found within the budget form to guide you through the process. This form is available on the grant solicitation page of the UOVC website.

➔ **Scope of Work**

As part of the application process, you are required to review the Scope of Work for Coalition programs. This document outlines the criteria that must be met to qualify for state funding. A copy of this form is available on the grant solicitation page of the UOVC website.

➔ **Certified Assurances & Grant Conditions**

Before applying for or accepting grant funding, it is essential to thoroughly review all certified assurances and grant conditions. If a grant is awarded, both the award Point of Contact (POC) and the agency's Authorized Official must sign the certified assurances. These documents will be sent via eSign to the POC and Authorized Official for signature after the award is made. A copy of the certified assurances is available on the grant solicitation page of the UOVC website.

➔ **Required Documents and Training**

The following required documents must be attached to the files section of your award application on the GMS.

- **Job Descriptions** - Provide a job description for each employee or volunteer position funded through the grant. Each description should include the position title, key responsibilities, and qualifications or skills required. Ensure the activities described reflect the most up-to-date responsibilities for this position.

- **Organizational Chart** -An organization chart should clearly represent your agency's structure, starting with top leadership (e.g., Executive

Director or CEO) and working down to department heads and staff. Ensure all positions funded by the grant are included and clearly identified, such as program coordinators or outreach specialists. Use lines to show reporting relationships and make the chart easy to read, avoiding clutter. The chart should reflect the hierarchy, with clear labels for each role, and fit onto one page. Choose a layout that best represents your organization's structure, ensuring clarity and readability.

- ○ **Contracts** - If your funding request includes contracted services, rental agreements, or similar arrangements, you must include the relevant contracts in your application. These documents should outline the scope of services, terms, and payment details to ensure compliance with funding requirements. If a contract is not yet in place, you may submit it later in the award year once it is obtained. However, the contract must be submitted and approved before any funding is spent on the associated expenses.

- ○ **[Civil Rights and Discrimination Policy Training](#)** - This training must be completed by the applicant's designated point of contact.

Funding Determinations

The state administering agency has the sole discretion to determine which state coalitions will receive funds, and in what amounts, subject to the purpose of funding. A review and approval of the coalition budget must be completed before funds can be expended.

Allowable Costs

- ➢ Costs that are associated with providing training and technical assistance to sexual assault service provider programs
- ➢ Development and maintenance of a SART
- ➢ Awareness of sexual assault services
- ➢ Prevention of rape and sexual assault
- ➢ Program assessment and evaluation
- ➢ Specialized sexual assault training
- ➢ Costs Related to Traditional healing
- ➢ Development and maintenance of a hospital response team
- ➢ Food and beverage may be considered on a case by case basis for some cultural specific program activities. Contact the grant analyst for further inquiry.

Non-allowable Costs

- ➢ Fundraising

- ➢ Board member salaries
- ➢ Research and studies (not including needs assessments and program evaluation)
- ➢ Offender treatment
- ➢ Domestic violence services
- ➢ Uses not approved or appropriated by the agency's legislative body
- ➢ Uses, payments, or expenses that are not within the scope of the agency's functions
- ➢ The purchase of land or real property
- ➢ Major construction projects
- ➢ The purchase of alcoholic beverages or entertainment of any kind
- ➢ The purchase of gifts

Programmatic Guidelines

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.

Breach of PII

Each subrecipient should have a written procedure in place in the event of an actual or imminent breach of a victim's personally identifying information (PII). Pertinent information can include items such as a victim's name, phone number, home address, or other information that could identify the victim or their location. Possible examples of situations include electronic database breaches, lost or misplaced physical victim files, or discussing a victim's PII in unauthorized or public spaces.

This procedure must include notification of the event to the Utah Office for Victims of Crime (UOVC) within 24 hours of becoming aware of the incident. UOVC must be notified within 24 *regular* hours, not business hours. This can be done through an e-mail explaining what has happened (without disclosing any PII), and what steps the subrecipient is taking to remedy the situation.

Reaching Communities Experiencing Inequity

Subrecipients are encouraged to make intentional efforts to reach and serve communities within their service area that experience inequity or face barriers to accessing services. These may include, but are not limited to, individuals from underserved or marginalized populations, such as racial and ethnic minorities, rural communities, individuals with disabilities, LGBTQ+ individuals, and those with limited English proficiency.

Efforts should focus on identifying and addressing the unique needs of these communities by fostering inclusive practices, building partnerships with community organizations, and removing barriers that hinder access to services. Subrecipients should strive to ensure that all individuals, regardless of their background or circumstances, have equitable access to the support and resources they need.

Promoting equity within your services not only aligns with SASP's mission but strengthens the overall impact of victim services in your community.

Use of Gift Cards

The limited and controlled use of gift cards to address urgent, short-term victim needs is allowable but carries inherent risks, as they are challenging to track and monitor. UOVC recommends prioritizing in-kind supplies and services (e.g., food, clothing) whenever possible. Gift cards should only be used when absolutely necessary, with a written policy and strong internal controls governing their purchase, storage, use, and accounting. The following document provides guidance on gift card policies and requirements for monitoring 📄 UOVC Gift Card Guidelines .

Language Access Plan

Recipients of UOVC grants must have a written policy to address language access. Subrecipients must make sure that people who have Limited English Proficiency (LEP) can fully access the services provided by UOVC grants. According to Title VI and the Safe Streets Act, subrecipients need to take reasonable steps to ensure LEP people can use their programs. This could include offering help with language, such as translation or interpreters, when needed. The U.S. Department of Justice has provided guidance to help subrecipients understand and follow these rules. You can find the guidance online at www.lep.gov.

Award Management

Financial Reimbursement

Payment requests under this grant are made on a reimbursement basis, meaning that agencies must first incur eligible expenses before submitting a request for reimbursement. These requests are typically due 30 days after the end of each quarter, though agencies may choose to submit reimbursement requests on a monthly basis. The final reimbursement request for the award year is due by July 15th to meet year-end closeout deadlines.

All reimbursement requests must be submitted through the Grants Management System (GMS). Once submitted, requests will be reviewed and approved by the assigned grant analyst before being forwarded to the UOVC finance department for processing. To expedite the reimbursement process, agencies may opt to enroll in electronic fund transfers (EFT), allowing for faster payments.

It is important to note that only costs incurred during the grant period are eligible for reimbursement. Any expenses outside of the approved grant period, or those not aligned with the approved budget, cannot be reimbursed.

Monthly Reimbursement Due Dates	Quarterly Reimbursement Due Dates
July - Due August 31 August - Due September 30 September - Due October 31	Quarter 1 (July - Sept.) - Due October 31
October - Due November 30 November - Due December 31	Quarter 2 (Aug. - Dec.) - Due January 31

December - Due January 31	
January - Due February 28 February - Due March 31 March - Due April 30	Quarter 3 (Jan. - March) - Due April 31
April - Due May 31 May - Due June 30 June - Due July 15	Quarter 4 (April - June) - Due July 15

Unless otherwise specified, the only required documentation for a reimbursement request is a completed billing ledger. At the start of your award, your grant analyst will upload the billing ledger in the Files section of your award, which should be used as an ongoing document for each billing period. Submitting additional documentation with reimbursement requests can slow down the review process and delay payment. While additional backup documentation is not required for reimbursement requests, programs must retain all proof of expenses and be prepared to provide them if requested during a monitoring review. Agencies should maintain consistent billing practices and ensure that all required documentation is accurate and complete to facilitate timely processing.

Budget Management

Subrecipients are responsible for properly managing their grant budgets throughout the award year, ensuring that funds are utilized effectively and in accordance with the approved budget. Proper budget management involves regularly monitoring expenditures and making adjustments as needed to ensure that all allocated funds are spent responsibly and within the grant's guidelines.

Key Practices for Effective Budget Management:

- **Monitor Your Budget Regularly:** Grant managers should consistently track spending against the budget to ensure funds are being used effectively. Regular budget reviews help identify potential issues early and allow for timely adjustments.
- **Purchase Consumable Items Early:** Consumable items, such as supplies, should be purchased as soon as possible to ensure they are used within the grant year in which they were awarded. This helps avoid unused funds at the end of the award period and ensures that the products support the intended goals of the grant.

- **Utilize Funds Appropriately:** Focus on utilizing funds in accordance with the approved budget and VOCA guidelines, ensuring that all expenditures are necessary, reasonable, and directly related to supporting victims of crime.

By maintaining close oversight of the budget, subrecipients can ensure that they maximize the use of available funds and avoid under- or overspending.

Semi Annual Progress Reporting

Programs are required to submit two progress reports annually to document their progress towards achieving the goals outlined in their Program Plan. Reporting periods and their respective deadlines are as follows:

- July 1st - December 31st: Report due by January 30th.
- January 1st - June 30th: Report due by July 30th.

All progress reports must be submitted electronically through the Grants Management System (GMS) under the "Status Report" section.

Progress reports serve multiple critical functions. Firstly, they provide invaluable data for program evaluation, allowing for the identification of program successes, areas requiring improvement, and challenges encountered during implementation. Secondly, these reports play a crucial role in supporting future funding applications by demonstrating program effectiveness and impact to potential funders. Thirdly, regular reporting encourages staff to meticulously document program activities and outcomes, resulting in the creation of a comprehensive and valuable record of program progress over time.

Governing Board Reports

Subgrantees are required to submit two progress reports annually to their Governing Board. A Governing Board for nonprofit or public entity programs is a group of individuals responsible for overseeing the program's operations and ensuring it aligns with its mission and goals. For these programs, the Governing Board typically consists of key stakeholders, such as executive leadership, community representatives, and subject-matter experts, who have a vested interest in the program's success.

These reports shall include detailed information on the types of crimes experienced by victims served, services provided to victims, and program achievements as outlined in the grant agreement. Grant-funded employees are expected to participate in the presentation of these reports to the funding entity. The report format can be created by the program, with examples including minutes from relevant meetings or a copy of the

presentation provided to the funding entity. The completed reports can be uploaded to the "Files" tab within the Grants Management System (GMS).

Award Amendments

Programs may submit a request for budget changes if they find that the original budget is not meeting the needs of the project as initially planned. Such requests should be based on careful consideration of the program's evolving needs and circumstances. Amendments allow for adjustments that ensure the effective and efficient use of grant funds, while remaining aligned with the goals and objectives of the awarded project. All requests for budget changes must be supported by a detailed justification and comply with the guidelines set forth for budget amendments.

Any requests for budget amendments must be carefully considered and should not change the scope of the originally approved project. When submitting an amendment request, a detailed justification is required to explain why changes to the original budget are necessary and how the revised budget will continue to support the project's goals.

Programs are expected to manage funding diligently throughout the award year to avoid spending large amounts of funding at the end of the award period. All items and services purchased with the award funds should be associated with the current award year and align with the project's intended objectives.

Amendments to awards must be submitted through the GMS system. Instructions for completing this process can be found in the training modules on the UOVC website. To ensure timely processing, amendments should be submitted as early as possible during the award year, as no amendments will be accepted during the last month of the award period (June).

Grant Monitoring

Monitoring at UOVC is meant to make sure that subrecipients follow the rules and properly manage their grants. This helps ensure grants are used according to the agreed terms and conditions.

There are two main ways to monitor grants: desk reviews and site visits.

1. **Desk Reviews**: This involves checking paperwork related to the grant, such as billing requests, financial reports, single audits, and other documents. UOVC staff will review these documents regularly, focusing on areas like compliance with state and federal regulations and are driven by the outcomes of annual risk assessments.

2. **Site Visits**: These are in-person visits to the subrecipient's location to see how the grant is being managed and utilized. The visit might include talking with staff, checking inventories, reviewing facilities, or offering help. The visit activities may depend on the needs of the subrecipient and is also based on the outcomes of the annual risk assessment.

In short, monitoring helps ensure everything is done correctly and grants are used as intended.

Record Keeping

Grant subrecipients are required to maintain all grant related documents for at least two years from the close of the grant, or according to the agency policy if that policy dictates a longer retention period. This includes but is not limited to all personnel records (i.e. timesheets, salary, and benefit information), inventories of equipment and nonexpendable supplies (i.e. copiers, computers or other electronic devices, furniture), and client records. Any other grant-related documents, such as determination of suitability, trauma-informed training certificates, or language access plans should also be maintained by the subrecipient.

Close Out

Final Reimbursement Request

The final reimbursement request marks the closeout of your grant and must be submitted no later than July 15th. This request is the final opportunity to report and reconcile all expenditures incurred during the grant period, settle any paybacks, and reconcile monitoring funding. Meeting this deadline is essential to ensure compliance with grant requirements and avoid delays in processing the final payment. Be prepared to promptly address any issues that may arise to facilitate timely completion.

Deobligation

Grants from the Utah Office for Victims of Crime (UOVC) are available only for the specified period of the award. After this period ends, any unused funds will be deobligated.

To facilitate the deobligation process, your grant analyst will send you a deobligation letter for completion and signature after your final reimbursement request has been processed. This letter formalizes the deobligation of any remaining unused funds.

Subgrantees are strongly encouraged to plan and budget carefully to fully utilize awarded funds within the grant period. Budget items should be used strategically throughout the award year to ensure they support the program's goals and comply with funding guidelines. Purchasing items in the final month of the grant with the intention of using them after the award period ends is not permitted. UOVC discourages such last-minute expenditures as they do not align with the purpose of the program.

If a subgrantee returns more than 10% of their grant or more than $20,000, they must provide a written explanation detailing the reason for the returned amount and specifying the budget categories from which the funds were deobligated.

Final Reporting

As part of the award closeout process, all required reports for the award year must be submitted no later than 30 days after the award end date (June 30), with a final deadline of July 30. This includes Semi-Annual Progress Reports, and Semi-Annual Governing Board Reports. All reports must be uploaded to the files tab in the GMS.

The submission of final reports is essential for demonstrating compliance with the terms of the award and providing a comprehensive overview of the program's achievements, outcomes, and challenges. These reports ensure accountability and highlight the impact of the program, showing how grant funds were utilized to support victims of crime.

Quarterly Check-In and Technical Assistance

Throughout the award year, your grant analyst will request to meet with your point of contact (POC) at least quarterly. These meetings are intended to address any questions or concerns from UOVC or the funded program and to provide technical assistance. Agencies may request technical assistance from their grant analyst at any time via virtual meeting, in-person meeting, email, or phone call. A list of recorded training videos can be found on the UOVC Training Page.

Important Due Dates

Report Type	Reporting Period	Due Date
Semi Annual Progress Reports	First Report (July-Dec) Final Report(Jan-Jun)	January 30th
Quarterly Reimbursement Requests	Q1 (July-Sept) Q2 (Oct-Dec)	30 days after the quarter ends or

	Q3 (Jan-Mar) Q4 (Apr-Jun)	30 days after each monthly billing period
Report to Governing Board	2x per award year	Should have at least one completed by the end of Q2. Both reports are due by the end of Q4.