STATE OF UTAH
Office for Victims of Crime

2025 – 2027 VIOLENCE AGAINST WOMEN ACT (VAWA) FORMULA GRANT PROGRAM SOLICITATION

Application Deadline

March 13, 2025 by 6:00 p.m.

Grants Manager
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VAWA Program Manager
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AWARD INFORMATION

Award Summary

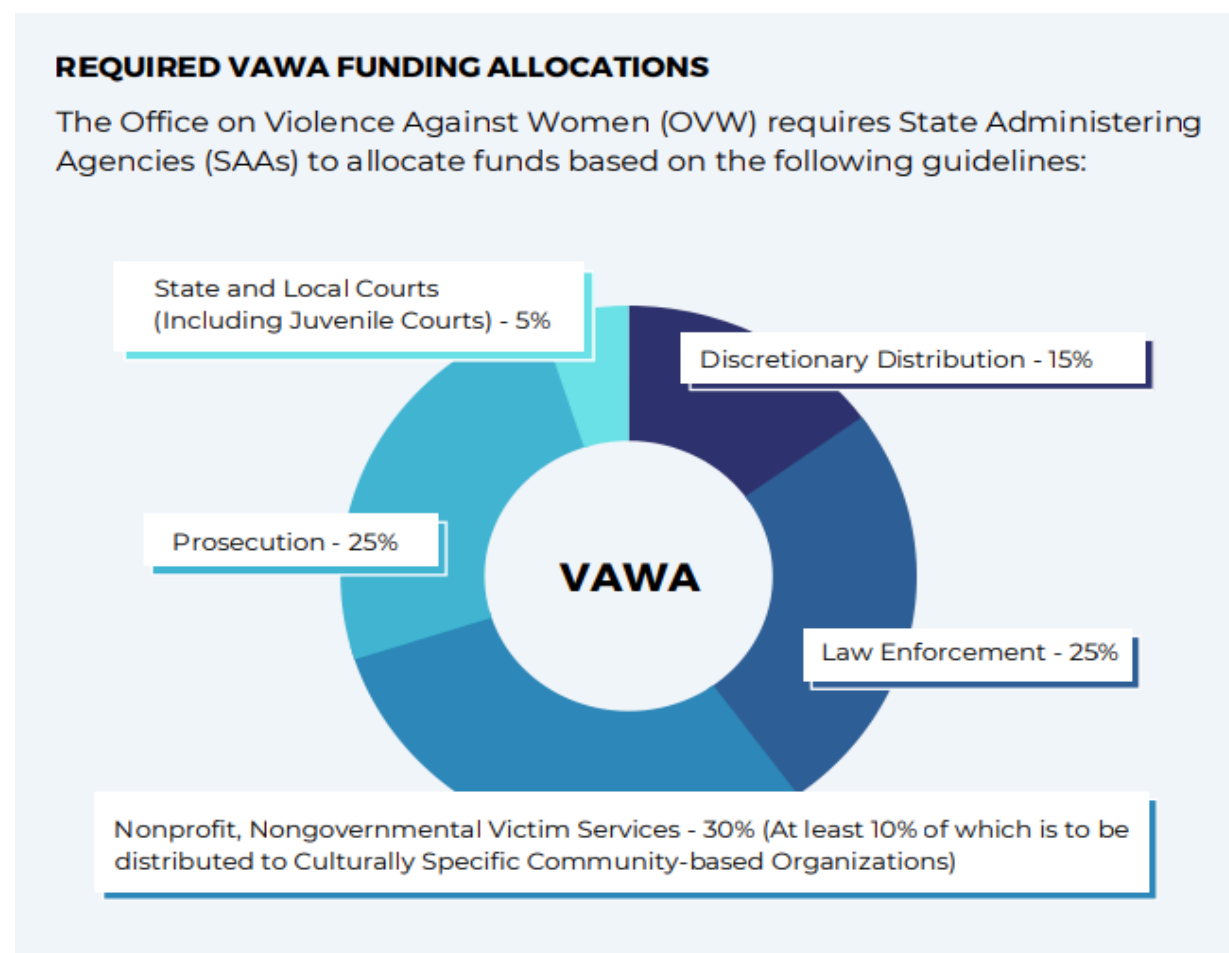Funding Source: STOP Violence Against Women Act (VAWA)
Funding Type: Grant
Estimated Total Funding: $4,000,000 (over two years)
Expected Number of Awards: Approximately 30-40
Award Type: Competitive
Intent to Submit: March 6, 2025
Registration Due: March 6, 2025 (new applicants only)
Application Due: March 13, 2025, 6:00 PM MST
Term of the Award   July 1, 2025 - June 30, 2027
Length of Award Period: 24 months

Application Timeline	
ACTION	**DATE**
Notice of Funding Opportunity (NOFO)	1/7/2025
Online RFP Training	1/28/2025
Deadline- Register in Utah GMS (new applicants only)	3/6/2025
Deadline - Intent to Submit Letter	3/6/2025
Questions/Technical Support	1/29 - 3/6/2025
Application Due	**3/13/2025, 6:00 PM**
Application Review	3/17 - 5/30/2025
Preliminary Award Notification	6/2 - 6/4/2025

Grant Revisions	6/2 - 6/25/2025
All Contracts Finalized/Award Letters	6/26 - 6/30/2025
Grant Program Begins	7/1/2025

Funding Plan/Availability of Funding

In accordance with Federal guidelines, STOP VAWA funds will be allocated in the following way:

REQUIRED VAWA FUNDING ALLOCATIONS

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

State and Local Courts (Including Juvenile Courts) - 5%
Discretionary Distribution - 15%
Prosecution - 25%
Law Enforcement - 25%
VAWA
Nonprofit, Nongovernmental Victim Services - 30% (At least 10% of which is to be distributed to Culturally Specific Community-based Organizations)

Total available funding for this RFP is **$4,000,000.00 (over two years).** Of the funds available, $1,000,000 must support prosecution purposes, $1,000,000 must support law enforcement purposes, $1,200,000 must support victim services purposes (of which $120,000 must be distributed to culturally specific community-based programs), $200,000 must go to the courts

for court purposes and $600,000 can enhance any of these allocations or support Federal Purposes that do not fit within these categories.

All awards must support at least one of the [24 STOP VAWA Federal Program 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](#).

In order to best serve the needs of agencies statewide and across all funding sources, it may become necessary to reallocate all or part of your funding to other available sources. It will be at the discretion of the applying agency to accept funding. All allocation decisions made by UOVC are final.

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

Culturally Specific Set-Aside

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, stalking, or female genital mutilation;
- 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.

Addressing Rape & Sexual Assault

In line with federal guidelines, UOVC must allocate 20% of total grant funds to programs specifically addressing sexual assault (SA). To qualify for Sexual Assault Set-Aside (SASA) funding, your program must focus on rape and sexual assault and meet the unique needs of SA victims. This includes ensuring that funded projects genuinely focus on sexual assault and that personnel have adequate expertise and experience in this area.

If your agency wants to apply for SASA funding, you must submit an application dedicated solely to sexual assault. For example, if you're applying for both domestic violence (DV) and SA funding, you need to submit two separate applications—one for each funding category.

Additionally, agencies applying for SASA funding must complete the Sexual Assault Set-Aside Compliance Form.

Grant Application Training

Training materials and recorded modules to assist you in completing your application are available here: UOVC Grant Solicitations

If extenuating circumstances, such as lack of internet access, prevent your program from accessing the information, please contact UOVC to request alternative training options. We are committed to ensuring all applicants can fully participate.

New VAWA Companion Guide

The new **VAWA Companion Guide** is an essential resource for applicants and awardees, providing clear definitions and comprehensive guidelines to assist with both applying for and managing VOCA awards. It is highly recommended to read through or reference the guide while completing your application, as it ensures clarity, compliance, and confidence throughout the process.

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

New applicants are required to contact Moriah Pease, Program Manager, at **mpease@utah.gov** to complete their agency account registration in Utah's GMS. The registration deadline for new applicants is **March 6, 2025**.

Intent to Submit Form Requirement

All applicants are required to complete the 2025-2027 Intent to Submit Form as part of the application process. The form must be submitted no later than **March 6, 2025**.

RFP Q&A Submission Process

To ensure transparency and fairness, all questions about this RFP must be submitted using the designated **Q&A Submission Form**. Questions submitted via other formats (e.g., email, phone) will not be addressed, and you will be redirected to the form.

Questions will be publicly answered and available on the Q&A Response Form until **Tuesday, March 6, 2025, at 6:00 PM MST**.

For technical issues with the GMS, please contact Moriah Pease at **mpease@utah.gov**.

APPLICATION SUBMISSION INFORMATION

Application Submission Requirements

All applications must be submitted through Utah's **Online Grants Management System (GMS)** by **6:00 PM (MST) on Thursday, March 13, 2025**. Late submissions will not meet the mandatory requirements of the RFP and will be rejected.

Applications must be completed and submitted via the GMS platform at https://utvictimsofcrime.force.com following the submission instructions outlined in the RFP. This includes uploading all required documents directly to the GMS.

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.

Application Format and Organization

These grant application instructions, along with the **VAWA Companion Guide**, provide all the necessary forms and detailed information for completing your application for 2025-2027 UOVC grant funding. All sections must be completed unless explicitly marked as not applicable to your agency.

Each program is required to submit a single two-year application through the **UOVC Grant Management System (GMS)**.

2025-2027 Application Requirements

1. **Applicant Information**

2. **Application Information**
   - Statement of Problem, Need, and Collaboration
   - Addressing Implementation Plan Goals

3. **Budget** (Separate budgets for each year):
   - Year 1 (July 1, 2025 - June 30, 2026)
   - Year 2 (July 1, 2026 - June 30, 2027)

4. **Required Files and Additional Attachments**
   - Prescreen Questionnaire*
   - SAM Verification*
   - Grant and Match funded employee job descriptions*
   - Agency Budget Tracking Form*
   - Organization Chart*
   - Required VAWA Information*

- Letter of Collaboration*
- Record of Providing Effective Services*
- 501c3 (new non-profit only)
- Roster of Governing Board (non-profit only)
- Agency Travel Policy (if applying for travel/training expenses)
- Emergency Funds and/or Direct Aid Policy (if applying for these expenses)
- Office Space, Vehicle Depreciation (if utilizing as match)
- Contracts (if applying for contracted fees)
- Sexual Assault Set-Aside Compliance Form (if applicable)

indicates the document is required for all applicants.

APPLICATION INSTRUCTIONS

Navigate to the UOVC Grants Management System: https://utvictimsofcrime.force.com. Select the correct funding source and click the Apply button:

VAWA (Violence Against Women Act)
Click Here to Apply

The entire application must be completed before it will allow you to submit. You may save an incomplete application and return to it later.

Throughout the application, you will notice information icons strategically placed to provide additional guidance and clarification.

Applicant Information

Organization:

- Verify that the agency information is accurate, including the organization name, phone number, and mailing address.

- Enter the organization's Unique Entity Identifier (UEI) and Tax ID or Employee Identification Number (EIN).

- Review your agency's financial records for the preceding fiscal year. Determine if: 80% or more of your annual gross revenues were received from Federal awards, If your agency received $25,000,000 or more in total Federal awards.

- If your agency budget exceeds 80% in federal awards, you are required to provide the names and total compensation of the five most highly compensated officers of your organization. This information is required by the Transparency Act and is not publicly

accessible. Please refer to 2 C.F.R. Part 170 for detailed reporting requirements on executive compensation.

Primary and Financial Points of Contact:

- Complete the primary and financial points of contact fields for the grant application. These individuals will be responsible for managing communication, overseeing compliance, and addressing any questions or requirements related to the grant.

Project

- Project Short Title: Enter the title in the following format: Agency Name, Program Type, Grant Type, Two-Year Cycle (2025 - 2027).

- Indirect Cost Rate: Applicants may include an indirect cost rate of up to 15% under the de minimis rate standard. This rate must remain consistent across all federal grants awarded by UOVC. Indirect costs will be allocated up to the first $50,000 in the contracted fees category.

- Project Short Description: Provide a brief 2-3 sentence description of your program.

- The Project Period Dates should be entered as Start Date: July 1, 2025 and End Date: June 30, 2027.

- Agency Type: Select the agency type from the dropdown menu that best describes your organization.

Application Information

Statement of Problem and Need

In this section, it is essential to respond thoroughly yet concisely to each question. The questions below are designed to provide a clear picture of the problem, need, and collaborative efforts of your program.

This is a heavily scored area in the review process, so it is crucial to incorporate all elements of each question in your responses. Be specific and detailed, ensuring your answers are comprehensive while staying focused on the requested information. Clear and complete responses will help reviewers fully understand the purpose, impact, and collaborative approach of your program.

Organizational Overview

1. **Question:** Tell us about your organization: its mission, how long it has existed, the programs you offer, and who benefits from your services.
    Instructions: Use this section to provide a clear and concise description of your organization. Highlight your mission, how long your organization has been in operation, the key programs you offer, and the populations that benefit from your services. This will help reviewers understand the purpose and scope of your organization's work.

Victimization Focus

2. **Question:** What type(s) of victimization will this project focus on? What challenges do these victims face, and how will the funding help meet their specific needs?
    Instructions: Explain the type(s) of victimization your funding request focuses on. Describe the challenges these victims face and the specific needs the funding will address. Focus on the victims' perspective rather than just the services your organization provides to convey the purpose and impact of your request.

Addressing Inequity

3. **Question:** What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services?
    Instructions: Detail the specific steps your organization will take to ensure underserved communities—including communities of color, culturally specific groups, tribal communities, and other marginalized populations—are aware of and can access your services. Include outreach methods, partnerships, and engagement strategies to illustrate how you will effectively connect with these communities.

Program Plan and Budget Alignment

4. **Question:** How does the program plan and budget in this request specifically address the needs of the victims served by this program?
    Instructions: Describe how the goals and budget outlined in your request align with and address the needs of the victims your program serves. Explain the roles of funded positions and how they contribute to achieving program objectives. Highlight any innovative practices you plan to implement, helping reviewers understand how your approach supports victims effectively.

Evaluating Program Effectiveness

5. **Question:** What strategies does your program use to evaluate its effectiveness and improve services?
    Instructions: Explain how you will measure the success of your project. Examples include

tracking client outcomes through surveys, interviews, focus groups, or reviewing records and reports. Describe how this data will help you assess whether your project is meeting its goals and making a meaningful impact.

Record of Providing Effective Services

6. 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. See instructions to download these reports: 📕 How to Save a Status Report.pdf . 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.

Alignment with VAWA Implementation Plan

1. **Question:** Be specific and describe how your project aligns with the IP goals and objectives.

   Instructions: Provide a clear and concise description of how your project addresses specific goals from the Implementation Plan, including the activities you will implement and their expected impact. Reference the goal numbers (e.g., 'Goal 1') to ensure alignment.

2. **Question:** If your project does not address the IP goals, explain why.

   Instructions: Explain why the program does not address any IP goals thoroughly. The IP provides a summary of needs to be addressed across the state and guides funding decisions therefore any applications not addressing the IP must have sufficient reasoning.
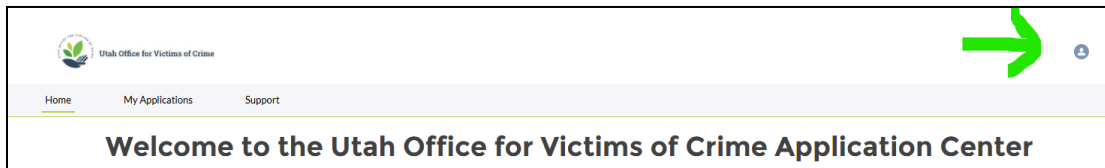
Required Files

In the Required Files tab you will upload the necessary files to complete your application. Files required for all applicants are marked with an asterisk (*). Other files are only required if they apply to your agency or funding request. **All required files must be uploaded to either the application or agency profile.** UOVC provided forms are available on the UOVC Grants Solicitation page.

UOVC is offering a new option to upload required documents that do not commonly change between funding cycles and apply to multiple funding requests. These documents can be uploaded to

the agency's profile rather than each individual application. To do this, navigate to the top right hand corner to the icon seen here. Click the icon and select Account Information.

Now, click on the "Related" tab shown like this:

Here, you can upload any documents that are required for all applications and typically remain consistent across submissions such as policies, 501(c)3, W9, Roster of Governing Board, and Organizational Chart:
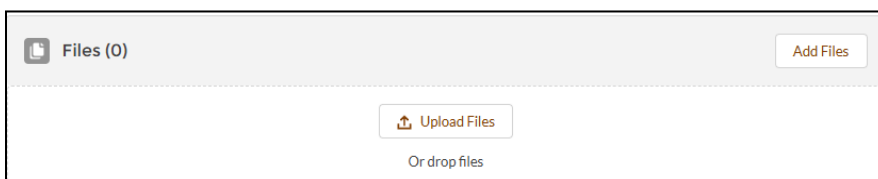
1. ***Pre-Screen Questionnaire:** Complete the VAWA Application Pre-Screen Verification form by ensuring responses are accurate and reflect your agency's current practices. If any question is answered with "no," provide a clear justification explaining why your agency should still proceed in the screening and allocation process. Carefully review all responses and attachments before submitting this form as part of your application, as it is critical in determining your agency's eligibility for VAWA funding.

2. ***SAM Verification:** Upload verification of your agency's active SAM account by logging into your sam.gov account, click on "Actions" and then download as a PDF.

3. ***Grant and Match funded employee job descriptions:** Provide a job description for each employee position funded through the grant or match. 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.

4. ***Agency Budget Tracking Form:** To complete the Agency Budget Tracking Form, enter your agency's name and specify the most recent fiscal year with complete data. For each funding source (Federal, State, Private, and Donations), provide the total dollar amount received and calculate the percentage relative to your total agency budget. Include the total amount of your

agency's combined budget from all sources. In the narrative section, describe efforts to increase or diversify resources, such as engaging with city councils or exploring additional funding opportunities for financial sustainability. Finally, review all entries for accuracy before submitting the completed form.

5. ***Organization 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.

6. ***Required VAWA Information:** To complete the Required VAWA Information form, project the number of victims and services you anticipate serving during each grant award year. All applicants must complete the Program Purposes and CCR tabs, as well as at least 1 additional tab based on your program's focus and funding request. For any tabs that do not apply, clearly indicate "not applicable". Report only on activities requested to be funded by this VAWA project. Activities need to be reported by award year, they will auto-sum in the yellow section. Narrative sections that are greyed out do not need to be completed. Please see the Instructions tab for additional information on specific sections.

7. ***Letter of Collaboration:** Applicants are required to provide detailed information about their collaboration with partnering agencies to enhance victim services within the community. First, list the names of the partnering agencies involved in the project. In the next section, describe the local service landscape and identify any unmet needs within the area. Detail how the partnering agencies will coordinate their efforts to address these needs and strengthen victim services during the project period. Be specific about how these agencies will collaborate beyond MDT/CCR meetings.

Next, outline the frequency of collaboration meetings and the key participants from each agency, including their roles and responsibilities. Finally, ensure that representatives from each partnering agency complete the signature section, certifying that they have consulted during the application development process to ensure the safety, confidentiality, and economic independence of victims. Each partner must include the agency name, contact name, title, phone number, email, and signature with the date.

8. ***Record of Providing Effective Services:** 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. See instructions to download these reports: 📄 How to Save a Status Report.pdf . 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.

9. **501c3 (new non-profit only):** Non profit applicants should upload their most updated 501(c)(3) status.

10. **Roster of Governing Board (non-profit only):** The current roster of your governing board should include a complete list of all board members, including their full names and titles or roles (e.g., Board Chair, Treasurer, Secretary). Be sure to provide contact information, such as an email address or phone number, for each member. The roster must be up to date and accurately reflect the board's current membership at the time of the application.

    UOVC strongly encourages agencies to maintain best practices by ensuring the Executive Director does not serve as the Board President, as separating these roles is important for preserving effective internal controls. Please note that failure to adhere to this practice may affect your agency's eligibility for funding.

11. **Agency Travel Policy (if applicable):** All budget requests for training or travel must include an attached copy of your agency's travel policy. This policy should outline the procedures, guidelines, and any restrictions related to travel, including how travel expenses are managed, approved, and reimbursed. If your agency is requesting travel or training reimbursement above the state rate, you must provide a copy of your agency's policy that supports your requested rates. Ensure that the travel policy is clear, well-organized, and properly uploaded as part of your request.

12. **Emergency Funds and/or Direct Aid Policy (if applicable):** Applicants must provide a policy outlining how their agency distributes emergency funds or direct aid to individuals in crisis. The policy should cover the purpose, eligibility criteria, application and approval processes, disbursement procedures, documentation and record-keeping, limits on assistance, and monitoring practices. This ensures funds are distributed fairly, transparently, and in alignment with program goals. For detailed guidance on creating this policy, refer to the Companion Guide.

13. **Office Space, Vehicle depreciation (if applicable):** When requesting funding for office space or using a vehicle as match, you must provide documentation supporting the fair market value of the resource. For office space, include a detailed estimate of its fair market value, supported by documentation such as comparable rental rates, appraisals, lease agreements, or letters from real estate professionals. For vehicles, provide a valuation based on fair market value using resources like Kelley Blue Book, Edmunds, or a recent bill of sale. Ensure all documentation is clear, organized, and accurately reflects the resource's value.

14. **Contracts (if applicable):** 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.

15. **Sexual Assault Set-Aside Compliance Form (if applicable):** Applicants for the Sexual Assault Set Aside must complete the compliance form and certify that their agency provides intentional and victim centered services dedicated to rape and sexual assault victims. Applicants must also ensure that application information complies with set-aside requirements and best practices are delivered.

Project Budget

As you prepare your budget for this grant application, we encourage you to focus on your program's essential needs to effectively deliver the proposed services. While we strive to support as many programs as possible, adjustments to funding levels may be necessary to align with allocation requirements. We recommend prioritizing your most critical expenses, streamlining costs where possible, and ensuring your budget aligns with VAWA funding priorities.

To enter your budget for both Year 1 and Year 2 in the Grants Management System (GMS), navigate to the **Budget** tab and select the appropriate year. For each expense, click the **plus icon** (+) next to the relevant budget category. Provide all required details for each line item, including the cost, quantity, and type of item or service being requested. Agencies required to provide match should include match items in their budget.

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	👁	⊕

This year, the Budget Justification Form has been replaced by a text box included with each budget line item in the online system. For each expense, you will now provide a justification directly in the designated text box. Be sure to include a clear and detailed explanation of why the item or service is necessary and how it aligns with the program's goals. This process applies to all budget line items, ensuring expenses for both years are accurately entered and justified. Include match amounts also.

Allowable and Unallowable Costs

In general, STOP VAWA grants may support personnel, training, technical assistance, outreach, evaluation, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women and to provide or improve services for victims. Allowable costs and eligibility of projects is in accordance with the

[STOP VAWA grant program guidelines](), the [DOJ Grants Financial Management Guide](), and [CFR 200](). Refer to the UOVC Website for a list of [VAWA Allowable and Unallowable Costs]() when drafting your project budget. Any non-allowable costs and activities should not be included in your application and will not be considered.

Match

A 25% non-federal cash or in-kind match is required for awards made to system-based and government-based programs, including courts, law enforcement, and prosecution agencies. Tribal and non-profit, non-governmental organizations are exempt from this requirement but may choose to voluntarily contribute a match if desired.

To calculate your match obligation, divide your total federal award request by four. For example, if you request a $20,000 federal award, your required match would be $5,000.

Match contributions can be provided in various ways, such as:

- Personnel and fringe costs for VAWA-eligible services,
- Space or vehicle expenses covered by the agency, or
- Agency-paid travel and training costs for VAWA-eligible activities.

Remember that any contribution counted as match must align with VAWA eligibility criteria.

Budget Instructions & UOVC Funding Considerations

1. *Personnel*: For each position included in the budget request, provide the following:
   - **Planned Employees Attending**: Clearly identify the title of the position (e.g., Case Manager, Program Coordinator) in both the Planned Employees Attending and Title fields.
   - **Total Yearly Salary**: Enter the total annual salary for the position, representing what the agency will pay for the position in a year.
   - **Grant Yearly Salary**: Indicate the portion of the total salary that will be covered by the grant during the grant year.

   Starting this grant cycle, applicants are no longer required to associate a specific individual with a requested position at the time of application. Focus on accurately detailing the position's role and funding requirements.

   Additionally, **for each line item in every category,** choose the appropriate funding source and provide a detailed explanation in the budget justification box. Double-check all information for accuracy before saving the entry.

   Funding Considerations: Our funding considerations focus on ensuring programs can effectively provide core victim services with sufficient staff to manage reasonable caseloads while delivering trauma-informed care to both victims and themselves. Positions funded should have adequate time to make a meaningful impact within the program. Ideally, positions should be allocated at 0.25 FTE (full-time equivalent) or

higher to ensure sufficient time and focus on service delivery, except for shared administrative roles where smaller allocations may be appropriate. These priorities are designed to support sustainable, impactful programs that meet the needs of victims and promote staff well-being.

2. *Fringe Benefits***:** For each position to require benefits, Select the correct position by using the Award Detail drop down. To find the position, you must have the correct corresponding funding source selected.
   - **Yearly Agency Benefit Cost**: Enter the total Yearly Agency Benefit Cost, representing what the agency will pay for the position's benefits in a year.
   - **Yearly Grant/Match Benefit Cost**: Indicate the portion of the total benefit cost that will be funded through the grant during the grant year.

   Select the applicable benefits that your agency will provide. If you select "Other," provide a detailed explanation in the justification box.

   Funding Considerations: Our funding considerations for fringe benefits align with the focus on supporting personnel who provide core victim services. Fringe benefits should ensure staff have access to necessary support, such as health insurance, retirement contributions, and other essential benefits, to maintain their well-being while delivering trauma-informed care. Benefits should reflect the allocation of funded positions, ensuring resources are proportionate to the time and effort dedicated to impactful service delivery.

3. *Travel:* When entering travel expenses in your budget, ensure all costs are itemized by specific purpose and accurately reflect associated costs.
   - **Car Mileage**: Provide the total miles anticipated and the reimbursement rate per mile.
   - **Gas Rate**: Include costs for gas if applicable.
   - **Airfare**: Itemize anticipated airfare costs, including round-trip estimates.
   - **Rental Car Rate**: Specify the rental car rate and the expected duration of use.

   Client-related mileage and training-related mileage should be entered as two separate line items. All travel-related costs must be necessary for the program's operation and reasonable in nature. Clearly explain the purpose of each expense in the budget justification box.

   Funding Considerations: Travel funding will consider activities that enhance victim services, including mobile client response, engagement with community partners, and staff training. Travel for grant-funded staff and training opportunities are often the most cost-effective and impactful.

Requests for out-of-state travel or for non-grant-funded staff may be considered if accompanied by a compelling justification demonstrating the critical need and alignment with program goals. However, approval of such requests is not guaranteed. Applicants should clearly explain the importance and anticipated outcomes of the travel in the budget justification box.

4. *Equipment*: For equipment expenses, include items with a per-unit cost of $10,000 or more that are necessary for the operation of the program. Provide a detailed description of each item to be purchased, including the quantity, price, and how the equipment supports program goals. Items with a unit price under $9,999.00 should be categorized as supplies, not equipment.

   Funding Considerations: Equipment funding will consider emergent needs that are essential for delivering core victim services. Only requests for equipment that directly support program goals and address immediate, urgent needs will be considered. Non-essential or non-urgent equipment requests will be lower priority.

5. *Supplies*: List the item or group of supplies requested, the quantity, and the unit price. Only include supplies that are expendable or will be consumed during the project. Ensure all listed supplies are necessary for program operations and align with project goals. For grouped items, it's helpful to list each individual item in the justification box for added clarity.

   Funding Considerations: Funding for supplies will consider items that directly support core services and are essential for the effective delivery of victim services. Only supplies that are well-justified and necessary for program operations will be considered. Requests should demonstrate how the supplies align with project goals and contribute to the overall success of the program.

6. *Contracted Fees*: When requesting contracted fees, provide the following details based on the type of contract:
   o **For individual contracts**: List the type of services provided, the individual's name, their hourly or daily rate, and the total amount of time (hours or days) for which the service will be provided.
   o **For contracts with firms**: List the type of services offered and the total contract cost. This should include any pro-rated audit costs if applicable.

   All contracted fees must comply with the federally allowed rate of $81.25 per hour or $600 per day. Contracted fees cannot be used to cover any contractor's training, travel, equipment, or supplies.

Per federal guidelines, indirect costs can only be applied to contracted fees up to $50,000. If your request exceeds this amount, please contact Program Manager Moriah Pease at mpease@utah.gov for guidance.

7. ***Training*:** Itemize training expenses by specific purpose and provide the basis for computation. Include details such as meals, lodging, registration fees, number of days, number of hotel rooms, and the number of attendees. Indicate what positions will be attending the training. All training-related expenses must be necessary and reasonable.

   This is a list of [Pre Approved In State Training](#) opportunities for victim service providers. For other training options, please provide specific information such as websites or brochures, along with a justification for how the training will meaningfully or effectively enhance victim services.

   Do not enter "TBD" in your training/travel budget. You must either list a "Pre-Approved In-State Training" from the UOVC-provided list or identify a specific training you plan to attend. Changes to the training plan can be made later in the award year if necessary.

   Funding Considerations: Funding consideration is given to training for grant-funded staff, as these are often the most impactful. Requests for out-of-state training or for non-grant-funded staff may be considered if accompanied by a compelling justification demonstrating the critical need and alignment with program goals. However, approval of such requests is not guaranteed. Applicants should clearly explain the importance and anticipated outcomes of the training in the budget justification box.

8. ***Other*:** The "Other" category is for costs that do not fit into the predefined budget categories. Examples include Emergency or Direct Client Aid funding and housing or rental assistance. Similar items should be grouped together, and a detailed description, including the purpose and necessity of the expenses, must be provided in the justification box. Ensure all items align with program goals and demonstrate their impact on supporting victims.

   Funding Considerations: Considerations include costs such as Emergency or Direct Client Aid and housing or rental assistance, which directly support victims of crime. Funding requests should be reasonable, well-justified, and reflect expenses that can be effectively utilized within the grant year. Priority will be given to expenses that align with program goals and demonstrate a clear, immediate benefit to victims.

Application Checklist

Applicants must submit a fully executed application to UOVC, including all required supporting documentation.

Complete	Section	Task	Due Date
☐	Pre-Application	Grants Management System Registration (New Applicants Only)	March 6, 2025
☐	Pre-Application	Intent to Submit Form	March 6, 2025
☐	Pre-Application	**Q&A Submission Form** **Q&A Response Form**	Up to March 6, 2025
	Application		
☐	Applicant Information	Ensure this section of the application is fully and accurately completed	March 13, 2025
☐	Application Information	Ensure this section of the application is fully and accurately completed	March 13, 2025
☐	Required Files	Prescreen Questionnaire*	March 13, 2025
☐	Required Files	SAM Verification*	March 13, 2025
☐	Required Files	Grant-Funded Employee Job Descriptions*	March 13, 2025
☐	Required Files	Agency Budget Tracking Form*	March 13, 2025
☐	Required Files	Organization Chart*	March 13, 2025
☐	Required Files	Required VAWA Information*	March 13, 2025
☐	Required Files	Letter of Collaboration*	March 13, 2025
☐	Required Files	Record of Providing Effective Services*	March 13, 2025

☐	Required Files	Verification of 501(c)(3) Status (required for new nonprofit applicants only)	March 13, 2025
☐	Required Files	Roster of Governing Board (for nonprofit organizations)	March 13, 2025
☐	Required Files	Agency Travel Policy (if applying for travel/training expenses)	March 13, 2025
☐	Required Files	Agency Emergency Fund or Direct Aid Policy (if applicable)	March 13, 2025
☐	Required Files	Office Space or Vehicle Depreciation Details (if applicable)	March 13, 2025
☐	Required Files	Contracts (if applying for contracted fees)	March 13, 2025
☐	Required Files	Sexual Assault Set-Aside Compliance form (if applicable)	March 13, 2025
☐	Budget	Year one	March 13, 2025
☐	Budget	Year Two	March 13, 2025