



2021-2023 VOCA Application Instructions

Eligibility

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

Application Deadline

Applications are due by 6:00 pm April 20, 2021

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Award Information:

Funding Type:	Grant
Estimated Total Funding:	\$42,000,000 (over two years)
Expected Number of Awards:	Approximately 145
Award Amount:	Amounts determined by a competitive process
Application Due:	April 20,2021 06:00 PM
Anticipated Start Date:	July 1, 2021
Length of Award Period:	24 months

Victims of Crime Act (VOCA)

Victim Assistance Grant

2021-2023

(CFDA 16.575)

INFORMATION SECTION

The "Victims of Crime Act of 1984" (P.L. 98473, Title II, Chapter XIV) as amended by the "Children's Justice and Assistance Act of 1986" Pub L. 99-401, the "Anti-Drug Abuse Act of 1988", Pub L. 100-690, Title VII, Subtitle D, and "The Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322, Title XXIII, Subtitle B.) The final rule updated August 8, 2016 codified and updated the existing VOCA Victim Assistance Program Guidelines to reflect changes in OVC policy, needs of the crime victim services field, and VOCA itself. (Federal Register/Vol 81, No 131; 28 CFR Part 94).

The Utah Office for Victims of Crime is the agency authorized to administer the grant program. The purpose of the program is to assist public and private non-profit agencies in providing services to victims of crime.

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Issuance of RFP	UOVC	2/5/2021
2.	Grant Training Online Webinar	UOVC	3/09/2021
3.	Deadline- Register in UOVC GMS	Applicant	4/13/2021, 5:00 pm
4.	Deadline - Intent to Submit Form	Applicant	04/13/2021
5.	Questions/Technical Support	Applicants	Ends 04/16/2021
6.	Submission of Grant	Applicant	04/20/2021, 6:00 PM
7.	UOVC Screening and Allocation Review Process	UOVC	04/29/2021– 05/31/2021
8.	Final Approval	UOVC Board	6/8/2021
9.	Preliminary Award and Contract Notification	UOVC	06/15/2021

10.	Grant Revisions	Applicants	6/15/2021-06/30/2021
11.	Grant Program Begins	UOVC	07/01/2021
12.	Final Executed Contracts	UOVC	06/30/2023

Issuance of RFP

The RFP (Request for Proposal) for the VOCA Program was issued by UOVC on **February 5, 2021**.

RFP Training Online Webinar

UOVC will hold one VOCA grant-writing/grant-training workshop that will be available to attend via webinar, on **Tuesday, March 9, 2021 at 9:00 PM –3:00 PM**, (Mountain Standard Time). The workshop will present information, provide grant-writing tips, clarify issues and answer questions. This workshop is not mandatory but applicants are encouraged to participate. Those interested in attending the workshop must register at the following link: [VOCA RFP Training](#). After registering, you will receive a confirmation email containing information about joining the webinar. UOVC will record the VOCA grant-writing/grant-training workshop. The recorded workshop will be available on the UOVC website, <https://justice.utah.gov/2021-voca-rfp/> by Friday, March 12, 2021.

Registration for UtahGrants Online Management System

Applicants must register within the UOVC UtahGrants Online Grants Management System at <https://utvictimssofcrime.force.com/applications> to submit their competitive applications. Registration within the system is not the submission of the application. **The deadline to register within the UOVC Grants Management System is April 13, 2021, 5:00 pm.**

Intent to Submit

Applicants must complete the Intent to Submit form in order to apply: [2021-23 VOCA Intent to Submit](#). The Intent to Submit form is due no later than **Tuesday, April 13, 2021, 5:00 pm.**

The Intent to Submit is used by UOVC staff to plan the time required to review the upcoming proposals. Submitting your Intent to Submit places you on the grantor's mailing list, ensuring you will receive any future addendums and modifications for that particular grant, including deadline changes.

Questions Regarding RFP

In an effort to be transparent and equal to all applicants, please submit all questions regarding this RFP on this [Question Submission Form](#). Questions will be publicly answered on the Google Doc. Questions submitted in any other format (email, phone, etc.) will not be answered at that

time, and you will be re-directed to the Q/A Google Form. Questions submitted on the Q/A Google Form will be answered, publicly, until **Friday, April 16, 2021** at 5:00 PM MST. You may view the answers here: [Public Q & A](#).

If you experience technical difficulties with the Grants Management System, the applicant should contact the System Specialist, Jennifer Menteer at jmenteer@utah.gov.

Application Submission

Submissions of applications must be received in the Utah Office for Victims of Crime UOVC Grants Management System no later than **6:00 PM (Mountain Standard Time) on Tuesday, April 20, 2021**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the Utah Office for Victims of Crime Grants Management System found at <https://utvictimsocrime.force.com/applications>. A complete proposal must adhere to the applicant submission instructions outlined in the RFP. Please note that copies received via email, facsimile or mail will not be accepted. Required documents must be attached/uploaded in the UOVC Grants Management System, and may not be emailed. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.

Screening and Allocation

Once applications are submitted, they will be put through the UOVC Screening and Allocation Process. This process consists of four steps: 1) Pre-Screen 2) Subject Matter Expert/Peer Review 3) Management Review 4) UOVC Board Approval. Under [CFR § 94.103\(a\)](#) UOVC as the State Administering Agency (SAA) has “sole discretion to determine which organizations will receive funds, and in what amounts, subject to the minimum requirements set forth in VOCA and this subpart.” All funding determinations are FINAL and not subject to negotiation.

Term of the Award

UOVC will be awarding VOCA funds on a two-year cycle. The term of the contract is July 1, 2021 – June 30, 2023. Applicants must submit a separate budget, Budget Justification, VOCA Required Questions, and Program Plan for each year. Applicants who do not submit the aforementioned forms for each year will not be considered for funding the second year.

Eligibility

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. **The Utah Office for Victims of Crime has determined that applications will be ineligible for consideration if they are late, incomplete, or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.**

State and local governments, private non-profit organizations and Native American Tribes are eligible applicants. An eligible crime victim assistance program must comply with the following requirements:

1. An applicant agency must be a public or a non-profit organization or a combination thereof, which provides direct services to crime victims;
2. Demonstrate a record of providing effective direct services to victims of crime, demonstrate community support of services, have a history of providing direct services in a cost-effective manner, and have financial support from non-federal sources;
3. Meet program match requirements. Match requirements are a minimum of 25%, cash or in-kind, of the total VOCA federal funds. The match is waived for a Native American tribe and/or an organization, located on a reservation.
4. Demonstrate that 25-50 percent of their financial support comes from non-federal sources if they are a new program that has not demonstrated a record of providing victim services;
5. Utilize volunteers
6. Follow the VOCA non-discrimination provisions
7. Promote within the community served, coordinated public and private efforts to aid crime victims;
8. Assist victims in seeking available crime victim compensation benefits;
9. Provide services to victims of Federal crimes on the same basis as State crime victims;
10. Provide services, at no charge, through the VOCA funded project. Any deviation from this provision requires prior approval by the state grantee;
11. Maintain confidentiality of client-counselor information, as required by state and federal law;
12. Comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the M7100.1D which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;
13. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws;
14. Ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C. 10604;
15. Submit statistical and programmatic information on the use and impact of VOCA funds as requested by UOVC.

Appropriation and Availability of Funds

Category	Description	Amount Allocated
Underserved Populations	Programs whose primary mission is to provide services to crime victims in underserved populations (e.g. LGBTQI, people with disabilities, polygamist communities, tribal nations).	\$3,360,000
Legal Services	Programs whose primary purpose is to provide legal services to victims of crime.	\$4,200,000
Domestic Violence Programs	Programs whose primary purpose is to provide services to victims of domestic violence (e.g. shelter, crisis hotline, etc.).	\$9,660,000
Sexual Assault Programs	Programs whose primary purpose is to provide services to victims of sexual assault (i.e. rape crisis programs, sexual assault set-aside grants).	\$5,880,000
Criminal Justice Victim Advocates	Victim advocacy programs that are established within the criminal justice system (i.e. law enforcement and prosecutor offices) on the local and the state levels.	\$10,500,000
Child Abuse and Treatment	Programs whose primary purpose is to provide services to victims of child abuse (i.e. children’s justice centers, family support centers) as well as programs whose primary purpose is to provide mental health treatment services to all victims of crime.	\$7,560,000
New Agencies	Must be completely new to VOCA. Meet eligibility requirements as outlined in this solicitation. Decreases for Year 2 will still apply.	\$840,000
Total		\$42,000,000

This will be awarded through a 2 year period, awarding \$23,000,000 the first year and \$19,000,000 the second year. This is a decrease from the previous funding cycle and the decreases will be awarded in the following way:

Overall Decreases

The tiered decreases will take place during Year 1 of the upcoming funding cycle. For Year 2, we are requesting all agencies take an additional 15% decrease. UOVC reserves the right to make reductions, in addition to the required decreases, at their discretion.

Tiered Decreases for Year 1:

- If the current award is funded at \$50,000 or less for the active cycle (minus one-time funding/rollover amounts), you will be required to decrease your grant by 5%.
- If the current award is funded at \$50,000.01 to \$300,000 for the active cycle (minus one-time funding/rollover amounts), you will be required to decrease your grant by 10%.
- If the current award is funded at \$300,000.01 or more for the active cycle (minus one-time funding/rollover amounts), you will be required to decrease your grant by 15%.
- Sexual Assault and Child Abuse grants that are funded at \$300,000.01 or higher are only required to decrease their grants by a total of 10%.

When determining what your current active amount is, keep in mind that your current active awards include one-time funding and rollover that will need to be removed prior to making these decreases. This amount will be closer to the amount listed on your signed 2019-2021 award letter for Year 2. Please check with your grant analyst if you have any questions regarding the one-time funding and rollover amounts.

Decreases for Year 2:

All agencies, regardless of funding level, will be required to decrease their grants by an additional 15% from their Year 1 requests.

New agencies will also be required to cut their Year 2 request by 15%.

Budget Restrictions:

Agencies will be allowed to decide where to make the necessary changes to their budgets, but will need to be compliant in the following areas:

Personnel/Benefits:

- There will be no increases to overall VOCA hours, including no new positions.

- Any Increases in wages or benefits will only be approved if it is accompanied by a decrease in hours to make up for the difference.
- Agencies making any change in positions to the personnel category, for example, removing a position and adding another, may be at risk of losing personnel funding without providing adequate justification.

Travel

- Training-related travel and victim-services-related travel should be listed separately on the budget. While there will be no funding caps on victim-services-related travel, agencies will need to demonstrate the need for their requested amount. UOVC will review the amount requested as compared to the amount actually spent in previous years.
- Training related travel will be limited to \$1000 per grant funded employee with a cap of \$10,000 per agency.
- There will be no out of state travel allowed this funding cycle.

Equipment

- There will be no new equipment approved in this funding cycle. Equipment will only be considered on an emergency basis through an amendment after the grant is awarded.

Supplies

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

Contracted

- VOCA will no longer fund contractor training, travel, equipment, or supplies.
- Budget justifications must include a detailed explanation for any contracted hours requested.
- Cancellations and no show fees in this category need to be paid at a lower rate.

Training

- There will be no out of state training allowed during this funding cycle. Out of state training that are held virtually are allowable.

Other

- Emergency funds will be limited to \$5,000 per agency. Programs will be awarded based on prior year expenditures and demonstrated need. Programs may be able to request additional funds through an amendment if there is a demonstrated need and funding is available.

Agencies need to show where they are decreasing funds on the budget justification form, if it is not clearly explained, UOVC reserves the right to make the budget cuts at their discretion.

UOVC Discretionary Funding Considerations

UOVC reserves the right to make additional decreases to programs in order to reach the necessary funding ceilings for each year. These determinations will be based on the following areas:

- Previous deobligations and prudence in budgeting.
- Timeliness in submitting reimbursement requests and reports.
- Overall program and grant management. Repeated audit findings will be considered.
- A demonstrated need for requested expenses that are adequately explained in the Budget Justification section of the grant application.
- Performance indicators, including goals, objectives and PMT reports that are adequately explained in the Record of Providing Effective Services section of the grant application.
- The ability to collaborate and coordinate with community partners. This will be demonstrated through the Coordination Narrative and Letters of Support.
- A demonstrated effort to seek outside resources, for example, reporting funding decreases to the agency's governing board. Will also be reviewed in Additional Resources.
- The overall quality of the grant application and peer review scoring of grant through the SME Review Process.
- Efficiency and effectiveness of service provision including cost per service and cost per victims as reported on the Required VOCA Questions.

Housing First Program Conditions

All stand-alone Housing First Programs that wish to continue their program, will be required to merge that funding into their main VOCA grant.

- All Housing First programs must decrease their original housing grant total by 10% before merging with their main grant.
- Housing First programs that are currently \$150,000 or less will need to maintain at least \$40,000 of direct aid: rent and flexible funding, in order to continue their housing program.
- Housing First programs that are currently at \$250,000 will need to maintain at least \$80,000 of direct aid: rent and flexible funding, in order to continue their housing

program. Emergency funds should be kept separate from direct aid.

Allowable Services, Activities and Costs

VOCA victim assistance funds are restricted for those direct services which respond to the immediate needs of crime victims, so that the severity of the psychological trauma is reduced; assist the victim in participating in the criminal justice process; and help restore the victim's sense of dignity, self-esteem, and coping mechanisms. Those costs that are necessary and essential to providing these direct services may be supported with VOCA victim assistance grant funds. Allowable costs and eligibility of projects is in accordance with the [Federal VOCA Requirements](#), the [DOJ Grants Financial Management Guide](#), and the [2 CFR 200](#). The following, although not exhaustive, is a listing of services, activities and costs that are considered to be eligible for support with VOCA victim assistance grant funds:

I. ALLOWABLE DIRECT VICTIM SERVICES COSTS

- a. **IMMEDIATE HEALTH AND SAFETY:** Those services which immediately respond to the urgent emotional and/or physical needs (excluding medical care) of crime victims such as:
 - i. Crisis intervention services
 - ii. Accompaniment to hospitals for medical examinations
 - iii. Hotline counseling
 - iv. Safety planning
 - v. Emergency food, clothing, transportation, childcare, rent, shelter, and limited medical costs
 - vi. Window, door, and lock repair
 - vii. Emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim
- b. **PERSONAL ADVOCACY AND EMOTIONAL SUPPORT:** Personal advocacy and emotional support services include:
 - i. Working with the victim to assess the impact of the crime
 - ii. Identify needs
 - iii. Case management
 - iv. Manage practical problems created by the victimization
 - v. Identify resources
 - vi. Provide information, referrals, advocacy, and follow-up contact for continued services as needed
 - vii. Traditional, cultural, and/or alternative therapy/healing

- viii. Trained, support animals used by agencies to assist victims in crisis
- c. **MENTAL HEALTH COUNSELING:** Mental health counseling and care and traditional healing, including, but not limited to, out-patient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services. Agencies providing mental health counseling should show that their services are trauma-informed.
- d. **PEER SUPPORT:** Peer support includes activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- e. **FACILITATION OF PARTICIPATION IN CRIMINAL JUSTICE PROCEEDINGS:** Such facilitation generally involves the provision of services and payment of costs that help victims participate in the criminal justice system, and includes:
 - i. Advocacy on behalf of crime victims
 - ii. Accompaniment to criminal justice offices and court
 - iii. Transportation, meals, and lodging to allow victims who are not witnesses to participate in the criminal justice system
 - iv. Interpreters for victims who are hearing-impaired, or with limited English proficiency, when they are not witnesses
 - v. Child care and respite care to enable a victim who is a caregiver to attend criminal justice activities related to the case
 - vi. Notification to victims regarding trial dates, case deposition, incarceration, and parole hearings
 - vii. Assistance with victim impact statements
 - viii. Assistance in recovering property that was retained as evidence and projects devoted to restitution advocacy on behalf of crime victims
- f. **LEGAL ASSISTANCE:** Costs for legal assistance services where the needs for such services arise as a direct result of victimization.
 - i. Legal services (including but not limited to, those provided by pro bono legal clinics) that help victims assert their rights as victims to protect their safety, privacy, or other interests, in a criminal proceeding directly related to the victimization
 - ii. Civil legal services for victims where the need for such services arises as a direct result of the victimization
 - iii. Legal assistance with the following matters:
 - 1. Protective orders, stalking injunctions, and restraining orders;
 - 2. Immigration assistance for victims of human trafficking and domestic abuse victims;

3. Intervention with creditors, law enforcement (e.g. to obtain police reports), and other entities on behalf of victims of identity theft and financial fraud;
 4. Intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization
- iv. Legal assistance with: family, custody, contract, housing, and dependency matters for victims of intimate partner violence, child abuse, sexual assault, and elder abuse.
 - v. In general, legal services for divorce proceedings, alteration of child support payments, criminal defense, and tort lawsuits are not an appropriate use of VOCA funding
- g. **FORENSIC MEDICAL EVIDENCE COLLECTION EXAMINATIONS:** Forensic medical evidence collection examinations for adult and child victims are allowable to the extent that other funding sources are insufficient. These costs may be covered if the examination meets standards established by UOVC, and appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.
- h. **FORENSIC INTERVIEWS:** VOCA funding may be used for forensic interviews of children and adults only when-
- i. Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
 - ii. Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;
 - iii. The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults; and
 - iv. VOCA victim's assistance funds are not used to supplant other State and local public funding available for forensic interviews, including criminal justice funding.
 - v. Any application that requests funding for forensic interviews must include a letter from the County Attorney and Chief or the Sheriff of EVERY law enforcement agency the applying facility is intended to serve. The letter must state that:
 1. The agency is in full partnership with the CJC in the utilization of the forensic interviewer
 2. The agency agrees to substitute the use of the CJC interviewer for the use of their own
 3. The agency will not require subsequent child interviews with their own interviewer

4. The agency applies for the VOCA grant in partnership with the facility and accepts that the award, if granted, is a start-up award and will not be extended or renewed
 5. The agency will fund the required portion of match for the cost of the interviewer for the first year
 6. The agency commits to increasing their portion of the funding in the second, third, and ongoing years so that, if granted, at the end of the two year VOCA award, all participating agencies will share in the 100% funding of the interviewer without VOCA support beyond the two year start up period
 7. The agency commits to sustaining its partnership support of the facility's interviewer
- i. **TRANSPORTATION:** Transportation is allowable to victims to receive services and to participate in criminal justice proceedings
 - j. **PUBLIC AWARENESS:** Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
 - k. **SERVICES TO INCARCERATED INDIVIDUALS:** Services that respond to the needs of an incarcerated crime victim, whether arising from a victimization occurring before or during incarceration, are allowable where the need for such services does not directly arise from the crime for which that individual was incarcerated. Such services may include psychological or medical forensic services. The need for victim assistance services does not directly arise from the crime for which a person is incarcerated merely because that person, while incarcerated, is victimized, even where the person is targeted and victimized for having committed that crime.

II. ADMINISTRATIVE COSTS:

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the Office for Victims of Crime and the Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the Subgrantee has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items.

- a. **PERSONNEL COSTS:** Costs that are directly related to providing direct services such as staff salaries and fringe benefits, malpractice insurance for professional direct service providers who are performing services which are subject to civil actions, and advertising costs associated with hiring VOCA funded personnel.
- b. **SKILLS TRAINING FOR STAFF:** VOCA funds designated for training are to be used

exclusively for developing the skills of direct service providers including paid staff and volunteers so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. These VOCA funds may be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization. VOCA funds may be used to pay for manuals, books, videoconferencing, and other materials and training methods.

- c. **TRAINING RELATED TRAVEL:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training. UOVC encourages subgrantees to receive necessary training in order to complete core job functions and to first look for available training within the state. Furthermore, VOCA funds can support up to one, out-of-state training per VOCA-funded staff member per year. Training should be focused on direct victim services provision. If a specific training is not identified in the budget section of the grant application, then sub-grantee should notify UOVC staff before attending in order to ensure that the training meets grant guidelines.

III. **OFFICE COSTS:** Office costs that are necessary and essential to providing direct services and other allowable victim services. This includes prorated rent, telephone service, required minor building adaptations (non-capital expenditures or capital improvements), and local travel expenses for service providers.

- a. **EQUIPMENT AND FURNITURE:** VOCA funds may be used to purchase furniture and equipment that facilitates the delivery of direct services to crime victims as demonstrated by the sub-grantee. The Federal definition of Equipment is non-expendable items with an acquisition cost of \$5,000 or more per unit. Individual items with a value of less than \$5,000 per unit should be listed under supplies. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, subgrantees cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include cellular phones, laptops, tablets, printers, scanners, video-tape cameras and players for interviewing children, two-way mirrors, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas. The costs of furniture or equipment that make victim services more accessible to persons with disabilities, such as a TTY for the hearing impaired, are allowable. VOCA Subgrantees should use any and all types of advanced technology in the provision of direct services to crime victims for efficiency and time saving. VOCA funded personnel should also be equipped with up-to-date computers, data tracking systems, and web cameras. Costs of equipment should not exceed a reasonable fair market value.
- b. **OPERATING COSTS:** Examples of allowable operating costs include but are not limited to-

- i. Supplies;
 - ii. Equipment use fees (when supported by usage logs);
 - iii. Prorated cost of property insurance;
 - iv. Printing, photocopying, postage, brochures which describe available services;
 - v. Books, and other victim-related materials;
 - vi. Computer backup files/tapes and storage;
 - vii. Security systems
- c. **ADMINISTRATIVE TIME:** Administrative time spent performing the following activities-
- i. Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;
 - ii. Collecting and maintaining crime victims' records;
 - iii. Conducting victim satisfaction surveys and needs assessments to improve victim services delivery;
 - iv. Pro-rated share of audit costs.
- d. **INDIRECT COSTS:** VOCA funds may be used to support indirect costs which are defined as “those cost incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project.” Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%. The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs. If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

This rate must remain consistent for ALL federal awards held by an individual agency and must be consistently used for all federal awards until (if) a rate is negotiated.

- e. **LEASING VEHICLES:** Leasing vehicles, provided that UOVC grants prior approval, is an allowable cost. The sub-grantee shall demonstrate to the satisfaction of UOVC that the vehicle is essential to delivering services to crime victims and will need to include a copy of the blue-book value in the grant application. (May only be used as a match)
- f. **MAINTENANCE, REPAIR, OR REPLACEMENT OF ESSENTIAL ITEMS:** VOCA funds may be used for maintenance, and repair or replacement of items that contribute to maintaining a healthy or safe environment for crime victims, such as a furnace or shelter. Routine maintenance, repair costs, and automobile insurance are allowable for leased vehicles. UOVC will review each sub-recipient request to ensure that other sources of funding are not available and that the cost of maintenance, repair or replacement is reasonable.
- g. **PROJECT EVALUATION:** Sub-recipients may use VOCA funds to support evaluations of specific victim service projects.

IV. OTHER COSTS FOR ACTIVITIES SUPPORTING DIRECT SERVICES:

Before these costs can be supported with VOCA funds, the Office for Victims of Crime and the Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the Subgrantee has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- a. **COORDINATION OF ACTIVITIES:** Activities that facilitate the provision of direct services are allowable, including but not limited to, statewide coordination for victim notification systems, crisis response teams, multidisciplinary teams, and other such programs. VOCA funds may be used to support the salaries and benefits of such coordinators.
- b. **SUPERVISION OF DIRECT SERVICE PROVIDERS:** Supervision of direct service providers only to the extent that such supervision is necessary and essential to providing direct services to crime victims. For example, VOCA funds may be used to support a coordinator of volunteers for a cost effective way of serving more crime victims.
- c. **MULTISYSTEM, INTERAGENCY, MULTIDISCIPLINARY RESPONSE TO CRIME VICTIMS:** VOCA funds may be used for activities that support a coordinated and comprehensive response to crime victims by direct services providers. Examples include direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams; coordinating with Federal agencies to provide services to victims of Federal crimes; and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
- d. **CONTRACTS FOR PROFESSIONAL SERVICES:** Sub-grantees may use VOCA funds to contract for specialized professional services that are not available within the organization. Examples of such services include, but are not limited to, psychological or psychiatric consultation; legal consultation for victim advocates who assist victims in using appropriate legal avenues to alleviate danger and in exercising their rights as

victims; and interpreters for victims who are hearing impaired or with limited English proficiency. Sub-grantees should generally not use VOCA funds for contracted services that charge for administrative overhead or other indirect costs on an hourly or daily rate. Criminal justice programs that contract services for mental health professionals are not recommended under VOCA funding.

- e. **AUTOMATED SYSTEMS AND TECHNOLOGY:** VOCA funds may be used for automated systems and technology that support delivery of direct services to victims. Examples are automated information and referrals systems, email systems that allow communications among victim services providers, automated case-tracking and management systems, and victim notification systems. Costs may include personnel hardware, and other expenses as determined by UOVC.
- f. **VOLUNTEER TRAININGS:** VOCA direct service funds may be used to provide instruction to volunteers on how to be an advocate. VOCA funds may also be used to instruct volunteers on how to provide direct services when such services will be provided predominantly by volunteers.

Non-Allowable Costs

The following services, activities, and costs, although not exhaustive, **CANNOT** be supported with VOCA victim assistance grant funds except if they have been authorized in a previous section:

- a. **LOBBYING AND ADMINISTRATIVE ADVOCACY:** Lobbying or administrative advocacy activities on legislation or administrative changes to regulation or administrative policy.
- b. **PERPETRATOR REHABILITATION AND COUNSELING:** Funds may not be used for perpetrator rehabilitation and counseling except where directly arising from the victimization of an incarcerated individual whose need for victim assistance services does not directly arise from the crime for which that individual was incarcerated.
- c. **RESEARCH AND STUDIES:** Research and studies on crime victim issues are an unallowable use of VOCA funds, as these funds should be primarily used for direct services. Note: Evaluation of specific victim service projects to determine the effectiveness of such a program is an allowable use of VOCA funds.
- d. **CRIMINAL JUSTICE SYSTEM IMPROVEMENT:** Activities directed at prosecuting an offender or improving the criminal justice system's effectiveness or efficiency.
- e. **FUNDRAISING ACTIVITIES:** Any activities or other costs related to fundraising (with the exception of fee-based, or similar, program income as permitted by UOVC).
- f. **CAPITAL EXPENSES:** Capital improvements; liability insurance on buildings; body guards; property losses and expenses; real estate purchases; mortgage payments; and construction.
- g. **COMPENSATION FOR VICTIMS OF CRIME:** Reimbursement to crime victims for expenses incurred as a result of the crime.

- h. **MOST MEDICAL COSTS.**
- i. **SALARIES AND EXPENSE OF MANAGEMENT:** Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (unless used as indirect costs).
- j. **THE COSTS OF SENDING INDIVIDUAL CRIME VICTIMS TO CONFERENCES.**
- k. **FUNDING OTHER ORGANIZATIONS:** The purchase of equipment for another organization or individual to perform a victim related service.
- l. **PURCHASING VEHICLES:** Purchasing of vehicles (as distinct from the leasing of vehicles).
- m. **ACTIVITIES EXCLUSIVELY RELATED TO CRIME PREVENTION.**

Certified Assurances and Grant Conditions

Prior to entering into a grant agreement, each applicant agency must agree to the Certified Assurances and Grant Conditions specified in the application.

Equal Opportunity/Civil Rights Compliance

In order to receive VOCA funds, a successful applicant agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of Utah pertaining to civil rights and equal employment opportunity. Additional information can be found in Section E of the [Certified Assurance & Grant Conditions](#).

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension of debarment from Federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties. Supplanting prohibition applies to both non-profit as well as government agencies.

Reporting Requirements

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

- a. **SUBGRANT AWARD REPORTS:** Subgrantees should submit a Subgrant Award Report (SAR) that can be accessed on the Office for Victims of Crime Performance Measurement Tool (OVC PMT) online system within ninety days of the sub-award date. (September 30)
- b. **PERFORMANCE REPORT:** Subgrantees should submit a performance report that can be accessed on the Office for Victims of Crime Performance Measurement Tool (OVC PMT) online system no later than 30 days after the end of each quarter. Deadlines are October 30, January 30, April 30, and July 30.

- c. **FINANCIAL STATUS REPORTS:** Financial status reports that document the sub-grantees authorized grant expenditures and request for reimbursement should be submitted to the State of Utah Grant Management System no later than 30 days after the end of each quarter. Deadlines are October 30, January 30, April 30, and July 30.
- d. **QUARTERLY PROGRESS/SUCCESS REPORTS:** Quarterly Progress/SUCCESS Reports that document the goals, objectives, and activities that have been achieved on the grant should be submitted to the State of Utah Grant Management System no later than 30 days after the end of each quarter. Deadlines are October 30, January 30, April 30, and July 30.

Successful applicants will receive post award training for the submission of financial and programmatic reporting.

Financial Match Requirements

A program that has a record of providing effective services is required to provide 20 percent of the total program costs with non-federal funds. This match may include in-kind contributions. The 20 percent match requirement for existing programs may be computed by multiplying the amount of the federal award by .25. For example, a local existing victim assistance program receiving a VOCA award in the amount of \$30,000 would be required to provide in-kind match in the amount equal to \$7,500 ($\$30,000 \times .25 = \$7,500$). The match is waived for a Native American tribe and/or an organization, located on a reservation.

Match waivers will not be considered unless all possible resources are used or matched and an agency cannot apply for funds if match funds are not available.

No Copyright Restrictions

UOVC reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a recipient of this award and to authorize others to do so.

In addition, the recipient (or contractor, or subcontractor of this award at any tier) must obtain advance written approval from the UOVC program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use: a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof into a new work developed under this award

VOCA GRANT APPLICATION SUBMISSION

Application Outline

This grant application packet contains the necessary forms and detailed information required to make an application for 2021-2023 VOCA funding. Each program will be required to complete one (1), two-year VOCA 2021-2023 Application in the system.

The application for 2021-2023 must include the following completed sections:

1. Applicant Info (formally cover sheet and overview sections)
2. Application Information
 - a. Statement of Problem, Need, and Target Population
 - b. Statistical Reporting
 - c. Record of Providing Effective Services
 - d. Additional Resources
 - e. Program Plan and Evaluation (for both Y1 and Y2)
3. VOCA Info
 - a. Required VOCA Information
 - b. Required VOCA Questions (for both Y1 and Y2)
4. Budget (**Separate budgets for Y1 and Y2**)
 - a. July 1, 2021 - June 30, 2022 (Y1) Budget
 - b. July 1, 2022 - June 30, 2023 (Y2) Budget
5. Required Files:
 - a. Acknowledgement of Certified Assurances and Grant Conditions (checkbox)
 - b. Grant and Match funded employee and volunteer job descriptions
 - c. Current Agency Budget
 - d. Record of Services for two previous program years (Download PDF of goals and objectives from old system and attach)
 - e. Budget Justification Form
 - f. Organization Chart with grant and match hours
 - g. Roster of governing board if nonprofit organization
 - h. 501c3 if non profit
 - i. Agency Travel Policy (if applying for travel/training)
 - j. Emergency Fund Policy (if applicable)
 - k. Rental Deposit Policy (if applicable)
 - l. Office Space, Vehicle depreciation (if applicable)
 - m. Contracts (if applying for contracted fees)
 - n. Signed Equipment Summary
 - o. W-9 if new agency
 - p. (3) Letters of Support

Application Instructions

The following are general instructions for the VOCA application and NOT the instructions on how to create an account and log-in to the grant management system.

Applicant Information

1. Verify and complete agency information is correct including organization name, phone, mailing address, DUNS #, and Tax ID/EIN.
2. Complete the Primary Contact fields for *this grant application/award* (not agency), and Secondary Point of Contact (if applicable-not required).
3. Fill out your Project Short Title in the following manner: “[Agency Name] VOCA Grant 2021-2023”. (e.g. “DOVE Center VOCA Grant 2021-2023” or “UCASA VOCA Grant 2021-2023”). If you are applying for more than one VOCA grant, enter the name of your program after your agency name (e.g. “Cache County Attorney Special Prosecutors VOCA Grant 2021-2023”)
4. Select the Project Short Description that best describes your program.
5. Select all Counties served by the program
6. Select all Congressional Districts served by the program
7. Select Implementing Agency Type.

Application Info

Statement of Problem, Need, and Target Population

Within the VOCA Grant Application Info section, briefly and concisely respond to each question. The questions, provided below, should provide a clear picture of the problem, need and target populations.

1. Describe the geographical areas to be served by the program. A description could include answers to the following questions: How many square miles are in the service area? What is the population and density? What are the major industries? What is the poverty level? What is the ethnicity breakdown? What are the age breakdowns? Are there universities located within the area?
2. Discuss the nature and scope of the problem in your program service area. If the problem is a result of many factors, these factors should be analyzed and discussed. Provide statistical information such as violent crime rates, trends, and requests in services, etc. Lack of services and limitations of existing programs should be included.
3. List and describe the barriers to victim service and safety and how you are going to address the problem in your area.
4. Describe victim needs in the given service location.
5. Indicate the group(s) of victims the program will target for its services – specific crime categories, populations such as elderly, minorities, etc.

Statistic Reporting

Within the VOCA Grant Application Info Section, briefly and concisely respond to each topic. The topics should provide information on who will be collecting statistics throughout the contract year and that individual's ability to keep statistics. Each agency will be required to maintain project statistics throughout the contact year.

Record of Providing Effective Services

All applying agencies need to complete the narrative section topics which include information on the effectiveness of the program and significant agency accomplishments.

Returning agencies will upload service reports from previous funding cycles in a later section. In relation to those service reports, use the narrative box to justify/explain the performance on your agency's goals and objectives in the two previous program years.

Additional Resources

This section of the application should describe the sources and amounts of non-VOCA funding or resources that will be available from other sources. Applicants are encouraged to leverage other resources, including Federal, State, Local or Private, in support of this project. Please include your VAWA and SASP funding here if applicable. Agencies are required to attach a current budget in the Required Attachments section.

Program Plan

The Program Plan presents a clear and concise way in which to present your goals, objectives, activities, methods, and evaluation process. It is your detailed game plan and it informs the proposal reviewers of the ways in which you plan to expend VOCA funds.

An explanation on how to develop these components is briefly outlined below. The Program Plan will be an important area of focus during the Grant Training Webinar. Please review the recorded training.

1. Select the broad Goal from the overall list.
2. Select the Objective(s) from the drop-down list.
3. Enter the projected quantitative number the goal will serve in the boxes provided. Y1 projected number served should be for the 2021-2022 program year, and Y2 should be for the 2022-2023 program year.
4. Indicate what the quantitative number is measuring.

5. Provide the name of the individuals performing the goal.
6. In the space provided, describe the specific activities and methods that comprise the total proposed program, how they will be carried out, how they will be used to achieve the proposed objectives. The activities/methods are the means or the way in which something will be done. They show exactly how the prescribed objectives will be implemented.
7. In the space provided, indicate what feedback mechanisms will be used to evaluate and measure the accomplishments of the program and how the effectiveness of the program will be assessed. The use of both qualitative and quantitative measures is important.

VOCA Info

Coordination of Services

In many Utah communities, several valuable services exist to assist crime victims. Describe how you use and refer crime victims to those services. For example, if the program is a law enforcement advocacy program, explain the process of referral to the county prosecutor's advocate staff. If the program is a non-profit rape recovery program, provide the program's protocol for referring rape victims to law enforcement. In the COORDINATION information space, describe how the program works with other allied programs harmoniously to aid crime victims. **Attach a minimum of three current letters of support from allied agencies.** If you are a previously funded VOCA victim assistance program, include support letters from newly identified referral sources.

Required VOCA Questions

Indicate the anticipated number of victims that will be served, for each of the two program years, by type of victimization (number of victims served by VOCA-funded projects during the proposed grant period. Include VOCA grant funds plus match.) NOTE: EACH AGENCY WILL BE REQUIRED TO TRACK THE NUMBER OF VICTIMS SERVED THROUGHOUT THE CONTRACT YEAR. After entering the anticipated Number of Victims Served per each category, the Percent of Services and VOCA funds per Type of Victimization will automatically calculate and sum.

For each category, indicate the anticipated number of victims who will receive those services (VOCA grant plus Match). For each sub-category, enter the number of occurrences that particular service will be provided. The percent of services will automatically calculate and sum following completion of the Number of Occurrences column.

Enter the number of individuals you anticipate will be assisted with a compensation application. This is a requirement of VOCA.

Project Budget

Fill out the Budget Section using the appropriate categories within the UOVC Grants Management System. Be sure to fill out a **Year 1 and Year 2 Budget**. The following budget instructions explain what each line item should contain. The total should equal your project budget. Additional budget instructions can be found here: [Budget Instructions](#).

- *Personnel*: Identify anyone to be paid as an hourly or salaried position on this grant. List each position by name of employee, title, wage type, hourly wage or total annual salary, requested grant funded hours or grant funded salary total. Indicate the type of funding requested on each; federal, cash match, or in-kind match.
- *Fringe Benefits*: List (or select by using the search box if employee is included in the Personnel budget) all personnel benefits and the costs. Select the benefits that apply which can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance, other - must explain.
- *Travel*: Itemize travel expenses by specific purpose and cost. Include: care mileage, gas rate, airfare, and rental car rate. Travel related costs must be necessary and reasonable.
- In order to request travel related funds the following criteria must be met:
 - Provide agency policy on travel.
 - VOCA funds can be reimbursed up to the amounts listed on your policy as long as they do not exceed the federal GSA, reference: <https://gsa.gov/travel-resources>.
 - If your agency does not have a travel policy then you may utilize the State of Utah Travel policy which would need to be applied to VOCA and non-VOCA funded personnel. Reference: <https://rules.utah.gov/publicat/code/r025/r025-007.htm>.
- *Equipment*: Includes the equipment to be purchased, quantity, and price. Items to be purchased with a unit price under \$5,000 should be put into the supplies category, not equipment.
- *Supplies*: List items within this category separately for office and other supplies. Like items can be grouped together as long as they are itemized in the description line. Included supplies must be expendable or consumed during the course of the project.
- *Contracted Fees*: For individuals -list types of services, name, hourly or daily rate and amount of time. For contracts with firms -list types of services and total costs. Includes pro-rated audit cost.
- *Training*: Itemize training expenses by specific purpose and show basis for computation. Include meals, lodging, registration, number of days, number of hotel rooms and number attending. Please indicate the projected attendance of specific staff or positions. Training related costs must be necessary and reasonable.

- *Other*: Monies that are allocated to assist victims of crime for emergency purposes (hotel vouchers, direct aid, etc.). The following will be considered with requested emergency funds:
 - The agency must have a policy specifically on how gift cards, vouchers, bus passes, and any other emergency expense, will be purchased, tracked, and disbursed.
 - Funds will be awarded based on prior years expenditures.
 - You may not reallocate emergency funds to another category.
 - Emergency funds must follow all federal VOCA specific rules in the aforementioned sections.

Indirect Costs

VOCA funds may be used to support indirect costs which are defined as “those costs incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project.” Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%. Agencies with a federally negotiated rate must submit the letter from the federal government, identifying the rate and expiration date. The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs. If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well. To indicate that your agency will be taking indirect costs, in the Applicant Info of the application, enter either the 10% de minimus rate or your agency’s federally negotiated rate. If your agency’s federally negotiated rate requires further budget limitations, other than the equipment category, you will need to contact Jenn Menteer, jmenteer@utah.gov, to make those adjustments.

Modified Total Direct Cost MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

Budget Justification

A complete, itemized, operational project budget narrative must be completed (see Required Attachment section). Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives. If required, the match must be included and adequately address the type of match and, if in-kind, how the cash value was determined. Follow the instructions on the form and fill it out. This form can be accessed at the following link: [Budget Justification Form](#) and should be attached to the application.

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

Required Attachments, if applicable

The required attachments must be included within your completed application. These attachments must be uploaded within UOVC GMS. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Please ensure you have uploaded the correct files. Attachments will only be accepted if uploaded as part of the agency's application in the UOVC GMS. Attachments sent as an email or in any other format will not be accepted. Failure to submit the required information may jeopardize your application.

1. Grant and Match funded employee and volunteer job descriptions
 - a. Attach a position title and job description for each VOCA funded position
 - b. Attach a position title and job description for each VOCA volunteer position
2. Current Agency Budget
3. Record of Services for two previous program years (Download PDF of goals and objectives from old system and attach)
4. **TWO** Budget Justifications [Budget Justification Form](#)
 - a. Attach one Budget Justification for Y1 budget
 - b. Attach one Budget Justification for Y2 budget
5. Organization Chart with grant and match hours
 - a. Attach an organizational chart with names and titles outlining staff (write-in the type of grants and funded hours when applicable including 'Match' personnel), advisory, and decision-making bodies.
6. Roster of governing board if nonprofit organization
7. 501c3 if non profit
8. Agency Travel Policy
 - a. If your agency is requesting travel/training above the state rate, attach your agency policies justifying your rates
9. Emergency Fund Policy (if applicable)
 - a. If your agency is requesting any amount of emergency funds, attach your agency policy for distributing emergency funds
10. Rental Deposit Policy (if applicable)
11. Office Space, Vehicle depreciation (if applicable)
12. Contracts (if applying for contracted fees)
 - a. Provide a copy of the contract for any contractual services proposed
13. Equipment Summary if purchased equipment in last three years [VOCA Equipment Summary](#)
14. W-9 if new agency
 - a. If you are a new agency requesting VOCA funding, attach your W-9 form

15. (3) Letters of Support

- a. Demonstrate community support for your program by attaching a **minimum of 3 current letters of support from other appropriate agencies within your service area**. Insert and attach a minimum of three (3) letters of support dated within ninety (90) days from the date of application deadline.

Equipment Summary

This section requires all subgrantees, requesting funding, to list all VOCA purchased equipment received within the last 3 years. It includes purchased equipment that has been fully or partially funded through VOCA. The Federal definition of Equipment is non-expendable items with an acquisition cost of \$5,000 or more per unit. Individual items with a value of less than \$5,000 per unit should be listed under supplies.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item. In addition, subgrantees cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. VOCA Subgrantees should use any and all types of advanced technology in the provision of direct services to crime victims for efficiency and time saving. VOCA funded personnel should also be equipped with up-to-date computers, data tracking systems, and web cameras. Costs of equipment should not exceed a reasonable fair market value.

All applicants are required to sign the summary document, regardless of any request for equipment. The form can be downloaded from the UtahGrants Online Grant Management System and are also available on the [UOVC website](#).

VOCA Certified Assurances and Grant Conditions

Carefully review all of the certified assurances and grant conditions and make sure that the authorized official signs all necessary forms. All Certified Assurances need to be signed by the authorized official which for non-profits is the chair of the Board of Directors. For local governments, the authorized official is the mayor, city council, or county commission. The certified assurances and grant conditions will be sent to the authorized official for signature via docusign (called Conga Sign in the system) during the grant award process.

The forms can be downloaded from the UtahGrants Online Grant Management System and are also available on the [UOVC website](#). **Signed Certified Assurances and Grants Conditions are no longer required upon submission of the grant application. They will be required upon receipt of the grant award.**

Application Checklist

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

Application Section	Document	Form Location	Date Completed
Applicant Info	Contact information and program overview information	UOVCGMS	
Application Info	Statement of Problem, Need, & Target Population	UOVCGMS	
	Statistical Reporting	UOVCGMS	
	Record of Providing Effective Services	UOVCGMS	
	Additional Resources	UOVCGMS	
	Program Plan and Evaluation (Service projections for Y1 & Y2)	UOVCGMS	
VOCA Info	Required VOCA Information	UOVCGMS	
	Required VOCA Questions	UOVCGMS	
Budget	Year 1 Budget	UOVCGMS	
	Year 2 Budget	UOVCGMS	
Required Attachments	Certified Assurances & Grant Conditions Acknowledgement	UOVCGMS	
	Grant and Match funded employee and volunteer job descriptions	Applicant	
	Current Agency Budget	Applicant	
	Record of Services for Two Previous Program years (Download PDF of progress reports from Utah Grants)	Applicant	
	Budget Justification	UOVC Website	
	Organization Chart with grant and match hours	Applicant	
	Roster of governing board if non-profit organization	Applicant	
	501c3 if non profit	Applicant	
	Agency Travel Policy (if applicable)	Applicant	
	Emergency Fund Policy (if applicable)	Applicant	
	Rental Deposit Policy (if applicable)	Applicant	
	Office Space, Vehicle depreciation (if applicable)	Applicant	
	Contracts (if applying for contracted fees)	Applicant	
	Signed Equipment Summary	UOVC Website	
	W-9 if new agency	Applicant	
Three Letters of support from supporting agencies	Applicant		