

**Utah Commission on Criminal and Juvenile Justice**

**Request for Proposals**

**Hospital Response Team Grant**

Grant Period: July 1, 2024, to June 30, 2025

RFP Released: Monday, April 1, 2024

Proposals Due: Friday, May 3, 2024, 4:00 PM

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State of Utah

Commission on Criminal and Juvenile Justice

Utah State Capitol Complex

Senate Office Building, Suite 330

P.O. Box 142330

Salt Lake City, Utah 84114-2330

[www.Justice.Utah.Gov](https://justice.utah.gov/)

CCJJ administers HRT grants through State appropriated funding. Collaboration among community and system partners is fundamental to a sexual assault victim’s treatment following a report of a sexual assault. The Hospital Response Team staff can also act as a liaison between medical staff, law enforcement, and/or any of the victim’s family or friends who may be present at the hospital. Additionally, the Hospital Response Team staff may be able to assist with logistical or other advocacy concerns pertaining to the victim’s return to a safe place following the sexual assault examination. The Commission recommends collaboration among community and system-based partners (local and state law enforcement agencies, mental health agencies, non-profits working with survivors of sexual assault, Sexual Assault Nurse Examiners, etc.).

Recently passed [HB114](https://le.utah.gov/~2024/bills/static/HB0114.html) tasked the Victim Services Commission, in consultation with the Utah Office for Victims of Crime, to create standards of care for Rape Crisis Programs. Read through the standards of care attached before applying for this grant program.

*\*Standards of Care created by UOVC and VSC subject to change/adjustment*

**ELIGIBILITY AND FUNDING SOURCES**

**ELIGIBILITY AND FUNDING SOURCES**

Agencies in the state of Utah are eligible to apply for Sexual Assault Hospital Response Team (**HRT**) grant provided they meet the conditions and requirements described in this application.  The Commission on Criminal and Juvenile Justice (Commission) recommends collaboration among community and system-based partners (local and state law enforcement agencies, mental health agencies, non-profits working with survivors of sexual assault, Sexual Assault Nurse Examiners, etc.).

**$150,000 State Ongoing Funds (Counties in the First Class *ONLY*)**:  Qualified applications can apply for up to $150,000 each year. Multiple awards *may* be granted with this funding. Funds will be awarded on a competitive award process.  Qualified applicants will be required to apply for funding each fiscal year.

**$150,000 State Ongoing Funds (ALL counties)**:  Qualified applications can apply for up to $150,000 each year. Multiple awards *may* be granted with this funding. Funds will be awarded on a competitive award process.  Qualified applicants will be required to apply for funding each fiscal year.

**APPLICATION AND SUBMISSION REQUIREMENTS**

A completed grant application, with original signatures and required attachments, including properly executed signatory approval, are due by 4:00pm on Friday, May 3, 2024. Completed applications should be emailed to the Program Manager, Danielle Bird at [djbird@utah.gov](mailto:djbird@utah.gov).

**ALL Applications Due Date: Friday May 3, 2024, by 4:00 PM**

**Late submissions will not be considered.**

The program contact for the HRT program is Danielle Bird.

Email: [djbird@utah.gov](mailto:djbird@utah.gov)

**REPORTING REQUIREMENTS AND DATA COLLECTION**

**Quarterly Reporting Requirements**

Applicants who are awarded grant funding will be required to submit quarterly Progress Reports and Financial Status Reports to the Commission through its online financial reporting database (<https://fsr.utah.gov>).   Progress Reports are based on the performance measurements set when applying for the grant. More information about Performance Measures is attached.

Quarterly due dates are outlined below:

* October 16, 2024
* January 15, 2025
* April 16, 2025
* July 16, 2025

All Performance/Progress/PMT Reports must be completed by the 20th day after the end of each quarter. It is the grantees responsibility to familiarize themselves with the requirements of the Performance/Progress/PMT Reports, which are contained within an awarded contract.

**APPLICATION NARRATIVE AND LETTERS OF SUPPORT**

**Application Narrative:**

Please write your application narrative to respond to each of the items listed below using statistics and other data when possible (Maximum 10-page limit)

1. Using statistics and other data, when possible, clearly identify the need for a sexual assault hospital response team in your community.
2. Clearly identify how this funding will be used to address the need for a sexual assault hospital response team in your community.
3. Identify the geographical area(s) that will be served by the HRT grant funding.
4. If your agency currently has an HRT, please highlight the strengths and weakness of your HRT. If your community does not have an HRT, please identify how you will create an HRT.
5. Provide a timeline of project milestones for the period of your grant.

**Letters of support:**

1. Provide an updated letter of support from a community-based system partner working with the sexual assault hospital response team.
2. Provide an updated letter of support from a system-based partner working with the sexual assault hospital response team.

***\*Note: Two letters of support are required***

**APPLICATION SCORING AND EXPECTED TIMELINE**

After all applications have been submitted, please expect 4-12 weeks for CCJJ to process, evaluate, score, and receive necessary approvals for the anticipated awards. Awards are not guaranteed and may be rejected during the approval process at the state level.

Scoring will be based on the application, project proposal, and directions followed. Past award performance will be considered if the applicant is a prior subgrantee of a CCJJ award.

If you have questions or concerns regarding your applications, please contact the HRT program manager, Danielle Bird at [djbird@utah.gov](mailto:djbird@utah.gov).

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| Logo  Description automatically generatedText  Description automatically generated**State of Utah**  **Commission on Criminal and Juvenile Justice**  Utah State Capitol Complex  East Office Building, Suite E330  Salt Lake City, Utah 84114-2330  Ph: (801) 538-1031  Fax: (801) 538-1024  **Sexual Assault Hospital Response Team Grant (HRT)** | |
| **CCJJ Grant #** |  |
| **1.** Your Agency Name and Address: | |
|  | |
| **2.** Agency Contact (Grant Project Director): |  |
| **3.** Phone Number: |  |
| **4.**  E-mail Address: |  |
| **5.** Grant Start Date and End Date: | **7/1/2024 through 6/30/2025** |
| **6.** Federal Tax Identification Number (87-?????): |  |
| **7.** Provide your AgencyUEI (Unique Entity Identifier) # here: |  |
| **8.** Application Budget Summary: | |
| Personnel: | **$0** |
| Fringe Benefits: | **$0** |
| Supplies/Operating: | **$0** |
| Travel/Training: | **$0** |
| Equipment | **$0** |
| **Total Grant Funds:** | **$0** |
| Signatures constitute acceptance of all grant conditions and certified assurances. | |
| **9.** \*Print Name and Title of Official Authorized to Sign | **10.** \*Signature of Official Authorized to Sign |
|  |  |
| **For CCJJ use ONLY** | |
| **Tom Ross,**  **Executive Director of CCJJ** |  |

\* The Project Director is the individual responsible for the day-to-day management of the grant program.

\*\*Official authorized to sign includes City Mayor, City Manager, County Commissioner, County Mayor, State Agency CEO, Private nonprofit CEO.

**APPLICATION NARRATIVE**

-Attach additional pages if needed-

**BUDGET TABLES**

**Complete the Budget Tables page by including cost and quantity of items to be purchased.  Within each budget category, you must provide a brief narrative description of the items and explain how they will benefit your grant project.**

**PERSONNEL**

**Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee.** *Salaries may not exceed those normally paid* for comparable positions in the unit of government associated with the project. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,088 hours per year. Paid vacation and sick leave are allowable expenditures but *must not exceed the time that is normally allowed by the unit of government* associated with the project. All leave earned must be used or paid during the period of the grant.

**– Attach additional pages for personnel information if needed:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **FTE/PTE** | **# Hours** | **Hourly Rate** | **Total Salary** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Salary Subtotal | | | | | $ |

**EMPLOYER’S SHARE OF FRINGE BENEFITS**

Fringe benefits are to be based on the employer’s share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer’s share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. “FICA,” “Pension,” “Health Insurance,” “Workers Compensation,” and “Unemployment Compensation” are matters that should be reviewed by the applicant’s fiscal or personnel officer before completing this part of the application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fringe Benefits** | **% or Monthly Rate** | **Eligible Wage Amount or Number of Months** | **Total Fringe Benefits** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Fringe Subtotal | | | $ |

|  |
| --- |
| **Personnel Narrative** |

|  |  |
| --- | --- |
| **PERSONNEL SALARIES AND FRINGE BENEFITS** | |
| **Total Personnel Costs** | **$** |

**EQUIPMENT**

Equipmentis tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A recipient may use its own definition of equipment provided that such definition would at least include all equipment defined above. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded.

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| **Equipment Narrative:** |

|  |  |
| --- | --- |
| **EQUIPMENT** | |
| **Total Equipment Costs** | **$** |

**SUPPLIES AND OPERATION**

Supplies include general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage stamps, operating expenses, and other expendable materials for the life of the project. All supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Purchases between $1,000 and $5,000: Quotes should be obtained (by phone, fax, or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding $5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded.

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| **Supplies and Operation Narrative:** |

|  |  |
| --- | --- |
| **SUPPLIES AND OPERATION** | |
| **Total Supplies and Operation Costs** | **$** |

**CONTRACT SERVICES**

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant’s qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to the Commission when a contract with the consultant is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.).  **Fee justification must be provided in the budget narrative.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor Name** | **Services to be Provided** | **# Hours** | **Hourly Rate** | **Total Cost** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Contract Narrative:** |

**TRAVEL AND TRAINING**

Briefly describe the Travel/Training costs you will pay for with the funds.  Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc.  Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive.  See State of Utah Travel Rates:  <http://fleet.utah.gov/menu-state-travel.html>

|  |
| --- |
| **Travel and Training Narrative:** |

|  |  |
| --- | --- |
| **TRAVEL AND TRAINING** | |
| **Total Travel and Training Costs** | **$** |
| **TOTAL GRANT BUDGET** | **$** |

**Hospital Response Team Grant Performance Measures Instructions**

Applicants who are awarded grant funding will be required to submit quarterly Progress Reports. Progress Reports are based on the performance measures set when applying for the grant.

The grantee will choose 3 measurable objectives; be sure to set your quarterly and annual targets for each measurable objective at a level that you can be reasonably certain to meet.

**Measurable Objective 1: Recommended**

Number of outreach activities completed: outreach activities include but are not limited to; presentations, hosting a table at community events, and educational activities.

**Measurable Objective 2: Recommended**

Number of volunteer advocates that have successfully completed training and are available for calls.

**Measurable Objective 3: Recommended**

Number of individual contacts with community and system-based partners to ensure follow-up services are provided for survivors of sexual assault.

When establishing measurable objectives, contact the HRT program manager, Danielle Bird at [djbird@utah.gov](mailto:djbird@utah.gov), to review any concerns or questions you have. The program manager can help you adjust the recommended objectives to your organization.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quantitative Measures & Narrative Progress Reporting Form**  **HRT Grant FY2025** | | | | | | |
| Text  Description automatically generated | | | | **STATE OF UTAH**  **Commission on Criminal & Juvenile Justice**  **Utah State Capitol Complex**  **East Office Building, Suite E330**  **Salt Lake City, Utah 84114-2330**  [**www.justice.state.ut.us**](http://www.justice.state.ut.us/) | | |
| **Grantee Name** | |  | | **Grant #** | |  |
| **Instructions:  1)** In the white space below, please state the primary **Project Goal** of your grant.  **2**) In the white space after each **Measurable Object** provide a Quantitative Performance Measure that will track your progress in meeting your goal.  You must provide 3 measurable objects.  You are welcome to expand this form if you want to provide more than three measurable objects.  **3)** In the white space after **FY2025 Targets** indicate the numerical target that you expect to achieve for each measurable objective at the end of each quarter and for the year.  **Be sure to set your quarterly and annual targets for each measurable objective at a level that you can be reasonably certain to meet.** | | | | | | |
| **Project Goal:** Provide 24-Hour hospital response to sexual assault survivors. | | | | | | |
| Measurable Objective **1**: | | | | | | |
| FY 2025  Totals |  | July - Sept 2024 | Oct - Dec  2024 | Jan - March 2025 | April - June 2025 | FY 2025  Total |
| N/A | FY 2025 Targets |  |  |  |  |  |
| FY 2025 Actual |  |  |  |  |  |
| Measurable Objective **2**: | | | | | | |
| FY 2025  Totals |  | July - Sept 2024 | Oct - Dec  2024 | Jan - March 2025 | April - June 2025 | FY 2025 Total |
| N/A | FY 2025 Targets |  |  |  |  |  |
| FY 2025 Actual |  |  |  |  |  |
| Measurable Objective **3**: | | | | | | |
| FY 2025  Totals |  | July - Sept 2024 | Oct - Dec  2024 | Jan - March 2025 | April - June 2025 | FY 2025 Total |
| N/A | FY 2025 Targets |  |  |  |  |  |
|  | FY 2025 Actual |  |  |  |  |  |
| Performance Measures Narrative: | | | | | | |

**Appendix 1**

**CERTIFIED ASSURANCES (Utah State Funded Grants)** *Updated March 2023*

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Utah Commission on Criminal and Juvenile Justice (CCJJ) shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds.

2. The applicant assures that it will comply with State of Utah travel rates and policies unless the grantees home agency rates are more restrictive.  Furthermore, the applicant assures that it will have and comply with written policies regarding personnel, the purchasing of supplies and equipment, contractual agreements, etc.  If the grantee is working through a fiduciary agent, the policies of the fiduciary agent become the applicable policies with regard to expending grant funds**\***. If the applicant does not currently have written policies or a fiduciary agent, the general policies adopted by the State of Utah - Department of Finance must be complied with in expending grant funds.

See State of Utah Travel Rates:

[https://fleet.utah.gov](https://fleet.utah.gov/)

***\*****The only exception to this policy is* ***personnel expenditures*** *when the applicant agency is acting as a fiduciary in a single grant serving two or more independent agencies. According to the Fair Labor Standards Act, personnel costs including* ***overtime*** *must be paid according to each individual agency's personnel policies.*

3. The applicant certifies that the programs contained in its application meet all requirements, that all the information is correct, that there has been appropriate coordination with affected agencies and that the applicant will comply with all applicable Utah State laws, regulations, and guidelines.

4. The applicant assures that it will comply, and all its contractors will comply, with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and their implementing regulations, 41 CFR Part 60.1 et.seq., as applicable to construction contracts.

5. The applicant assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds the recipient will forward a copy of the findings to CCJJ.

**GRANT CONDITIONS (Utah State Funded Grants)**

1. **Compensation and Method of Payment.**  The Utah Commission on Criminal and Juvenile Justice (CCJJ) will advance or reimburse the grantee, depending on the amount of award, for approved program expenditures as outlined in the grantee's budget. Reimbursement checks will be issued on a monthly or quarterly basis as financial status reports are submitted and approved unless other payment arrangements have been agreed to by CCJJ.

2. **Reports.**  The grantee shall submit such reports as CCJJ may reasonably require, including at least quarterly financial and progress reports, and final financial and narrative reports.  Quarterly financial and progress reports shall be received no later than 30 days after each quarter ends on March 31, June 30, September 30, and December 31. At such a point where grant funds have been accounted for in total, quarterly financial reports will no longer be required, however, narrative reports must continue to be submitted until the end of the grant period.

3. **Audit Reports.**  Grantees who expend more than $500,000 in State and/or Federal funds during a financial fiscal year must have annual examinations in the form of audits. These audits will be submitted to CCJJ with any Management Letters no less than one month after completion of the audit. Local governments have 180 days after the end of their fiscal year to complete their audits while all other grantees have nine months to complete their audit. The audit must conform to OMB Circular A-133 and must contain a schedule of financial assistance. During the audit process, either the grantee or the auditor will send CCJJ a verification letter to confirm the amount of grant funds received.

4. **Utilization and Payment of Funds.**  Funds awarded are to be expended ONLY for purposes and activities covered in the grantees approved budget. The grantee agrees to return all unexpended State funds provided hereunder to CCJJ within thirty (30) days of termination of the grant. Payments will be adjusted to correct previous overpayment or underpayment and disallowances resulting from audits.

5. **Expenses Not Allowable.**  Project funds may not be expended for items not part of the approved budget or separately approved by CCJJ. Expenditure of funds in excess of ten percent (10%) of the amount budgeted per budget category will be permitted only with CCJJ's prior written approval. CCJJ will require a refund of grant monies for expenditures made without approval in the budget or by CCJJ.

**Allowable Costs:**

* **Personnel and Fringe** (salary, benefits, and overtime) - as needed and in direct support of the grant purpose. According to the Fair Labor Standards Act, personnel costs including straight-time and over-time must be paid according to the individuals employing agency personnel policies and procedures. Appropriate billing and reimbursement documentation will be required.
* **Consultant/Contract** - fees for individuals providing services to the project not to exceed $450 for an eight (8) hour day. A competitive bid process through proper state or local channels is expected for all consultant/contract requests. Third party contracts must be approved by CCJJ.
* **Equipment/Supplies and Operating** - items necessary for the successful operation of the proposed project.
* **Travel and Training** - expenses for individuals directly involved in the grant project. Training opportunities should be outlined in detail along with anticipated costs and benefits.

**Unallowable Costs:**

* Any request for reimbursement that does not align with the established financial and operating policies and procedures of the signing lead agency (fiduciary) for this project will not be paid by CCJJ.
* Supplanting - State funds must be used to supplement existing funds for program activities and **not** replace those funds that have been appropriated for the same purpose.
* HRT funds **cannot** be used to purchase land, or for new construction unless it is a correctional facility. However, remodeling costs may be considered by CCJJ.
* The purchase of alcoholic beverages or entertainment of any kind is not permitted with HRT funding.
* Utah grant funds cannot be used by subgrantees for indirect costs, direct costs, or administrative funds*.*

6. **Written Approval of Changes.**   Grantees must obtain prior written approval from CCJJ for major program changes. These include (a) changes of substance in program activities, designs, or objectives; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget as specified in condition 4; (d) budget adjustments in excess of ten percent (10%) of the affected budget category.

7. **Termination of Aid.**  If through any cause the grantee shall fail to substantially fulfill in a timely and proper manner all its obligations, terms, covenants, conditions, or stipulations of the grant agreement, CCJJ shall have the right to terminate the grant agreement or to suspend fund payments by giving written notice to the grantee of such action and specifying the effective date thereof, at least thirty (30) days before the effective date of such action.

8. **Inspection and Audit.**  CCJJ, the Utah State Auditor’s Office, or any of their duly authorized representatives shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of grantees and contractors.

9. **Maintenance of Records.**  All financial and statistical records, supporting documents, and all other records pertinent to grants or contracts shall be retained for at least three years after completion of the project for purposes of State examinations and audits.

10. **Third Party Participation.**  No contract or agreement may be entered into by the grantee for execution of project activities or provision of the services (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by CCJJ. Any such arrangement shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the grant project and that the grantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project. CCJJ shall be provided with a copy of all such contracts and agreements entered into by grantees.

11. **Conflict of Interest.**  The grantee covenants that if it is a not-for-profit entity none of its officers, agents, members, or persons owning a "substantial interest" in the entity, is presently, nor during the life of this contract shall be, officers or employees of CCJJ, provided that if such persons are or become officers or employees of CCJJ they must disqualify this application and any future discussions concerning the entity making this application.

12. **Project Director.**  There shall at all times during the life of the grant agreement be an individual appointed by the grantee as "Project Director". This individual will be responsible for program planning, operation, and administration under the grant agreement.

13. **Protection of Victims**:

1. The subgrantee assures that it will not ask or require an adult, youth, or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.  The subgrantee further assures that the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense.
2. The subgrantee assures that it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

14. **Criminal Penalties.**

1. Whoever embezzles, willfully misapplies, steals or obtains by fraud or endeavors to embezzle, willfully misapply, steal or obtain by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the Administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than $5,000 or imprisoned not more than fifteen years, or both.
2. Any person who, having no privilege to do so, knowingly falsifies an application with intent to deceive any person shall be subject to the provisions of Utah Code Ann. § 76-6-504. The signature below certifies that the program proposed in this application meets all the requirements as established by CCJJ and the Utah State Legislature, that all information presented, is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other State laws. By appropriate language incorporated in each grant, grant or other document under which funds are to be disbursed, the authorized official shall assure that the applicable certified assurances and grant conditions will be complied with by their own agency and any other agency with whom they make contracts or agreements.

**REPORTING REQUIREMENTS FOR NONGOVERNMENTAL NONPROFIT ORGANIZATIONS** (If you are not a nonprofit or NGO, this provision does not apply)

Definitions

**“Federal pass-through money”** means federal money received by a nongovernmental nonprofit organization (NGO) through a subaward or contract from the state or a political subdivision.  “Federal pass-through money” does NOT include federal money received by an NGO as payment for goods or services purchased by the state or political subdivision of the NGO.

**“State money”** means money that is owned, held, or administered by a state agency and derived from state fee or tax revenues, including funds awarded directly to the NGO by the state entity or appropriated to a state entity to distribute to an NGO.  “State grant money” does NOT include money to an NGO for the purchase of goods or services based on a contract between a state entity and an NGO that is subject to the state procurement process, nor does it include donations/contributions received by a State entity and passed through to an NGO.

**“Local money”** means money that is owned, held, or administered by a political subdivision of the state that is derived from fee or tax revenues.  “Local money” does NOT include money received by an NGO as payment for goods and services purchased from the NGO or contributions/donations received by the political subdivision.

**Legal Requirements** – Utah Code 51-2a-201.5, resulting from S.B. 132, Fiscal Requirements for Local Governments and Nonprofits, which was passed in 2015.

**\*\*The type of financial report that is required depends on the total combined amount of federal pass-through, state, and local money received.  See the Utah State Auditor’s website** [**www.auditor.utah.gov**](http://www.auditor.utah.gov) **for submission information, FAQs, and information on the type of financial report required. \*\***

Name of Nonprofit:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nonprofit Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nonprofit City:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nonprofit Zip Code:  \_\_\_\_\_\_\_\_\_\_

Name of Authorizing Official:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Official Phone Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year End for Nonprofit:  □ June 30    □ December 31     □ March 31     □ September 30

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBGRANTEE ACCEPTANCE OF GRANT ASSURANCES, CONDITIONS, CERTIFICATIONS AND REQUIREMENTS** (signing indicates that your agency has reviewed and agrees to comply with each of the grant assurances, conditions, certifications, and requirements in Appendix 1 of this grant application)

**Name and Title of Authorized Official:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name Print Title**

**Appendix 2**

**Utah Standards of Care for Rape Crisis Programs**

**Definition of a Rape Crisis Center**:

Rape crisis centers are community-based non-for-profit agencies whose major purpose is providing advocacy and support services to sexual violence survivors. They may be co-located with a domestic violence shelter.

***1. 24 HOUR CRISIS HOTLINE CRITERIA***

*1.1. The Rape Crisis Center must maintain a 24-Hour Crisis Hotline for survivors of sexual violence to provide immediate, confidential,*

*non-judgmental support, crisis intervention, information and*

*referrals.*

*1.2. A 24-Hour Crisis Hotline means a telephone line answered 24 hours a day, 7 days a week by trained Rape Crisis Center staff/volunteers.*

*1.3. The Hotline number must be accessible to the public via the Rape Crisis Center’s website and in public directories that cover the Rape Crisis Center’s service area, if available.*

*1.4. Where advertised, the Hotline indicates 24-hour availability and specifies ‘sexual assault’ or indicates the hotline provides assistance to survivors of sexual assault.*

*1.5. Rape Crisis Centers must ensure employees/volunteers provide 24 Hour Crisis Hotline services subject to confidential communication.*

*requirements in the Utah Confidential Communication Act, Utah Code 77-38-202.*

*1.6. Hotline calls must be answered immediately either by a Rape Crisis Center employee/volunteer or a 3rd party answering service and*

*connected to a trained Rape Crisis Center employee/volunteer up to 15 minutes after calling. Hotlines must have at least one bypass feature in place to accommodate more than one call at a time (busy signal and call-waiting features do not satisfy the bypass feature). Bypass calls must be answered or returned by a trained Rape Crisis Center*

*employee/volunteer within 30 minutes.*

*1.7. Rape Crisis Center employees/volunteers providing 24 Hour Crisis*

*Hotline services shall complete training that meets the Utah Sexual Assault Counselor Certification Requirements.*

*1.8. Rape Crisis Center employees/volunteers providing 24 Hour Crisis Hotline services must be supervised by a Rape Crisis Center staff member with at least one year experience providing direct services to survivors of sexual violence.*

*1.9. Hotlines must be equipped to respond to callers who are deaf, hard of hearing or with limited English proficiency.*

*1.10. Rape Crisis Centers must maintain a current resource/referral list responsive to individuals affected by sexual violence.*

*1.11. Rape Crisis Center employees/volunteers answering the Hotline must have the current resource/referral list in their possession.*

*1.12. The Rape Crisis Center must regularly evaluate the 24-Hour Crisis Hotline and as needed, make adjustments based on the findings. The Rape Crisis Center will develop an evaluation to help improve crisis hotline.*

*1.13. If a program is unable to operate a 24-hour Hotline the UCASA statewide Helpline could be used to support programs outside of regular hours of operation.*

***2. CRISIS INTERVENTION CRITERIA***

*2.1. Rape Crisis Centers must provide Crisis Intervention to survivors of sexual violence.*

*2.2. Crisis Intervention means an immediate, supportive response in order to reduce acute distress, to begin stabilization, and to assist in determining next steps.*

*2.3. Crisis Intervention must be provided by trained Rape Crisis Center employees/volunteers.*

*2.4. The Rape Crisis Center must provide Crisis Intervention 24 hours/day 7 days/week through the center’s hotline or the UCASA helpline. e. The Rape Crisis Center must provide Accompaniment to Hospitals, Law Enforcement Offices, Prosecutor’s Offices and Courts.*

*2.5. Rape Crisis Centers must ensure employees/volunteers provide Crisis.*

*Intervention subject to confidential communication requirements in the Utah Confidential Communication Act, Utah Code 77-38-202.*

*2.6. The Rape Crisis Center must provide Crisis Intervention on a walk-in basis during the Rape Crisis Center’s regular hours of operation. h. The Rape Crisis Center employee/volunteer providing Crisis Intervention must complete training that meets the Utah Sexual Assault Counselor Certification Requirements.*

*2.7. Rape Crisis Center employees/volunteers providing Crisis Intervention must be supervised by a Rape Crisis Center staff member with at least one year experience providing direct services to survivors of sexual violence.*

*2.8. The Rape Crisis Centers must maintain a current resource/referral list responsive to individuals affected by sexual violence.*

*2.9. The Rape Crisis Center employees/volunteers providing Crisis Intervention must have the current resource/referral list in their possession.*

*2.10. The Rape Crisis Center must regularly evaluate Crisis Intervention services and as needed, make adjustments based on the findings. 2.11. The Rape Crisis Center must provide therapy at their site or provide a list of trauma-informed therapy referral options.*

***3. ACCOMPANIMENT to HOSPITALS, LAW ENFORCEMENT OFFICES, PROSECUTORS’ OFFICES, and COURTS CRITERIA***

*3.1. Rape Crisis Centers must provide Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors’ Offices and Courts.*

*3.2. Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors’ Offices and Courts means in-person support, assistance, and provision of information about crime victims’ rights during the survivor’s interaction with medical or criminal justice professionals at hospitals, law enforcement offices, prosecutors’ offices, and courts.*

*3.3. Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors’ Offices and Courts must be provided by trained Rape Crisis Center employees/volunteers.*

*3.4. The Rape Crisis Center must provide hospital Accompaniment services for survivors of sexual violence for a sexual assault medical forensic exam 24/hours day, 7 days/week.*

*3.5. Rape Crisis Centers must ensure employees/volunteers provide Accompaniment subject to confidential communication requirements in the Utah Confidential Communication Act.*

*3.6. Rape Crisis Center employees/volunteers must provide Accompaniment services until they are no longer needed by the survivor.*

*3.7. The Rape Crisis Center must dispatch an employee/volunteer to provide Accompaniment to a hospital within a reasonable amount of time of receiving a request.*

*3.8. The Rape Crisis Center must have a system in a place to accommodate multiple or overlapping requests for Accompaniment to a hospital. i. Rape Crisis Center employees/volunteers providing Accompaniment must complete training that meets the Utah Sexual Assault Training Counselor Certification Requirements.*

*3.9. Rape Crisis Center employees/volunteers providing Accompaniment must be supervised by a Rape Crisis Center staff member with at least one year experience providing direct services to survivors of sexual violence.*

*3.10. The Rape Crisis Center must regularly evaluate Accompaniment services and as needed, adjust based on the findings.*

***4. ADVOCACY CRITERIA***

*4.1. Rape Crisis Centers must provide Advocacy to survivors of sexual violence.*

*4.2. Advocacy means "supporting and assisting a victim/survivor to define needs, explore options, and ensure rights are respected within any systems with which the victim/survivor interacts."*

*4.3. Advocacy must be provided by trained Rape Crisis Center employees/ volunteers.*

*4.4. The Rape Crisis Center must provide Advocacy 24 hours/day, 7 days/week via the 24-Hour Crisis Hotline and via Accompaniment to Hospitals, Law Enforcement Offices, Prosecutor’s Offices and Courts. 4.5. The Rape Crisis Center must provide Advocacy on a walk-in basis during*

*the Rape Crisis Center’s regular hours of operation.*

*4.6. Rape Crisis Center employees/volunteers must orient survivors of sexual violence to their constitutional and statutory rights and assist survivors in securing those rights.*

*4.7. Rape Crisis Centers must ensure employees/volunteers provide Advocacy subject to confidential communication requirements in the Utah.*

*Confidential Communication Act, Utah Code 77-38-202.*

*4.8. Rape Crisis Center employees/volunteers providing Advocacy must complete training that meets the Utah Sexual Assault Counselor Certification Requirements.*

*4.9. Rape Crisis Center employees/volunteers providing Advocacy must be supervised by a Rape Crisis Center staff member with at least one year experience providing direct services to survivors of sexual violence.*

*4.10. The Rape Crisis Center must regularly evaluate Advocacy services and as needed, make adjustments based on the findings.*

***5. PUBLIC EDUCATION CRITERIA***

*5.1. The Rape Crisis Center must provide Public Education to increase knowledge of the dynamics of sexual violence, its causes, and consequences, and of services available through the sexual assault program.*

*5.2. Public Education means workshops, speaking engagements, and distribution of printed materials.*

*5.3. Rape Crisis Center employees/volunteers must provide Crisis Intervention, information and referral to individuals making a sexual assault related outcry at Public Education events.*

*5.4. Rape Crisis Center Public Education must use accurate information and statistics with citations.*

*5.5. Rape Crisis Center Public Education must include efforts to identify survivors of sexual violence that might not otherwise be reached (i.e., underserved, or marginalized populations) and refer them to services.*

*5.6. Public Education must be culturally and developmentally appropriate to the audience.*

*5.7. Public Education must be intentionally inclusive of underserved and*

*marginalized populations.*

*5.8. Rape Crisis Center employees/volunteers providing Public Education must complete training that meets the Utah Sexual Assault Counselor Certification Requirements.*

*5.9. Rape Crisis Center employees/volunteers providing Public Education must be supervised by a Rape Crisis Center staff member with at least one year experience providing direct services to survivors of sexual violence or providing Public Education.*

*5.10. The Rape Crisis Center must regularly evaluate Public Education and as needed, make adjustments based on the findings.*