

Federal Victims of Crime Act (VOCA) 2016–2019 Competitive Solicitation Application Process

Informational Session for Prospective
Applicants

Presenters

- ▶ Lynn Fidler – Fiscal Grants Management
- ▶ Maddy Roman–Scott – VOCA Program

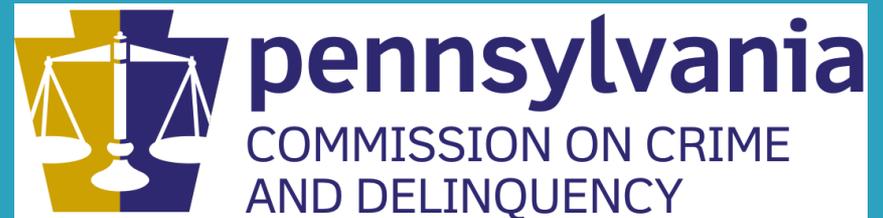
Webinar Agenda

- ▶ Familiarize participants with PCCD
 - ▶ Provide Overview of the Federal Victims of Crime Act (VOCA)
 - ▶ Highlight Pennsylvania's Strategic Planning Process for the Use of VOCA Funding
 - ▶ Review the VOCA 2016–2019 Competitive Solicitation
 - ▶ Review Competitive Application Submission Requirements
 - ▶ Next Steps in Competitive Process
- 

What is PCCD?

The Pennsylvania Commission on Crime and Delinquency is the lead criminal justice system planning agency for Pennsylvania.

www.pccd.pa.gov



PCCD's Mission

- To enhance the quality and coordination of criminal and juvenile justice systems,
- To facilitate the delivery of services to victims of crime,
- To increase the safety of Pennsylvania's communities.

Office of Victims' Services

- ▶ The Office of Victims' Services (OVS) helps crime victims transcend their trauma by providing financial help to victims through the state's Victims' Compensation Assistance Program (VCAP) collaborating with criminal and juvenile justice officials and allied professionals that advocate and respond to the needs of crime victims and *providing funding, such as VOCA, to victim service agencies that work directly with victims of crime.*

What is VOCA?

Established in 1984 through the federal Victims of Crime Act.

The Victims of Crime Act created a federal “Crime Victims Fund” which is fed by criminal fines and penalties paid by federal offenders.

The money in the Crime Victims Fund is non-lapsing and is used to provide VOCA grants to the states.

VOCA Grants provide services designed to respond to the physical, emotional and financial needs of crime victims by helping them:

- stabilize their lives after the crime;
- navigate the court system; and
- achieve a safe and secure environment.

VOCA in Pennsylvania

- ▶ Supports “direct services” like:
 - ✓ Hotlines
 - ✓ Crisis Intervention
 - ✓ Emergency Shelter
 - ✓ Support Groups
 - ✓ Therapy
 - ✓ Hospital Accompaniment

VOCA Funding supports agencies like rape crisis centers, domestic violence shelters, child advocacy centers and programs that assist victims of drunk driving and survivors of homicide.

A Little History.....



- ▶ For the first 15 years of the CVF's history, the total deposits for each fiscal year were distributed the following year to support services for crime victims.
- ▶ Starting in 2000, there were some very large deposits made into the CVF as a result of fines against multi-national corporations.
- ▶ In 2000, Congress put an artificial "cap" or limit on the CVF to maintain it as a stable source of support for victim services.
- ▶ From 2000-2012, the cap varied from \$500 million to \$705 million.

More History

- ▶ Mid-2000's, the country began to sink into a national recession.
- ▶ Amount of money in the CVF was in the billions, but the cap wasn't moving.
- ▶ Other sources of federal, state and philanthropic funding for victim services were decreasing or drying up.
- ▶ By 2015, the VOCA cap had increased 49% while the balance in the CVF grew by 900%.
- ▶ Something had to change.

RECESSION!



Consolidated and Further Continuing Appropriation Act, 2015

- ▶ Signed into law in December 2014, raised the annual VOCA cap from \$741 Million to \$2.361 Billion.
- ▶ For Pennsylvania, this meant a quadrupling of its VOCA allocation, from \$17 Million to \$77 Million!



What to do next?



Statewide Victims' Services Advisory Committee (VSAC)

- ▶ The responsibility to figure out how to wisely and effectively manage this unprecedented infusion of VOCA funding fell to VSAC.
- ▶ Legislatively established advisory committee to PCCD.
- ▶ 15 Members – 5 public officials; rest appointed by Governor
- ▶ Advises PCCD on approval and disbursement of funds; definition, development and correlation of programs and projects and the establishment of priorities for direct victim services and compensation.

VSAC VOCA Funding Framework

- ▶ Non-Competitive Solicitation Process
- ▶ Open only to currently funded VOCA programs
- ▶ Infrastructure enhancements.
- ▶ Competitive Solicitation Process
- ▶ Open to both currently funded programs and new applicants
- ▶ Nine (9) Priority Areas

COMPLETED

OPEN NOW

Competitive Solicitation

Stuff you need to know before you even
start.

DUNS and SAM

- ▶ PCCD cannot consider funding your agency if you don't have a DUNS number and maintain a current registration in the SAM (formerly CCR).
- ▶ Verify whether your agency has these things. If it doesn't, get started on obtaining them as soon as possible.
- See the [Federal Application Requirements page](#) under Funding on PCCD's website for further information.

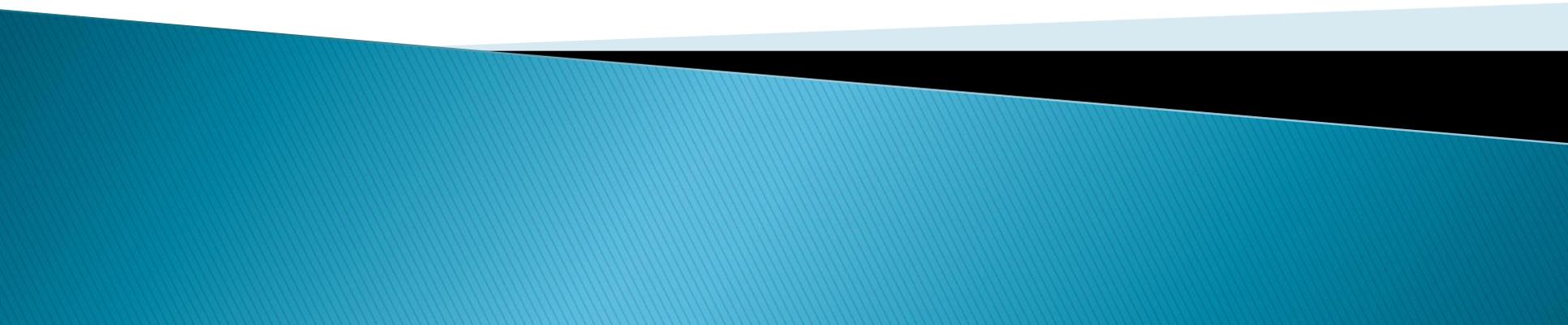
PCCD EGRANTS

https://www.pccdegmis.state.pa.us/pccd_egmis/Login.aspx

- ▶ Applications must be submitted electronically through PCCD's electronic grants management system "Egrants". **NO EXCEPTIONS**
- ▶ To use Egrants, you need to register your agency and register at least two users. (**Page 21 of solicitation**)
- ▶ For questions contact the help desk at 717-787-5887 or toll free at 800-692-7292. At the prompt select option 9 then option 6.

VOCA 2016–2019 Competitive Solicitation

Overview



Competitive VOCA

- ▶ \$30 Million over the next 3 years
- ▶ There is no match requirement.
- ▶ Each County receives an allocation of VOCA funding under this competitive solicitation (Appendix A). This is the **total amount of funding available to that county** for competitive VOCA projects.
- ▶ PCCD has divided the state into 15 geographic regions (Appendix B)
- ▶ Applications due via Egrants on May 5, 2016.

Eligibility Requirements for Competitive VOCA (pgs. 6–7)

Dedicated Victim Service Organization

- Principal mission is to provide services to crime victims

A Public or non-profit organization that has a “component” whose principle mission is to provide services to crime victims.

“Component” is defined as follows: a specific program within the organizational framework of an agency, whose principle purpose is to provide direct services to victims of crime.

- under the administrative structure of an established organization
- program’s goals and objectives reflect how it expands or enhances services to victims of crime.

You Must Meet One of These Criteria to Apply

Goal and Impact

The goal of competitive VOCA is to support new and innovative victim services and enhanced service delivery.

The anticipated impacts include:

1. Increase in diversity of direct services to crime victims in communities across PA
2. Encourage communities to identify underserved populations of victims in their borders and fund providers to serve them.
3. Motivate communities to address emerging forms of victimization by supporting new and innovative direct victim service programs that respond to the unique needs of victims of these crimes.

Priority Areas (Page 8)

- ▶ Emergency Civil/Legal Services
- ▶ Credentialed Therapists
- ▶ Services for Victims of Human Trafficking
- ▶ Sexual Violence Protection Orders
- ▶ Increasing/Strengthening Services for Elderly Victims of Crime
- ▶ Child Advocacy Centers
- ▶ Services/Programs for Victims of Crime Who are Young Men of Color
- ▶ Services for Victims with Mental Illness
- ▶ Services for Victims with Limited English Proficiency

Eligible Program Activities

- ▶ Provide direct services which respond to the emotional and physical needs of crime victims by helping them stabilize their lives after the crime; assist them in navigating the court process and/or help them achieve a safe and secure environment. **This excludes medical services.**
 - ▶ See Appendix C for a list of VOCA eligible direct services.
- 

Eligible Indirect Services

Each indirect service supported by VOCA must provide evidence in the project narrative that:

Direct services to crime victims cannot be offered without VOCA support of these expenses.

The agency has no other source of support for these tasks.

Only a limited (prorated) amount of VOCA funds will be used for these purposes.

Examples of VOCA Eligible Indirect Services:

- Supervision of VOCA funded staff
- VOCA related program administration
- Public presentations designed to help crime victims identify their own victimization and connect them to services.

See pg 9 of solicitation

Eligible Expenses:

- Costs Necessary and Essential to Providing Direct Services*
 - Personnel Costs
 - Skills Training for Agency Direct–Services Staff*
 - Training Materials
 - Travel Related to Training*
 - Repair/Replacement of Essential Items
 - Equipment and Furniture
 - Purchasing or Leasing Vehicles
 - Operating Costs
 - Contracts for Professional Services
 - Indirect Cost Rate
- 

Ineligible Program Activities & Expenses

The following is a list of examples of ineligible activities and expenses and is not all inclusive, please refer to the Funding Announcement pp. 11–13 for a complete listing:

- Lobbying and Administrative Advocacy
- Perpetrator Rehabilitation and Counseling to offenders.
- Needs assessments, Surveys, Evaluations, and Studies.
- Prosecution Activities.
- Fundraising Activities
- Liability insurance on buildings
- Capital improvements
- Property losses
- Real estate purchases or mortgage payments
- Construction
- Activities exclusively related to Crime Prevention

Reminder:

- ▶ In Pennsylvania, procedural services promoted in the Crime Victims Act such as criminal or juvenile justice orientation, notifications, opportunities for input, assistance with restitution, etc., are funded through the state's Rights and Services Act (RASA) and Victims of Juvenile Offenders (VOJO) funding and are not eligible under this funding announcement.
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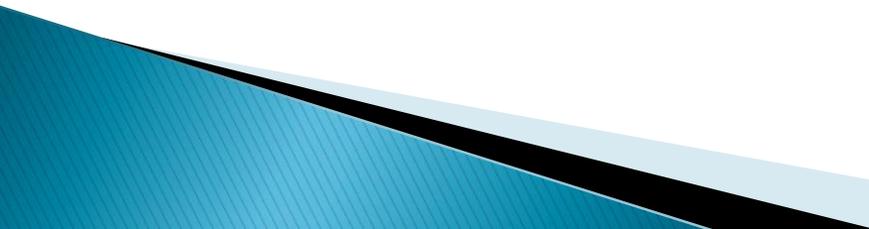
Sections and Scoring

Pages 14–19 of Competitive VOCA
Solicitation

Required Sections / 100 Points

▶ Executive Summary	5
▶ Applicant Overview	10
▶ Problem Description	25
▶ Project Description	40
▶ Budget Detail & Narrative	<u>20</u>
	100

The solicitation outlines the information you need to provide for each section.



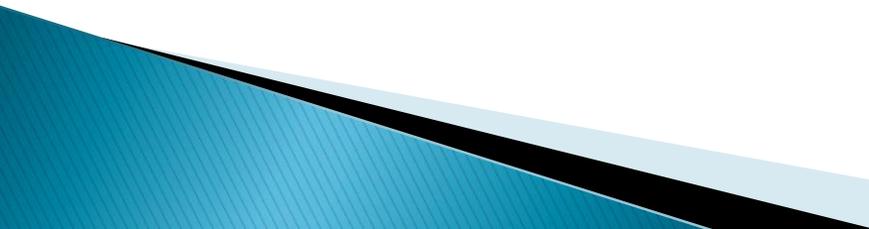
WARNING!



- ▶ This webinar is NOT a substitute for reading the VOCA competitive solicitation.
- ▶ Make sure you take the time to carefully read the entire document.

Executive Summary (Pg 14)

Think of this as the “Cliff Notes” version of your application.

- Name of agency applying for VOCA funding
 - Name(s) of any collaborative partners on project (if applicable)
 - Project Title
 - Indicate geographic coverage area
 - Provide the total amount of VOCA funding requested. If requesting VOCA funding for multiple counties in a PCCD defined region, list the amount requested for each county.
 - Identify the victim population(s) to be served through the project.
 - **Briefly** state the goal(s) of the project.
- 

Geographic Coverage Area

Organizations applying for funding from either a single county or multiple counties within one PCCD-defined region will submit only one VOCA application.

Organizations applying for funding for projects spanning more than one PCCD-defined region must submit a separate VOCA application for each PCCD-defined region covered by the project.

Applicant Overview (Pg. 15)

So, who
are you?



Mission

Experience providing direct services to crime victims

Description of services provided to crime victims

Discuss any special training, education or skills that qualify your staff to provide services to the victims identified in your VOCA application

Discuss how the efforts of your agency currently fit into the broader community efforts to assist crime victims.

Problem Description (PP. 15–16)

This is where you make your case that there is a *need* for the project that you are proposing.

REMEMBER: Your application will be reviewed by people who don't know you or your organization. Don't assume that they just "know" things.

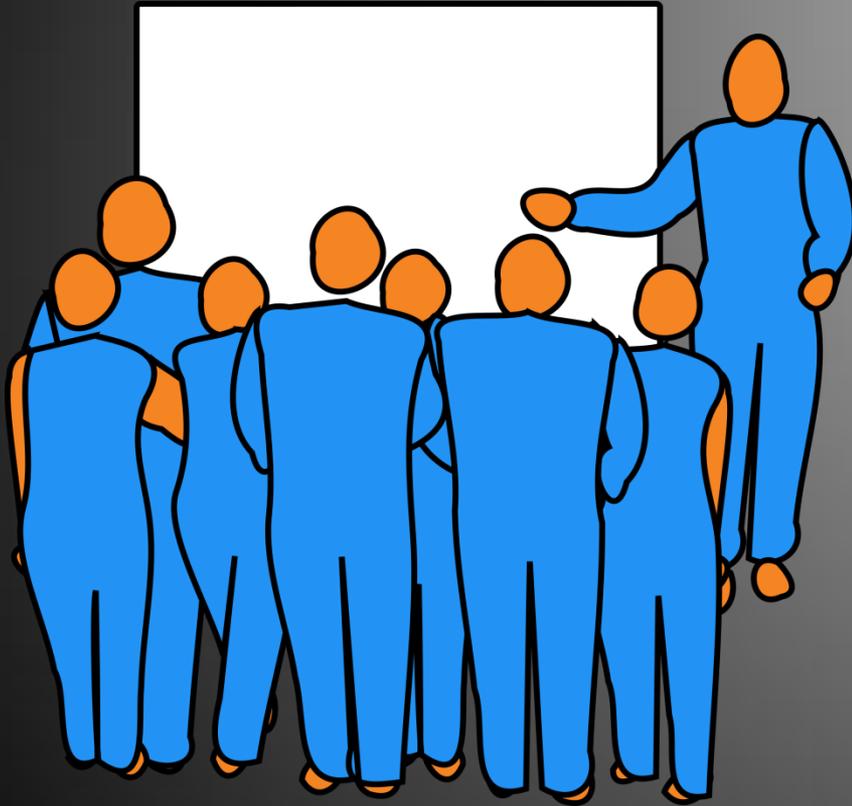
It is essential that you use data to support your claims about the need to address the problem.

Problem Description

- ▶ Consists of several parts:
 1. Overview of geographic area to be served
 2. Discussion of the identified gap in services
 3. Nature and extent of the rate of victimization faced by the types of victims of crime to be served by your project
 4. If applicable, identify the VSAC Priority Area that your VOCA application will address

NOTE: You may also identify another area of need other than the ones chosen by VSAC, as long as you provide justification.

Project Description (Pg. 16–17)



- ▶ This is where you tell us what you intend to do about the problem.
- ▶ This is where you talk about your goals, objectives and activities.
- ▶ Worth the Most Points

Project Description

- ▶ Identify the victim population(s) to be served through the project.
- ▶ *If applicable*, talk about how your project will meaningfully address one or more of the 9 VSAC–defined priority areas.
- ▶ Identify specific goals and objectives:
 1. Activities that respond directly to the needs of the victim population;
 2. Identify and *explain* the VOCA–eligible services you intend to provide
 3. *If applicable*, identify any evidence–based practices to be used and say how they are relevant .

Project Description

- ▶ Describe how your agency currently collaborates with other victim service providers and community partners in the geographic area to be served through the project.

Applicants are encouraged to attach evidence of this collaboration:

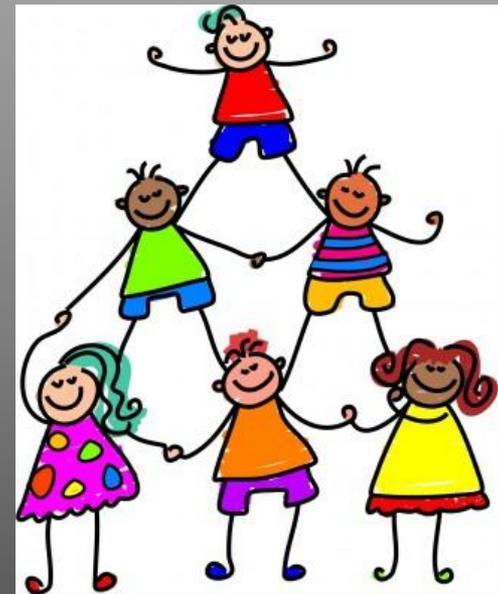
- ▶ letters of support
- ▶ Memorandums of Understanding (MOUs)
- ▶ Other documentation

Project Description

- ▶ Discuss how your project is coordinating with other agencies to avoid duplicating existing services.
- ▶ Will your project require time for start-up or is it ready for implementation?
- ▶ Describe any indirect services that will be supported with VOCA funding through the proposed project.

Scoring Preference will be given to

- ▶ Projects that meaningfully address one or more VSAC–defined priority areas
- ▶ Demonstrate broad, local, relevant support.



Budget Detail and Narrative (Pg. 17–19)

Budget Detail

- In this section, provide a reasonable and accurate budget that is directly related to the proposed project.

Budget Narrative

- In this section, the applicant should clearly explain the proposed budget expenditures and how they directly relate to the proposed project activities.

Fiscal Requirements



Multiple counties within a PCCD–Defined Region

Organizations applying for funding from multiple counties within a PCCD Defined Region must:

- Submit one application
- Provide a separate budget for each county where funding is being requested
- Ensure a Recipient Agency is established for each county where funding is being requested.
- Provide a separate Budget Narrative for each county where funding is being requested.

A link is provided in the Q & A section for a tutorial on setting up Recipient Agencies

Budget Set-up

Recipient Agency	Master Budget	Agency Budget	Pass Through Budget
Main Office Location		<input checked="" type="radio"/>	
County Served Location 1		<input checked="" type="radio"/>	
County Served Location 2		<input checked="" type="radio"/>	

For organizations providing services to multiple counties please set-up each county budget as an agency budget

Fiscal Requirements

Consultants

Time and
Effort

Pro-rate
Expenses

Non-
Supplantation

Ineligible
Costs

Consultants

- ▶ Consultant Rates
- ▶ Contract
- ▶ Competitively Bid
- ▶ Sole Source Contracts

Time and Effort

ABC ORGANIZATION, INC.																																
MONTHLY TIME DISTRIBUTION REPORT (HOURS)																																
FISCAL YEAR 2014																																
MONTH/YEAR																																
June 2014																																
DAYS OF THE MONTH																																
PROGRAMS	Acct. Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Shelter	12345		1.25	2.50	5.00		4.00			2.00		1.00	4.00				8.00	2.00	3.00	4.00	2.00			3.50	5.50		6.00	5.50		3.75		
Legal	12346		2.00		0.50	1.00						1.25	1.50					2.50		2.00										0.50		
Hotline	12347		0.75	1.75	2.50	4.00				2.00	1.50	1.50		4.50						2.00	2.50			2.75	0.50	2.00				4.25		
Crisis Counseling	12348		1.50	2.50						1.00		3.25	1.50	2.00				2.00	2.00		1.25			1.75	1.00	1.00		2.50				
Prevention & Education	12349					3.00					6.00								3.00							4.00						
Management & General	12350		2.50	1.25		4.00				3.00	0.50	1.00	1.00	1.50			1.50				2.25			1.00	0.50	2.00						
Total Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	0.00

CERTIFICATION																													
I CERTIFY THAT THIS IS A TRUE AND CORRECT REPORT OF MY TIME DURING THIS PERIOD.															I HEREBY CERTIFY THAT THE EMPLOYEE WAS PRESENT AND WORKING AS INDICATED BY THIS REPORT.														
EMPLOYEE NAME															SUPERVISOR NAME														
Jane Smith															John Doe														
EMPLOYEE SIGNATURE															SUPERVISOR SIGNATURE														

INSTRUCTIONS: List the actual hours you have worked under the Program Area that applies.

Pro-rate Expenses

The expense associated with items not used exclusively for the project must be pro-rated.

Acceptable Pro-ration Method

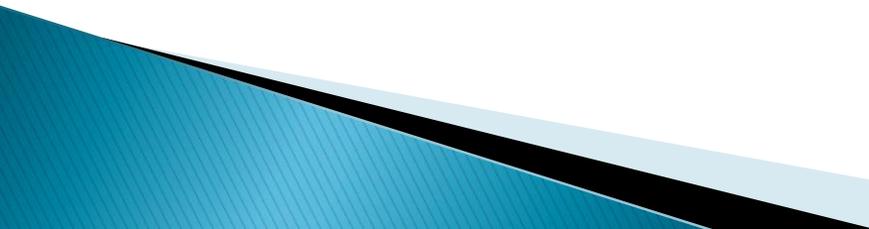
- Funded Personnel/Total Personnel Costs
- Total Project/Agency Budget
- Estimated Usage

Non Supplantation

VOCA funding must be used to **supplement** rather than **replace** other federal, state, or local funds for eligible services.



Ineligible Costs

- Lobbying and Administrative Advocacy
 - Perpetrator Rehabilitation and Counseling to offenders.
 - Needs assessments, Surveys, Evaluations, and Studies.
 - Prosecution Activities.
 - Fundraising Activities
 - Liability insurance on buildings
 - Capital improvements
 - Security and/or body guards
 - Property losses
 - Real estate purchases or mortgage payments
 - Construction
 - Most medical costs
 - Relocation Expenses
 - Activities exclusively related to Crime Prevention
- 

BUDGET DETAIL

CATEGORIES

- PERSONNEL
 - EMPLOYEE BENEFITS
 - TRAVEL
 - EQUIPMENT
 - SUPPLIES AND OPERATING EXPENSES
 - CONSULTANTS
 - OTHER
- 

PERSONNEL:

Number of hours per week x Rate per hour x Number of weeks =
Budget amount

EMPLOYEE BENEFITS:

SALARY BASED BENEFITS

FICA, Unemployment and Workers Comp. Ins. Retirement, Etc.

Funded personnel costs x Benefit rate = Budget amount

PREMIUM BASED BENEFITS

Health, Dental, Eye Insurance, Payroll Process Fee Annual

Premium Cost x grant funded percent of salary = Budget amount

Travel and Training:

- **Mileage:**

Number of miles x Rate x number of trips = Budget amount

- **Subsistence:**

Number of days x Rate x Number of staff x Number of trips = Budget amount

- **Lodging:**

Cost per night x Number of nights x Number of staff x Number of trips = Budget amount

- **Airfare:**

Cost per person x Number of staff x Number of trips = Budget amount

Equipment

- ▶ Requires high threshold of justification
 - ▶ Stipulation to be used **exclusively** on VOCA project or cost must be pro-rated
 - ▶ Relationship of equipment and project
- 

Supplies and Operating Expenses:

- ▶ **Training Registration Costs:**

Cost per person x Number of staff x Number of trainings =
Budget amount

- ▶ **Occupancy and Utilities Costs:**

Total annual cost per space or utility x sq. ft. used exclusively
for VOCA activities = Budget amount

Or

Total annual cost per space or utility x VOCA funded personnel
costs/total payroll costs = Budget amount

Or

Total PCCD project cost/ total agency budget = Budget amount

- ▶ **Supplies:**

Cost per item x Number of items = Budget amount

Consultants

- Not paid through organization's payroll system
- Contract must be provided
- Excess of \$10,000. Must be competitively bid

If not competitively bid – Sole Source Justification

- Paid by invoice, not timesheets
- All costs associated with the Consultant are included in the Consultants categories
 - Consultants – Travel
 - Consultants – Product/Services

BUDGET NARRATIVE

- Narrative Only – **do no** restatement of computations
 - Justification of budgeted expenses
 - Supports Project
- 

BUDGET NARRATIVE

Organizations Serving Multiple Counties

- ▶ Budget Narrative required for each county served.
 - Separate each narrative by county
 - Clearly label each narrative by county
 - Justify each budgeted expense by county
 - Ensure the narrative completely justifies each expense per each county budget

Required Attachments (Pg. 19)

While there aren't points attached to this section, applicants must be sure to attach the following. If you don't, your application might lose points.

- ▶ EEOP Certification
 - ▶ Job Descriptions for all VOCA funded positions
 - ▶ Any personal service or pass-through contracts related to the application
 - ▶ Signed letters of Support from collaborative partners and community stakeholders
 - ▶ Volunteer Waiver (if applicable)
- 

Signature Page

PCCD does not currently have the capacity to accept electronic signatures on grants.

- ▶ Print off and have the signature page for your application signed by the appropriate official.
- ▶ Send via U.S. Mail or express delivery.
- ▶ **Must be received or postmarked by Monday, May 26, 2016.**
- ▶ If you want confirmation that it was delivered to PCCD, send by registered mail.

1. Check all that apply to the geographic area covered by your proposed project: 

- Urban
- Suburban
- Rural

2. Describe the demographic makeup of the area to be served through your project.

3. Discuss the prevailing socio-economic conditions in the area to be served by the project.

4. Identify the gap(s) in services to be addressed through the proposed project.



5. Explain how your program identified the gap(s) in services and determined the need for services to help victims of this crime(s) in the area to be served by the project. If available, provide statistical information to justify your claim. This may include, but is not limited to: Uniform Crime Report (UCR) Data, census data, county specific data on child, adult or elder abuse reporting or other pertinent data, 9-1-1 statistics, etc.).

The Egrants application has been set up to mirror the VOCA competitive Funding Announcement as much as possible.

1. Check all that apply to the geographic area covered by your proposed project. 

- Urban
- Suburban
- Rural

2. Describe the demographic makeup of the area to be served through your project.

A response to question 2 is required.
The response to question 2 is limited to 2500 character(s).

3. Discuss the prevailing socio-economic conditions in the area to be served by the project.

4. Identify the gap(s) in services to be addressed through the proposed project.



5. Explain how your program identified the gap(s) in services and determined the need for services to help victims of this crime(s) in the area to be served by the project. If available, provide statistical information to justify your claim. This may include, but is not limited to: Uniform Crime Report (UCR) Data, census data, county specific data on child, adult or elder abuse reporting or other pertinent data, 9-1-1 statistics, etc.).

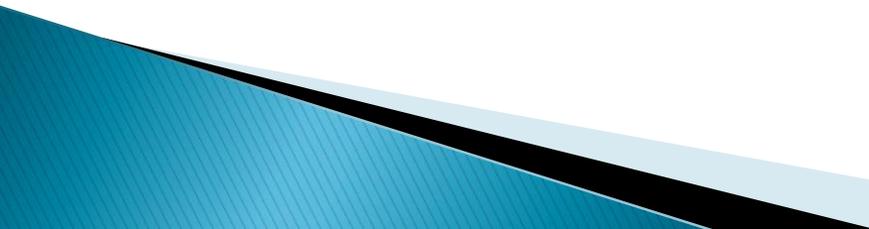
 

Text boxes are provided for responses. The text boxes have been pre-set with fixed character limits. If you hover your mouse over the gavel icon, you will be able to see the character limit. Character limits are based on the following *approximation*: 5,000 characters is equal to two pages of text. **It is the applicant's responsibility to check to see whether all of their text has transferred over to Egrants prior to submitting an application.**

Helpful Tips

- ▶ Read and follow the solicitation.
 - ▶ Be focused and concise in your responses.
 - ▶ Have someone else review your application, preferably someone who knows little about it. If your application is clear to them, it will probably be clear to the reviewers. On the other hand, if it isn't clear, they can help you improve it.
- 

Reporting Requirements (Pg. 20)

- ▶ If you are successful in obtaining VOCA funding, you will be required to submit Quarterly Programmatic Reports to PCCD through data entry into the Efforts to Outcomes (ETO) System.
 - ▶ Additionally, VOCA-funded programs are required to continued to distribute the Empowerment and Satisfaction Questionnaire Long Form (ESQ-LF).
- 

Federal Performance Measure Requirements

- ▶ The federal Office for Victims of Crime (OVC), which oversees VOCA funding, requires that states report on the use of the VOCA funds.
- ▶ Appendix C of the VOCA funding announcement explains what is required of Pennsylvania programs receiving VOCA.
- ▶ Programs will need to report statistical information in five distinct areas:
 1. Victims served during the reporting period
 2. Victim demographics
 3. Victimization type and special classification
 4. Direct Services
 5. Public presentations

All VOCA recipients will be expected to already have or be able to quickly develop the capacity to track and report this information in an efficient and verifiable manner.

Programmatic Data Backup

- VOCA programs may be randomly selected for data backup. VOCA programs will have their programmatic reports selected at random for data backup, the Grant, category and the reporting period will be selected by PCCD.
- Please Note: Any and All performance measures are subject to data backup requests.
- If your agency utilizes the Case Management version of ETO, PCCD will obtain the required information from the submitted VOCA reports. Your agency will be notified when this occurs.

Federal Oversight

- ▶ Due to the unprecedented increase in VOCA funding the Federal Office of Inspector General (OIG), has advised that there will be increased oversight of local subgrantees.
 - ▶ This may include audits of subgrantees.
- 

What happens next?



- ▶ Solicitation closes May 5, 2016.
- ▶ PCCD staff review applications for completeness.
- ▶ Applications distributed to independent review teams. Review process will take place late May through Mid July.
- ▶ Applications emerging from independent review process will proceed to VSAC in early August 2016.
- ▶ Applicants will be informed of VSAC's recommendations via email by August 11, 2016.

Q&A

- ▶ For questions, please send email messages to

Ra-ovs-fundinginfo@pa.gov

- ▶ Answers for all questions posted at:

<http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>