

VOCA Funding Committee Guidelines



Pennsylvania Commission on
Crime and Delinquency

Office of Victims' Services

VOCA FUNDING COMMITTEE GUIDELINES

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VOCA FUNDING COMMITTEE REQUIREMENTS

1.0 History of Local Victim Assistance Policy Boards/VOCA Funding Committees

- 1.1** Since the beginning of the Pennsylvania Commission on Crime and Delinquency's (PCCD) victim services efforts under the state Victims Rights Program and federal Victims of Crime Act (VOCA) Programs in 1984, the Commission had required the establishment of local victim assistance policy boards (**LPB's**) as a prerequisite for participation in those programs. The policy boards provided an opportunity for local programs to collaborate on the development, improvement and maintenance of victim services at the local level. The LPB made recommendations to PCCD on the distribution of state and federal dollars to address those needs.
- 1.2** Effective July 2014, funding decisions for RASA/VOJO (procedural services) are made by the District Attorney, in consultation with the Chief Juvenile Probation Officer, who is mandated by the Crime Victims Act to provide services to crime victims. RASA and VOJO funding decisions are no longer decided by the LPB.
- 1.3** Effective July 2014, Local Policy Boards (LPB's) were renamed VOCA Funding Committees (VFC's).
- 1.4** Effective January 2015, VFC's are not required to meet to allocate VOCA funds unless there is more than one eligible applicant.

2.0 Role of VOCA Funding Committee

- 2.1** PCCD's expectation of the VOCA Funding Committees is that they make recommendations on the distribution of VOCA funds. VOCA Funding Committees are required to meet at the beginning of each VOCA funding cycle as delineated by PCCD. If there is only one applicant for VOCA funds in the county, the VOCA Funding Committee need not meet again. VOCA Funding Committees are encouraged, but not required, to meet on a more frequent basis to discuss progress to date of services provided with VOCA, gaps in services and victim issues unrelated to funding of programs. The VFC Chair shall send approved minutes of VFC meetings to PCCD.
- 2.2** VOCA Funding Committees are also required to meet, at PCCD's request, in response to disputes with or serious funding concerns about local applicants or subgrantees. A VOCA Funding Committee may be called upon to represent their positions before PCCD's Victims' Services Advisory Committee (VSAC) or the Commission.

3.0 Composition of VOCA Funding Committees

- 3.1** The local district attorney or his/her designee and a minimum of one victim service agency shall be members of the VOCA Funding Committee. Agencies receiving VOCA funding are required to be invited for membership on the VFC. Any agency that does not desire to be a member may have its interests represented to the VFC by another eligible member of their choosing. It is suggested that the following organizations, entities, and/or individuals be considered for optional membership at the discretion of the current membership of the VFC: County Administration; The Court; Prosecution; Child Protective Services Agency; Adult and Juvenile Probation; Law Enforcement; County or Private Agency Serving Persons with Developmental Disabilities; Office of the Aging; Allied Professional Organizations; Victims of Crime; Community Organizations. This list is not intended to be exclusive or required. In no case shall a VFC consist of fewer than five (5) members. Each agency represented on the VFC shall have one vote, regardless of the number of employees or representatives present at a meeting.
- 3.2** Additionally, victim service agencies in a community who do not receive federal or state funding may be included in the membership of the VFC. If a victim service agency eligible for VOCA funding is denied membership on the VFC, the decision shall be appealable to PCCD. The PCCD appeal process is explained under the section entitled “Consideration of VOCA Funding Committee Decisions” which can be found on Page 6 of these guidelines.
- 3.3** Each VFC has the discretion to decide whether to allow members to vote by proxy. All votes including proxy votes must be done in-person. If the VFC decides to allow proxy voting, it must notify PCCD in writing that this procedure is in place.
- 3.4** In short, each currently constituted VFC has the discretion to set its membership requirements. Other than the required agencies, each VFC should consider its mission, the interest of the entity in victim issues, the attendance of the entity at committee meetings, the need for organizational and personal diversity, and the committee’s ability to operate in an efficient and meaningful manner.

4.0 VOCA Funding Committee Chair Selection and Responsibilities

- 4.1** The chair of the VFC is left to the discretion of the members. In order to be considered for the chair position, the member must have completed the required training as outlined in 6.2. The VFC is given the discretion to decide the method of the election and term length of the chair of the VFC. It is suggested that an election process and term length be established, but it is not required. The selection of the chair of the VFC should be part of the bi-annual review conducted by the committee. The VFC chair cannot be employed by or represent the interest of a VOCA funded agency, as this is a conflict of interest.

- 4.2** The chair is the principal liaison with PCCD and will receive all grant announcements. In addition, the chair will receive compliance letters and any significant fiscal and/or programmatic concerns for all the VOCA funded agencies in their county. The chair is responsible for calling meetings as necessary, ensuring that the meetings are organized and productive, that accurate minutes are taken, and communicating to the PCCD the substance of any decisions made. The chair or chair's designee is responsible for the distribution of all PCCD materials, announcements, and updates concerning VOCA funded agencies to funding committee members. Funding committee chairs should be selected with these responsibilities in mind.
- 4.3** When determining funding recommendations for the county distribution of VOCA funds, it is the responsibility of the funding committee chair to ensure that:
1. Relevant information provided to the Chair by PCCD is communicated to the VFC members.
 2. The PCCD materials are distributed to all VFC members as soon as possible after receipt.
 3. Sufficient time is given before the meeting to allow for proper completion of the proposals.
 4. The proposals are distributed to the VFC members in advance of the meeting or that sufficient time is extended in the meeting to allow for a full presentation of the need for and merits of the proposals presented.
 5. The recommendations of the committee and the rationale for the recommendations based on the proposals are communicated to PCCD.
 6. Required documentation, including meeting minutes, Funding Committee Certification Form, and the Training Certification Form is forwarded to PCCD by the required deadlines.
 7. In counties where there is currently one eligible VOCA recipient, the VFC Chair must certify to PCCD that no new eligible applicants applied for consideration of VOCA funding.
- 4.4** The VFC chair must also represent or select a representative of the VFC to attend the relevant meetings of VSAC and/or the Commission when reconsideration of the funding committee's decision is considered by either of these bodies.

5.0 Mandatory Documentation

- 5.1** It is a requirement of PCCD that at the beginning of each funding cycle all members of the VFC review its mandatory documentation. The VFC shall maintain and distribute the following written documents:
- PCCD's VOCA Funding Committee Requirements
 - The Attendance Requirements
 - The Conflict of Interest Policy
 - The Proxy Voting Policy (allowed/disallowed)
 - The Process for Distributing Information from PCCD
 - The Process for Reviewing Applications for Funding

- An Explanation of the Election Process for the Chair
- An Explanation of the Length of the Term of the Chair
- A Complete Membership List of the VOCA Funding Committee
- Copies of Approved Minutes from the Prior Meeting
- A Synopsis of Each of the Currently Funded Victim Service Programs
- An Overview of the VOCA Funding Stream from PCCD
- An Explanation of the Application and Decision-Making Process to be Used by the VOCA Funding Committee
- A review to ensure that 50% of the VFC members, including the chair, have received required training (Refer to 6.2)

6.0 Orientation of New Members and Training of Existing Members of the VOCA Funding Committee

- 6.1** Each VFC must develop an orientation packet to be given to each new member prior to their first meeting. The orientation packet must include all of the mandatory documents.
- 6.2** Each VFC member should participate in an on-line training session developed by PCCD that focuses on history, purpose, VFC roles and responsibilities, guidelines, and a review of the VOCA funding stream.

7.0 VOCA Funding Committee Process

- 7.1** The PCCD's grant-related process requirements under the VOCA Program are outlined in each program announcement. These are considered minimum requirements and must be adhered to by all applicants and funding committees. VFC may impose reasonable additional requirements (such as agency statistics and financial audits) that assist the committee's development of a funding recommendation. The VFC must establish a consistent process for applicants to request funding. This process must be communicated to PCCD staff in writing. Upon request, the VFC shall provide information on the process to review applications for funding to any victim service agency.
- 7.2** When determining funding recommendations for the county distribution of VOCA funds, it is the responsibility of the VFC to develop a proposal review process, which provides fair consideration to all appropriate applications. It is suggested that each committee member receive at a minimum, a copy of the applicant's budget, assessment plan, most recent compliance letter from PCCD or most recent compliance letter from a "relevant oversight organization" i.e. MADD, PCAR, PCADV, and National Children's Alliance, and any significant fiscal/programmatic concerns prior to the VFC meeting. In addition, it is suggested that each applicant be permitted to make a verbal presentation, which should include an update on program activities to the VFC. The VFC must objectively and fairly review each of the funding proposals provided to the VFC, consider the proposals on their merits, and make a recommendation to PCCD on the distribution of the funds which is to be

forwarded to the PCCD by the relevant deadline. VFC recommendations should ensure the coordination of services, minimize duplication, encourage the provisions of basic services to all victims of crime and promote the optimal use of limited victim service dollars in their county. Recommendations should be guided by 1) the analysis of need and potential impact; 2) cost effectiveness considerations; 3) compliance with the program funding guidelines; and 4) coordination with the existing service delivery system. The VFC shall notify all applicants, in writing, of the outcome of their deliberations within seven (7) calendar days of the VFC meeting. This may occur via electronic mail.

- 7.3** When a meeting is called, a quorum shall consist of a majority of the current members and their proxies, where permitted. If a meeting is required and there is no quorum at the meeting, no application(s) will be processed by PCCD. It is important for PCCD staff to know whether the committee allows a member to designate a proxy to attend the meeting in her/his place. If this is the policy of the committee, the minutes shall reflect the identity of the proxy and the member of the committee that the proxy is representing.

8.0 Defunding or Reducing Funding of Programs

- 8.1** Unless otherwise indicated in the funding announcement, PCCD has no requirement to provide support to each organization that submits a proposal or to fund only agencies currently receiving support. The recommendation to defund or reduce funding to an existing program must be sufficiently justified. The committee's ultimate recommendation should be guided by the merits of the proposal in light of: 1) the analysis of need and potential impact; 2) cost effectiveness considerations; 3) compliance with the program funding guidelines; and 4) coordination with the existing service delivery system.

9.0 Conflict of Interest

Personnel and other officials connected with VOCA funded programs shall adhere to the following requirements:

9.1 Advice

No official or employee of a State or unit of local government or a non-governmental recipient/subrecipient shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by Federally funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is servicing as an officer, director, trustee, partner, or employee, or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest, or has less than an arm's-length transaction.

9.2. Appearance

If a person is an employee, director, consultant or in any other way represents an agency member, that person may not vote on the application submitted by that agency.

In the use of VOCA funds, officials or employees of State or local units of government and non-governmental recipient/subrecipients shall avoid any action which might create the appearance:

- That his or her official position has been used for private gain;
- That preferential treatment has been given to any person;
- That the official or employee has acted without independence or impartiality;
- That an official decision has been made outside of official channels;
- Nor shall any recipient/subrecipient take any action which could result in a loss of public confidence in the integrity of the government or the program.

For example, where a recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should excuse him or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

10.0 Consideration of VOCA Funding Committee Recommendations

10.1 PCCD staff check for compliance with VOCA guidelines or restrictions and completeness of applications. Staff ensures that programmatic and fiscal issues will be resolved and makes a recommendation to VSAC, which makes its recommendation to the Commission. The Commission has the final authority on awards.

10.2 The initial recommendations of the VFC carry significant weight with the PCCD staff and VSAC recommendations as well as Commission decisions. However, some VFC recommendations have produced serious disagreements at the local level. When such disagreements have occurred and are brought to the attention of PCCD staff, the parties involved shall be advised of the process for PCCD reconsideration of the VFC's recommendation.

10.3 If one or more agencies disagree with the VFC's recommendation, the agency(s) may seek reconsideration through the PCCD Request for Reconsideration Procedures Policy. Requests for reconsideration of VFC recommendations must be submitted in writing within 14 calendar days of official notification of the outcome of VFC deliberations to PCCD with an allegation and support thereof, why the VFC's recommendation is improper and or unjustified. Please refer to the

Pennsylvania Commission on Crime and Delinquency and VSAC Request for Reconsideration Policy and Procedures which contains a detailed flowchart describing the reconsideration process. In addition, the VFC chair must submit a written response to the request for reconsideration to the PCCD. PCCD staff will determine the merit of the request for reconsideration. If staff determines the request has merit, staff will attempt to mediate the dispute and, if unable to reach a settlement, will present their recommendation to the VSAC for its consideration. If the affected parties disagree with PCCD staff's recommendation, they may appear before the VSAC to present their concerns at the time that staff's recommendation is presented. The VFC will be required to send a representative to present the committee's position at any VSAC meeting at which an applicant is requesting reconsideration of the VFC's recommendation. Affected parties may also request reconsideration of the VSAC's decision by the Commission. Any disagreement which requires PCCD and/or VSAC resolution could limit the time which the county's recipient agencies have to expend the funds.

- 10.4** Failure to appeal timely will constitute a waiver of any objection to the VFC recommendations, even if there is a Change-Triggered Review as described in section 12.0.

11.0 Monitoring of Minimum Requirements

- 11.1** Each VFC may be monitored at PCCD staff's discretion. This could include a review of information submitted by the VFC and follow-up if any concerns are identified as a result of a PCCD monitoring visit or a desk review of VFC's required documentation. Funding committees found to be in non-compliance with PCCD's minimum requirements may be required to participate in mandatory technical assistance from PCCD staff and will be required to submit an accepted action plan to PCCD staff detailing how deficiencies will be corrected. The VFC must submit approved minutes of each meeting to PCCD which will be part of the PCCD staff review.
- 11.2** Additionally, any party who feels that PCCD's minimum requirements for VFC's are not followed should contact PCCD staff. PCCD staff will follow-up on all such complaints.

12.0 Change-Triggered Reviews by PCCD Staff

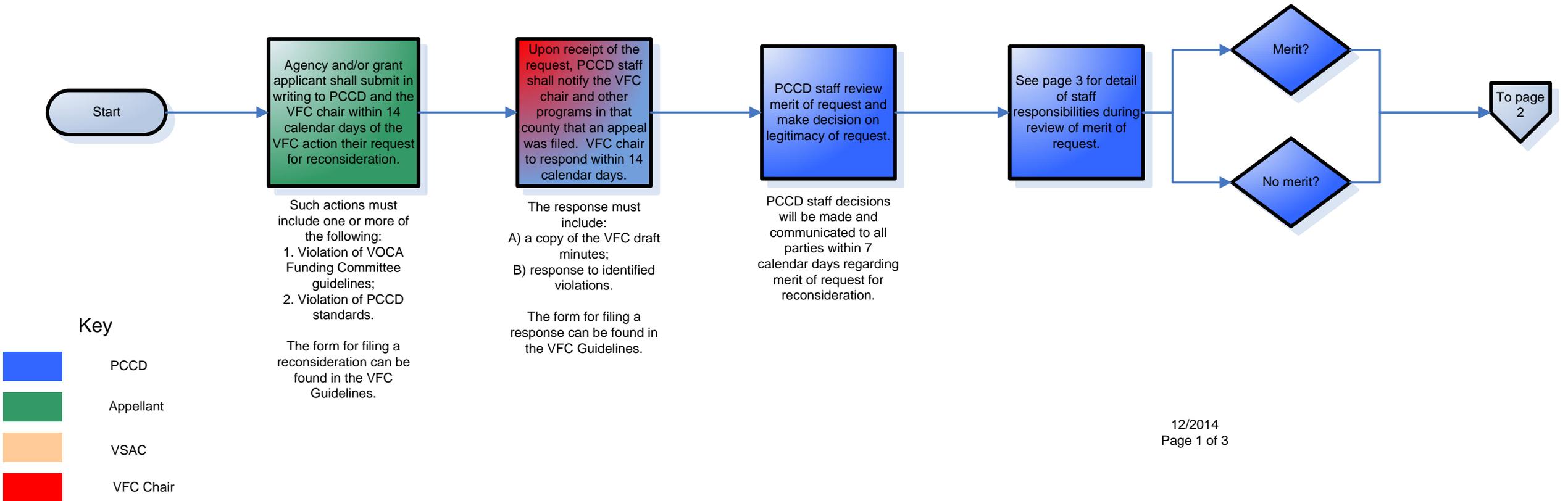
- 12.1** A Change Triggered Review will occur if any of the following occurs: 1) An increase or decrease, of 5% or more, to any current grantee; 2) An allocation to a new recipient; 3) Defunding a current recipient; or 4) Significant concerns brought via monitoring or fiscal/programmatic report reviews. A Change-Triggered Review shall not occur if the increase or decrease is solely the result of a change in the county's allocation. A Change-Triggered Review shall not prohibit nor be a substitute for any affected party from appealing the VFC decision as outlined in 10.0 of these guidelines.

- 12.2** PCCD staff will review the VFC's submission materials including minutes, justification and any other additional information requested by PCCD, as well as, if applicable, any request for reconsideration and the Chair's response thereto, to ensure that the decision making process and/or justification for the increase, decrease, new funding or defunding of an applicant meets the PCCD and VFC requirements and was guided by: 1) the analysis of need and potential impact; 2) cost effectiveness considerations; 3) compliance with the program funding guidelines; and 4) coordination with the existing service delivery system. If PCCD staff determines the VFC decision is compliant, staff will notify the VFC chair and party requesting reconsideration, if any, in writing and provide an informational update to VSAC. If PCCD staff determines the VFC decision is non-compliant, the VFC recommendation shall be reviewed by a three-member VSAC review team.
- 12.3** If the VSAC review team determines the VFC decision is compliant, OVS will notify the chair and party requesting reconsideration, if any, in writing. If the recipient appealed through 10.0, they still have a right to appeal to the Commission. If the VSAC review team determines the VFC decision is non-compliant, PCCD staff will notify the chair and party requesting reconsideration, if any, in writing for the VFC to resolve.
- 12.4** Any disagreement which requires PCCD and/or VSAC resolution could limit the time which the county's recipient agencies have to expend the funds.

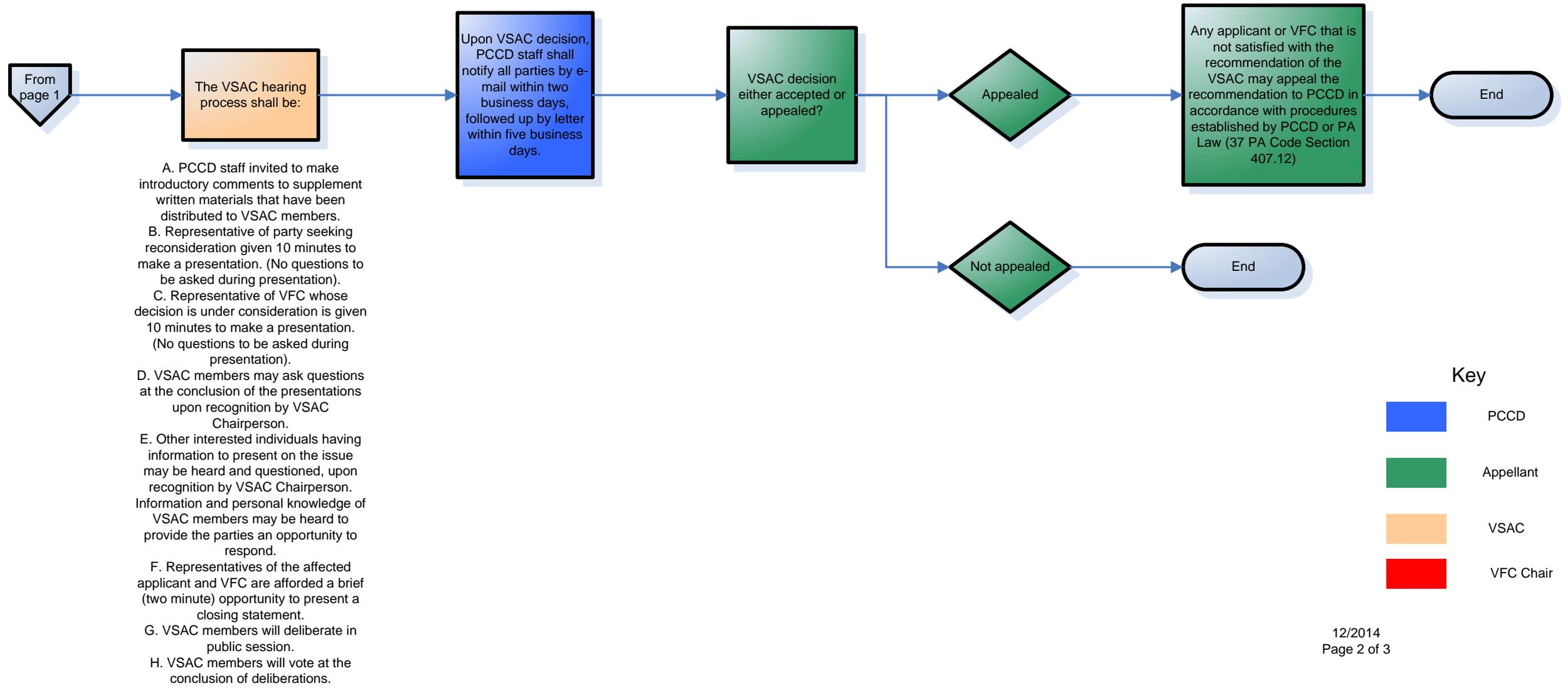
Pennsylvania Commission on Crime and Delinquency and VSAC Request for Reconsideration Policy and Procedures

Statement of Policy

If one or more agencies disagree with the VOCA Funding Committee’s (VFC) recommendation, the agency(s) may seek a reconsideration of the decision. It is the policy of VSAC and the Commission that any requests for reconsideration be addressed through a fair and equitable process during which all affected parties have an opportunity to participate. All applicants within the county must be notified of the appeal and the potential for delay in grant processing. If any agency files a request for reconsideration of a VFC’s funding recommendation, PCCD reserves the right to take no action on any funding applications that are a part of that VFC’s recommendation until the request is resolved. (See flow chart for process).



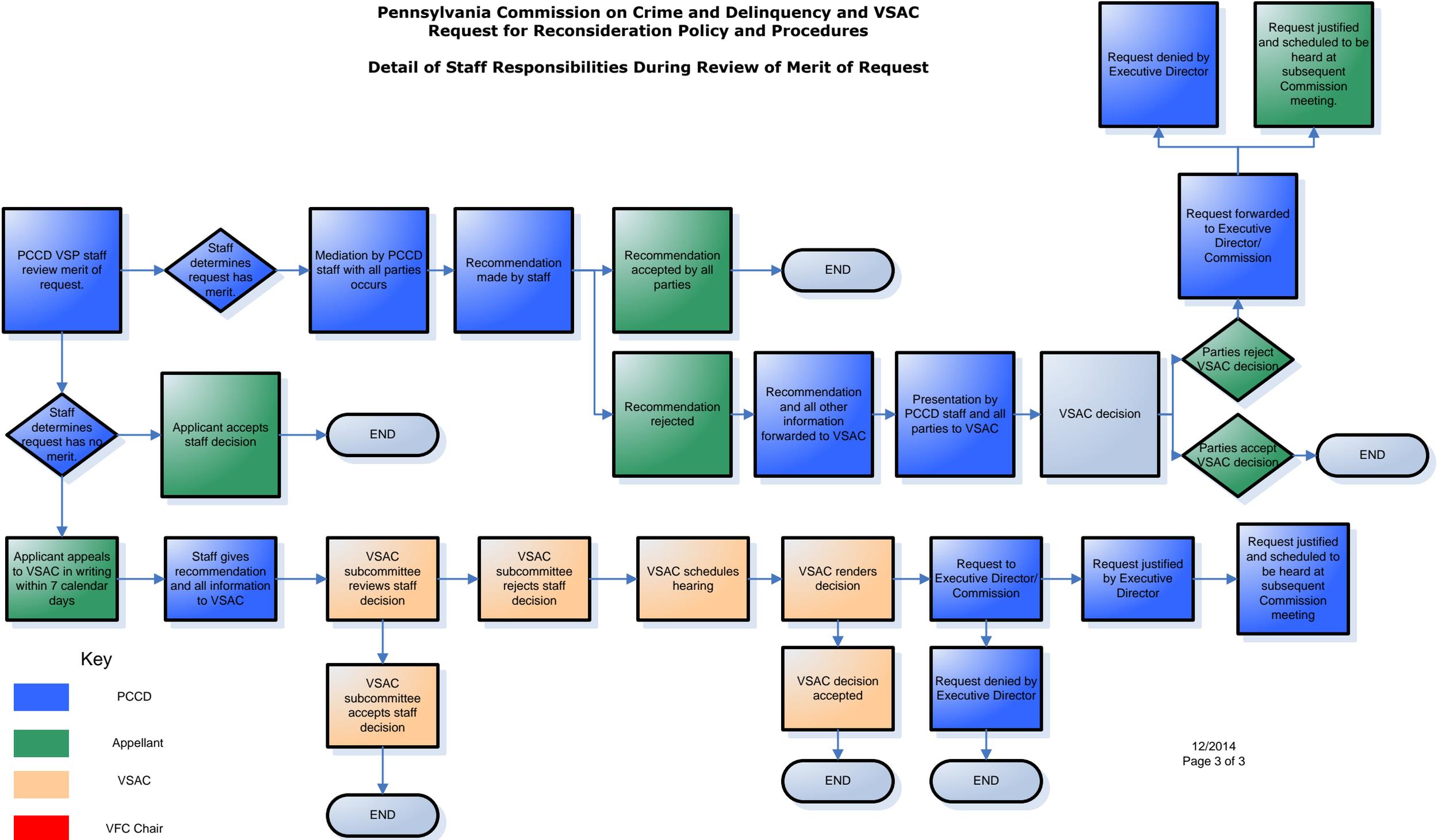
Pennsylvania Commission on Crime and Delinquency and VSAC Request for Reconsideration Policy and Procedures



- A. PCCD staff invited to make introductory comments to supplement written materials that have been distributed to VSAC members.
- B. Representative of party seeking reconsideration given 10 minutes to make a presentation. (No questions to be asked during presentation).
- C. Representative of VFC whose decision is under consideration is given 10 minutes to make a presentation. (No questions to be asked during presentation).
- D. VSAC members may ask questions at the conclusion of the presentations upon recognition by VSAC Chairperson.
- E. Other interested individuals having information to present on the issue may be heard and questioned, upon recognition by VSAC Chairperson. Information and personal knowledge of VSAC members may be heard to provide the parties an opportunity to respond.
- F. Representatives of the affected applicant and VFC are afforded a brief (two minute) opportunity to present a closing statement.
- G. VSAC members will deliberate in public session.
- H. VSAC members will vote at the conclusion of deliberations.

**Pennsylvania Commission on Crime and Delinquency and VSAC
Request for Reconsideration Policy and Procedures**

Detail of Staff Responsibilities During Review of Merit of Request



Key

- PCCD
- Appellant
- VSAC
- VFC Chair

Request for Reconsideration of VFC Action

Agency Name

Agency Address

Agency Phone Number

County

Name of Contact

Contact Phone Number

State In Detail How The Law, Procedure, Standard Or Statute Was Violated

State In Detail How The Law, Procedure, Standard Or Statute Was Violated

**VOCA FUNDING
COMMITTEE
(VFC)**



**ORIENTATION
PACKET**

Orientation Packet Overview

As part of the requirements, each VOCA Funding Committee (VFC) is required to develop an orientation packet to be given to each member and subsequent new members prior to their first meeting.

In order to help the VFC ensure that all required documents are included, forms have been created to correlate with each requirement. In some instances, two requirements will be met by completing one PCCD-generated form. After being completed and reviewed by all members, each form must be signed by the Chairperson and submitted to PCCD. Each form in the Orientation packet must be updated (as appropriate), distributed, and revisions sent to PCCD.

The requirements as outlined on Pages 3-4 and correlating forms are as follows:

- The written Purpose/Mission of the VFC
 - *Purpose/Mission of the VFC, VFC Orientation Form - A*
- The Attendance Requirements
 - *Attendance Requirement, VFC Orientation Form - B*
- The Conflict of Interest Policy
 - *Conflict of Interest Policy, VFC Orientation Form - C*
- The Proxy Voting Policy
 - *Proxy Voting Requirement, VFC Orientation Form - D*
- The Process for Distributing Information from PCCD
 - *Description of Information Dissemination and Decision-making Processes, VFC Orientation Form - E*
- The Process for Reviewing Applications for Funding
 - *Description of Information Dissemination and Decision-making Processes, VFC Orientation Form - E*
- An Explanation of the Election Process for the Chair (if the board has established one)
 - *Chair Selection & Length of Term, VFC Orientation Form - F*
- An Explanation of the Length of the Term of the Chair
 - *Chair Selection & Length of Term, VFC Orientation Form - F*
- A Complete Membership List of the VOCA Funding Committee
 - *VOCA Funding Committee Membership and Attendance List, VFC Orientation Form - G*

- A Synopsis of Each of the Currently Funded Victim Service Programs • *Synopsis of Each Currently Funded Victims' Services Program, VFC Orientation Form - H*
- An Overview of the VOCA Funding Stream from PCCD
 - *Overview of the VOCA Funding Stream, VFC Orientation Form - I*

These forms are denoted in the footer of each page as *VFC Orientation Forms A - I*.

VOCA Funding Committee (VFC)

Orientation Packet Checklist

All VFC Chairs must ensure the following items are included and/or updated in their county's Orientation Packet. The Orientation Packet must be reviewed and distributed to all VFC members.

- _____ Purpose/Mission of the VFC, **VFC Orientation Form- A**
- _____ Attendance Requirement, **VFC Orientation Form- B**
- _____ Conflict of Interest Policy, **VFC Orientation Form- C**
- _____ Proxy Voting Requirement, **VFC Orientation Form- D**
- _____ Description of Information Dissemination and Decision-Making Processes, **VFC Orientation Form- E**
- _____ Chair Selection and Length of Term, **VFC Orientation Form- F**
- _____ Copy of the VFC Membership and Attendance List of the VFC, **VFC Orientation Form-G**
- _____ Synopsis of Each currently Funded Victims' Services Program, **VFC Orientation Form- H**
- _____ Overview of the VOCA Funding Stream, **VFC Orientation Form I**

Please submit a electronic copy of the above documents to the following email address, RA-OVS-FundingInfo@pa.gov.

County: _____

**PURPOSE/MISSION OF THE VICTIMS OF CRIME ACT
(VOCA) FUNDING COMMITTEE**

Each VOCA Funding Committee (VFC) must determine its purpose, whether it will meet the minimum requirement of distributing federal VOCA funds or if it will broaden its scope to include other victim-related policy issues.

EXAMPLE: *"The mission of the _____ VOCA Funding Committee is to make recommendations on the distribution of federal VOCA funds for victim service agencies within the county and provide an opportunity for individuals in the criminal justice, juvenile justice, and victim services field to collaborate and implement ideas and/or solutions for meeting the needs of victims within the county."*

In the space provided below or as an attachment, please state the purpose/mission of the county's VOCA Funding Committee. The purpose/mission should include, but is not limited to:

- The scope of the committee's work; and
- Any additional information the county feels is appropriate to describe the committee's mission.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson Signature

Date

**This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov**

County: _____

ATTENDANCE REQUIREMENT

Each VOCA Funding Committee has the discretion to adopt an attendance policy.
For example: "Any member of the _____ County VOCA Funding Committee who fails to attend more than two (2) consecutive meetings of the Committee, without an excused absence, shall be removed from the VOCA Funding Committee ."

Has the county's VOCA Funding Committee adopted an Attendance Policy?

Yes No

If so, please provide the attendance requirement implemented for the county's VOCA Funding Committee in the space below or as an attachment.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson (Signature)

Date

**This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov**

County: _____

CONFLICT OF INTEREST POLICY

Personnel and other officials connected with VOCA programs shall adhere to the requirements as outlined on Pages 5-6 of the VOCA Funding Committee requirements. Each VOCA Funding Committee must adopt a Conflict of Interest Policy that ensures adherence to these requirements

Please provide the Conflict of Interest Policy as adopted by the county's VOCA Funding Committee in the space below or as an attachment.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson (Signature)

Date

**This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov**

County: _____

PROXY VOTING REQUIREMENT

Each VOCA Funding Committee has the discretion to decide whether to allow members to vote by proxy.

Has the county's VOCA Funding Committee adopted a Proxy Voting Policy?

Yes No

If yes, please provide the proxy voting policy and criteria implemented for the county's VOCA Funding Committee in the space below or as an attachment.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson (Signature)

Date

**This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov**

3. In the space provided below or as an attachment, outline the decision-making process to be used by the VFC in determining the application(s) that will receive funding. This process should include, but is not limited to:
- Information on how the applications are presented at the VFC meeting;
 - Limitations on the length of discussion for each application (if any);
 - Any factors to be used by the VFC to make the decision;
 - How the vote will occur;
 - Provisions for ensuring that the vote is taken with a quorum of the membership present; and
 - Any other considerations used by the VFC in making their decisions. Use additional pages as necessary.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson (Signature)

Date

**This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov**

County: _____

Chair Selection & Length of Term

It is the responsibility of the members of the VOCA Funding Committee (VFC) to select the VFC chair. The VFC is given the discretion to decide the method of election and the term length of the chair. It is suggested that an election process and term length be established, but it is not required. The following template is provided to the VFC as a guide should the VFC establish a method of election and the term length of the VFC chair.

1. Has the VFC established an election method for selecting the Chairperson?

- Yes No

If so, in the space provided below or as an attachment, outline the process to be used by the VFC to elect the chairperson. The information may include, but is not limited to:

- List how the individual is nominated;
- How the person will be approved (vote, consensus, etc.)

2. Has the VFC established term lengths for the Chairperson?

- Yes No

If so, in the space provided below or as an attachment, outline the office term parameters for the VFC chair. The information may include, but is not limited to:

- How the term length will be established;
- The length of term;
- Ability to serve consecutive terms.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson (Signature)

Date

This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov

County: _____
Date: _____

VOCA FUNDING COMMITTEE MEMBERSHIP & ATTENDANCE FORM

This form must list all current members of the VFC. This form is also to be used to verify meeting attendance by having members sign the form to indicate that he or she was present. Any changes from the last submission or any proxy voting substitutions should be explained in the minutes. Proxy voting substitutions must adhere to the county's policy as submitted to PCCD.

Name	Signature	Agency & Address	Telephone No.	Fax No.	E-Mail Address

**This form must be included in the county's VFC Orientation Packet and emailed to PCCD.
Email: RA-OVS-FUNDINGINFO@pa.gov**

County: _____

SYNOPSIS OF CURRENTLY FUNDED VICTIMS' SERVICES PROGRAM

Each VOCA Funding Committee (VFC) is required to maintain a synopsis of each currently funded victim service agency. This synopsis is to be included in the orientation packet provided to all new VFC members and submitted to PCCD. Below is a template which may be used by the VFC in developing the individual agency synopsis. The VFC may also choose to attach additional agency information, such as brochures and annual reports.

Agency Name: _____

Agency Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Type of Program (check all that apply):

- | | |
|----------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Domestic Violence | <input type="checkbox"/> Sexual Assault |
| <input type="checkbox"/> Comprehensive | <input type="checkbox"/> Victim/Witness - Adult System |
| <input type="checkbox"/> Elder Abuse | <input type="checkbox"/> Victim/Witness - Juvenile System |
| <input type="checkbox"/> MADD | <input type="checkbox"/> Children's Advocacy Center |
| <input type="checkbox"/> Victim/Offender Mediation | <input type="checkbox"/> Other: _____ |

Types of Funding Received:

Description of Services Provided:

This form must be included in the county's VFC Orientation Packet and emailed to PCCD as part of the Orientation Packet.
Email: RA-OVS-FundingInfo@pa.gov

Overview of the Victims of Crime Act (VOCA)

Funding Stream

AUTHORIZATION:	The federal Victims of Crime Act of 1984 as amended.
SOURCE OF FUNDS:	The Crime Victims Fund, which is comprised of federal fines, forfeitures, and penalty assessments imposed on offenders of federally prosecuted cases.
COUNTY ALLOCATIONS:	County allocations are determined on a formula basis that takes into consideration the county's population, which is weighted at 25%; target crimes, which is weighted at 25%; and penalty assessment collections, which is weighted at 50%.
PURPOSE:	The Victims of Crime Act (VOCA) Formula Grant Program provides for crime victims compensation as well as the delivery of direct services to victims of crime.
RECIPIENT AGENCIES:	Public or non-profit programs with a history of at least two years of providing direct services to crime victims as the principal mission of the organization.
FUNDABLE ACTIVITIES:	Eligible activities are those direct services which respond to the emotional and physical needs of crime victims and helps them stabilize their lives in the aftermath of trauma (ex. crisis intervention, shelter, long and short term counseling, and other emergency services that are intended to restore the victim's sense of security); or assist victims in understanding and supporting them through the criminal and juvenile justice process; or provide victims of crime with a safe and secure environment.
INELIGIBLE ACTIVITIES:	Ineligible activities include, but are not limited to, procedural services, prosecution and law enforcement activities, fundraising, crime prevention, and lobbying and administrative advocacy.
FUNDING PROCESS:	Funds are allocated on a county basis and the VFC's are used to determine the amount of funds awarded to each applicant agency.

VICTIMS OF CRIME ACT (VOCA) FUNDING COMMITTEES



Funding

Recommendation

Form



VOCA FUNDING CERTIFICATION FORM

**VICTIMS OF CRIME ACT PROJECTS
Year 2015**

I hereby certify that the ____ County VOCA Funding Committee, at its meeting of __, approved and recommended for funding the following projects:

<u>Agency</u>	<u>Project Title</u>	<u>Amount</u>
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Total County Request \$

IF APPLICABLE, PLEASE CHECK THE FOLLOWING CERTIFICATION:

I hereby certify that the ____ County VOCA Funding Committee, has had no new eligible applicants for VOCA funding this funding cycle.

VOCA Funding Committee Chairperson (Print)

VOCA Funding Committee Chairperson (Signature)

Date

The VFC chair must complete this form and provide to each funded program. The applicant must attach a copy into Egrants as part of PCCD's application process.