

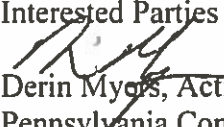


COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: August 7, 2017

Subject: Victims of Crime Act (VOCA) 2018-2020 Competitive Solicitation

To: Interested Parties

From:  Derin Myers, Acting Executive Director
Pennsylvania Commission on Crime and Delinquency

The Office of Victims' Services of the Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of up to \$32 million in federal Victims of Crime Act (VOCA) funding for a 30-month project period. The goal of the VOCA funding is to support the provision of direct services to victims of crime.

PCCD's Victim Services Advisory Committee (VSAC) has identified new eligible services as a result of the expanded federal VOCA guidelines. These guidelines were published in 2016 by the Department of Justice's Office for Victims of Crime (OVC). It is expected that this expansion of services will continue to support VSAC's goal of filling gaps in service delivery and/or to provide services to underserved/unserved crime victims. This will also enable crime victims in Pennsylvania to have access to a broader range of services to meet their physical, emotional and psychological needs.

This VOCA 2018-2020 Competitive Solicitation is open to both programs currently funded by PCCD with federal VOCA funding, as well as new applicants. Applications must be submitted in PCCD's Egrants system no later than September 29, 2017.

Questions concerning the Egrants system should be made directly to the Egrants Help Desk at either (717) 787-5887 or you may call toll-free at (800) 692-7292 and select option 9 and then option 6 when prompted.

Your interest in providing direct and essential services to crime victims within Pennsylvania is greatly appreciated.



Office of Victims' Services

Victims of Crime Act 2018-2020

Fiscal Year 2017 Solicitation

Please Note: Allow adequate time to submit your Application. You will be unable to submit your application, if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants system.

Recommended Egrants Agency Registration Date:
September 15, 2017

Recommended Egrants User Registration Date:
September 22, 2017

Mandatory SAM Registration Deadline:
[SAM Requirements](#)
December 30, 2017

Mandatory Egrants Application Deadline:
September 29, 2017

Signature Page must be postmarked by:
Tuesday, October 31, 2017

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Victims' Services

Funding Guidelines: Victims of Crime Act 2018-2020

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Victims' Services**

Funding Guidelines for: 2018/2020

Funding Announcement Title: Victims of Crime Act 2018-2020

Funding Available: Victims of Crime Act (VOCA)

Submission Requirements for Applications:

- **Scoring** - All applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to the Funding Announcement Guidelines, and a timely submission in the PCCD Egrants system.
- **Due Date** - All Applications must be submitted, electronically through PCCD's Egrants system no later than Friday, September 29, 2017 by 11:59 p.m., Eastern Time. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m., Eastern Time on September 29, 2017. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: RA-eGrantsSupport@pa.gov.
- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD. Successful applications will be presented for consideration at the March 14, 2018 Commission meeting.
- **Completeness** - Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** - If an Application is returned by PCCD for corrections, the final Application (including all corrections and required documents) must be returned to and approved by PCCD in order for the Application to be awarded.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Victims' Services

1. Overview of this Funding Announcement:

The Pennsylvania Commission the Crime and Delinquency (PCCD) is now accepting competitive applications for funding under the federal Victims of Crime Act of 1984 (VOCA) grant program.

This solicitation is open to new and currently funded victim service programs whose primary purpose is to provide direct services to victims of crime. Applications may be submitted to support local, regional and statewide initiatives. Funds may be utilized to provide core direct services (e.g. crisis intervention, counseling, safety planning, emergency shelter, criminal/juvenile justice advocacy), enhance or expand existing services or to implement new direct services which were recently authorized consistent with the federal guidelines. For more information regarding the allowable direct service/activity costs, please see Appendix A, VOCA Allowable Direct Service/Activity Costs.

Applicants must propose eligible direct service activities and describe need for those services. Applicants should also provide evidence of collaboration within the community to be served by the proposed project and demonstrate broad relevant local support for the proposed VOCA project. This can be established by letters of support for the project from law enforcement, local victim service agencies and other community stakeholders. Duplication of existing crime victim services is discouraged. The use of evidence-based programs is strongly encouraged. For purposes of this funding announcement, the term "evidence-based" is reserved for programs that have been tested in more than one scientifically rigorous study (such as randomized control trials) and have consistently been shown to work better than a placebo or no treatment/intervention. For more information about what constitutes an "evidence-based", "research-based" and a "promising approach" program please refer to Appendix B, Evidence Based Program.

2. Funding Availability:

A total of approximately \$38 million in federal funds is being announced to support this initiative. A total of \$32 million will be available for county and multi-county projects. The allocation amount available to individual counties has been determined using a formula factoring 75% population and 25% target crime. The formula is based on the average from the past five years of data from the U.S. Census Bureau and the Uniform Crime Reports. The specific allocations by county are listed in Appendix C, County Allocations Chart.

A minimum amount of \$125,000 per county for a 30-month project period has been established. PCCD has not established a maximum amount for VOCA applications. However, applicants are advised to construct a realistic budget in relationship to their proposed activities while also paying attention to the maximum allocations assigned to each county.

Competitive VOCA applications may be submitted for projects that cover:

- Individual Counties;
- Multiple Counties; or

- Statewide (a statewide project is one in which the services to be provided are accessible to all Pennsylvania residents).

An applicant can apply for funds in more than one county. Applicants proposing a project serving victims in multiple counties can submit one application, but must identify the amount of competitive VOCA funding being requested on behalf of each county in their application. Applicants must keep in mind that such funding may be deducted from that individual county's overall allocation for competitive VOCA funding (see Appendix C, County Allocations Chart).

An applicant may apply for less than the county allocation but may not apply for more than the amount of VOCA funding allotted to that county.

For example:

If an applicant is requesting \$75,000 to provide services in Dauphin County and \$50,000 to provide services in Cumberland County and \$50,000 to provide services in Lebanon County, only one application is needed. The \$75,000 requested to provide services in Dauphin would be deducted from the overall Dauphin County allocation. The same would occur for the \$50,000 requested in Cumberland and Lebanon Counties.

For statewide projects, the total amount available is \$6 million. The maximum amount that may be requested for a statewide project is \$1.5 million. Please note that statewide projects will not be funded out of the county allocations. Statewide projects will be reviewed separately on their own merit. Applicants for statewide projects should construct a realistic budget in relationship to their proposed activities. Applicants only need to submit one budget for the entire statewide project.

Award Letters will be mailed, as soon as possible, after the applications are approved and will also be available in Egrants. PCCD is not liable for costs incurred prior to the official start date of the award.

Please Note: Recipients of federal VOCA funding in Pennsylvania are not required to provide a 20% cash or in-kind match with their VOCA funded projects. Pennsylvania's state allocations for domestic violence and sexual assault services are used as the match for all federal VOCA awards.

3. Non-supplantation:

Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.

4. Project Dates:

Contingent upon availability of funds, applications approved at the March 14, 2018 Commission meeting will be 30-month projects and have a start date of April 1, 2018 and an end date of September 30, 2020.

5. Eligible Applicants:

This funding announcement is open to both new applicants and existing VOCA recipients. To be eligible for VOCA funds, an organization must provide direct services to crime victims and be operated by a non-profit organization or public (governmental) agency, or a combination of such agencies or organizations. Applicants must meet all of the following requirements:

a. Type of organization:

- i. Victim service organizations whose principle mission is to provide services to crime victims.

OR

- ii. A public or non-profit organization that has a component whose principle mission is to provide services to crime victims. These organizations are eligible if the funds are used to expand, or enhance the delivery of crime victim services.

A “*component*” is defined as follows: a specific program within the organizational framework of an agency, whose principal purpose is to provide direct services to victims of crime. The program is under the administrative structure of an established organization and the program’s goals and objectives reflect how it expands or enhances services to victims of crime.

- b. Have a record of providing direct services to crime victims in a cost-effective manner.
- c. Use volunteers unless they can provide a compelling reason for a waiver and have a waiver granted by PCCD.
- d. Offer services to victims free of charge.
- e. Assist victims in applying for victims’ compensation.
- f. Must be able to demonstrate collaboration within the community.
- g. All successful applicants must meet standards established by the relevant oversight organization. Entities not required to follow the standards of Pennsylvania Coalition Against Rape (PCAR), Pennsylvania Coalition Against Domestic Violence (PCADV), National Court Appointed Advocates (NCASA) and/or National Children’s Alliance (NCA), will be required to follow the standards of the Office of Victims’ Services (OVS). Please see PCCD website for, [Consolidated Victim Service Program Standards](#).
- h. Applicants must be in good standing with PCCD in order to be eligible for these funds.

- i. New applicants are required to demonstrate that they have a record of providing effective direct services to crime victims and have non VOCA financial support. If you are a new entity that does not have a history of providing services to crime victims you must be able to demonstrate substantial support from non VOCA sources, as defined by the federal guidelines. **Please Note:** This is not the same as the 20% cash or in-kind match. Pennsylvania state allocations for domestic violence and sexual assault services fulfill this federal requirement. Please see the following link for more information, [Federal OVC VOCA Guidelines](#).
- j. All applicants must comply with federal civil rights law which prohibits discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to the programs and activities. Please see the following link for more information, [Federal OVC VOCA Guidelines](#).
- k. A religiously affiliated organization must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- l. Provide services to victims of federal crimes on the same basis as victims of state crimes.
- m. Maintain confidentiality of client-counselor information pursuant to appropriate state laws and oversight body standards.
- n. Court Appointed Special Advocates programs (CASA), are required to be a member of both the national and state associations. They are also required to establish partnerships with existing VOCA-funded local victim service agencies for service delivery, referrals and training.
- o. Children’s Advocacy Center (CAC) applicants must be an associate or accredited member of the National Children’s Alliance as of the time of the release of this funding announcement. Associate members must commit to achieve full accreditation within five years. The provisions of Act 28 of 2014 apply to this funding stream.

6. Program Goals, Objectives and Anticipated Impact:

The goal of this competitive VOCA solicitation is to ensure that crime victims have access to a broad range of direct services designed to meet their physical, emotional, and psychological needs. The objective of this solicitation is to assist victim service agencies in: 1) maintaining their ability to provide core direct services; 2) allowing programs to implement a broader range of services, including the newly authorized services; 3) expanding or enhancing service provision to previously unserved victim

populations; and 4) filling gaps in service delivery to underserved/unserved victim populations.

The anticipated impact is that crime victims throughout Pennsylvania will be provided with essential services that will benefit them in the aftermath of a crime. Possible benefits could include increased stability, greater participation in the criminal justice process and the provision of other life stabilizing services which will assist in restoring them to their pre-victimization state. An anticipated outcome of this funding announcement is that we will expand the types of victim service organizations to be funded and expand the scope of services provided by existing organizations.

7. Eligible Program Activities and Expenses:

Funds for the proposed program may be used for starting new projects, continuing and improving existing projects or expanding existing projects.

The federal VOCA guidelines classify eligible activities/costs into three categories: Direct service costs, activities supporting direct services and subrecipient administrative costs. The federal VOCA guidelines can be found in the Federal Register at:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.

Guidance for each type of activity/cost is listed below:

- a. Direct Service Costs/Activities: See §94.119 of the federal VOCA guidelines or Appendix A of this funding announcement.

NOTE: Per VSAC, forensic medical evidence collection examinations as listed at §94.119(g) are not eligible for funding under this announcement. Also per VSAC, forensic interviews as listed at §94.119(h) are eligible for funding for child victims only.

- b. Costs for activities supporting direct services: See §94.120 of the federal VOCA guidelines or Appendix A of this funding announcement.
- c. Subrecipient Administrative Costs: See §94.121 of the federal VOCA guidelines.

VOCA funds may only be used to provide direct services to crime victims. The services must respond to the emotional, psychological, or physical needs of crime victims, assist victims in stabilizing their lives after victimization, assist victims to understand and participate in the criminal and juvenile justice process, or restore a measure of security and safety for the crime victim.

A complete list of allowable VOCA direct service/activity costs may be found in Appendix A, VOCA Allowable Direct Services/Activity Costs. Those items which have been recently adopted as eligible VOCA services/activities are marked in bold type and marked "NEW." All new services will be subject to emerging service standards as they are developed.

New services standards will be included in the [Consolidated Victim Service Program Standards](#) located on PCCD's website (www.pccd.pa.gov) as they are adopted by VSAC and will also be published in the Office of Victim Services (OVS) newsletter.

For the New VOCA Eligible services listed below, additional requirements apply:

- a. **Procedural Services** are now eligible services under VOCA. Currently, these services are mandated by the Crime Victims Act, Juvenile Act, and/or the Pennsylvania Rules of Juvenile Court Procedure to be performed by the District Attorney and Chief Juvenile Probation Officer. Examples of these services are listed in Appendix A VOCA Allowable Direct Services/Activity Costs under "*Facilitation of Participation in Criminal Justice and Other Public Proceedings Arising From the Crime.*" Applicants must receive a delegation of authority from the local District Attorney Office and/or Chief Juvenile Probation Officer, based on the services to be provided. A certification (Appendix D, Procedural Services Certification Form Adult) form must be completed by the District Attorney of the county if the services will be provided to victims of adult offenders. A certification form must be completed by the District Attorney and the Chief Juvenile Probation Officer (Appendix E, Procedural Services Certification Form Juveniles) if services will be provided to victims of juvenile offenders. The specific services to be provided must be identified in both the grant application and on the certification. This requirement does not apply to the state-based procedural services provided by the Office of Victim Advocate.
(Please see the link to the [Crime Victims Act](#) and [Juvenile Act](#).)
- b. **Substance Abuse Treatment** must be a collaboration between victim service programs and licensed drug and alcohol treatment programs due to the interrelated nature of trauma and substance abuse. **A signed Memorandum of Understanding between the victim service agency and the licensed drug and alcohol treatment program is required.**
- c. **Project Evaluation**- The use of award funds to conduct a project evaluation to assess the effectiveness of the funded activities is permitted. Funds may be used to conduct pre-and post-testing of volunteers, project evaluation or for victim satisfaction surveys. In conducting such testing, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual. Project evaluations are intended only to generate internal improvements to a program or service and should not constitute "research." To determine whether a project would intentionally or unintentionally constitute research, please consult the decision tree in the "Research and the protection of human subjects" through the [OJP Funding Resource Center](#), at <https://ojp.gov/funding/Apply/Resources/ResearchDecisionTree.pdf> **Applicants must attach documentation to support any project evaluations that they are planning to implement as described on page 14 of this funding announcement.**

Please Note: Documentation must be attached in the Project Description section of the Egrants application.

PLEASE NOTE: For agencies or their employees or consultants who participate in third party billing, this information must be disclosed in the application and must indicate how, and if this affects service delivery. The applicant must also provide documentation to establish that the income generating third party services are not also being funded by VOCA. Unreported program income will be deducted from the grant award. **Due to the difficulty in accounting for income derived as the result of third party billing, this practice is strongly discouraged.**

8. Ineligible Program Activities and Expenses:

Please see §94.122 of the federal VOCA guidelines for expressly ineligible VOCA activities/costs. The federal VOCA guidelines can be found in the Federal Register at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.

9. Required Egrants Sections/Documents:

- a. Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- b. Required Documents
 - i. Signature page. Please note that the Signature Page is required to be signed and mailed directly to PCCD per the requirements under Section 18: Mailing Information; and
 - ii. Any other signed documents as required under the Scoring section of this funding announcement.
 - iii. A copy of the therapist's professional license is required if you intend to hire a therapist.
 - iv. Job descriptions for all personnel.
- c. Recommended Supporting Documentation
 - i. Reference materials used to support evidence based programs;
 - ii. Reference materials used to support project evaluation activities;
 - iii. Certification Forms to provide procedural services;
 - iv. Letters of Support from law enforcement, other victim services agencies and community stakeholders. Letters of support must be current, specify the VOCA grant project by project title, refer to the crime victims' need and the proposed solution. Contact information for the authoring supporter must be provided, on letterhead, if available;

- v. Memorandums of Understanding establishing a collaborative project; and
- vi. Letters of Understanding establishing informal collaboration or inter-related service delivery or an established system of referral.

10. Scoring:

The information PCCD is requesting must be submitted in the sections of the application specified below. Responses must be submitted within the response fields provided in Egrants. **Please Note: Each scoring section contains several text boxes, which have size limitations.** The size limitations are shown on the right once you click on the gavel. A box called "Question Validation Rules" will open and will indicate the approximate character limits. Size limitations in Egrants are based on the following: 5,000 characters is approximately two pages of text. It is the applicant's responsibility to go back and check each section to ensure that all of their narrative is contained in Egrants prior to submitting the application. Some text boxes will also contain help questions on the right which explain, in further detail, the information that is being requested.

Applicants should also note the time limitations within Egrants. If you are not active in Egrants for 19 minutes, Egrants will time out. Any information entered after Egrants has timed out will not save to the application. Applicants will have to go back and check each section to ensure that all of their narrative is contained.

The following application sections in Egrants have a point value associated with them and will be scored as described below:

- a. Executive Summary – (Maximum 5 points)

This section must provide the following information:

- i. Identify, by name, the agency applying for the competitive VOCA funding.
- ii. Identify, by name, any collaborative partners on the project (if applicable).
- iii. Provide the project title.
- iv. Indicate whether the project covers a:
 - 1. Single county;
 - 2. Multiple counties; or
 - 3. Statewide.
- v. Provide the total amount of competitive VOCA funding requested. If applicable, list the amount requested from multiple counties.
- vi. Identify the victim population(s) to be served through the project.
- vii. Briefly state the goal(s) of the project.

- viii. Provide a succinct explanation of how the proposed project will impact the victim population(s) to be served.

b. Applicant Overview – (Maximum 10 points)

This section must provide specific background information on the organization applying, but not limited to:

- i. Mission of organization:
 - 1. Explain if the organization is a dedicated victim's service organization whose principle mission is to provide services to victims or is a public or non-profit organization that has a component solely dedicated to serve victims.
 - 2. If a component, explain the administrative structure under the larger organization, the program component's primary mission and the proposed program's goals and objectives and how it expands or enhances services to victims of crime.
- ii. If applicable, the number of years providing direct services to crime victims. Please also include a detailed description of the direct services being provided to crime victims.
- iii. Description of any specialized education, training or skills that qualify staff from your organization to provide services to the victims of crime.
- iv. Discussion of how the efforts of the applicant agency are currently integrated into the broader community efforts to assist crime victims.

c. Problem Description – (Maximum 30 points)

This section must provide the following information:

- i. An overview of the geographic area to be served by the proposed project. At minimum, this overview should address the following:
 - 1. Is the area urban, suburban, rural or a mixture of these classifications?
 - 2. What is the demographic makeup of the service area?
 - 3. What are the prevailing socio-economic conditions in the service area?
 - 4. What types of crimes/victimizations are most prevalent in the area to be served?

Please provide documentary or statistical evidence to support the demographic, socio-economic or crime

victimization cited. The information provided should be specific to the service delivery area.

- ii. Discuss the problem or need that your agency has identified. It must fall within one or more of the focus areas of the competitive VOCA solicitation:
 - 1. Maintain core direct services to victims;
 - 2. Expand or enhance service provision;
 - 3. Increase the diversity and scope of services available;
 - 4. New services to fill gaps in service delivery; and/or
 - 5. Provide services to underserved/unserved victim populations.

Some questions to answer in this part of your application:

- 1. How and why have you determined that this is a need or that this is something that will help your community?
- 2. If services currently exist and are insufficient, explain why. Be sure to discuss why the introduction of new services will not be duplicative. If services do not currently exist, be sure to say so.
- 3. Provide statistical data specific to the intended service delivery area to support/justify the need (i.e. [UCR Report](#) data, [census data](#), county specific data on child or elder abuse reporting or other pertinent information, 911 statistics, other county specific data or other pertinent information).

d. Project Description – (Maximum 35 points)

This section must provide the following information:

- i. Identify the victim population to be served through the project.
- ii. A discussion of the goal(s) of the project.
- iii. Identify specific objectives for the project along with specific activities to be undertaken to achieve these goals. This should include:
 - 1. A discussion of the activities that respond directly to the needs of the victim population.
 - 2. Identify the VOCA services to be provided through the proposed project and explain how each of these services will be delivered through the project. This description should match what you selected in the VOCA service section. For

more detail please refer to Appendix F, VOCA Reporting Requirements.

3. Identify the specific personnel that will perform these services and any special training which is required to perform the service delivery.
4. If you are planning to deliver services in more than one county, state how the project will support/enhance services in each county separately. If a statewide project, state how the project will benefit victims in the Commonwealth.
5. Applicants proposing to utilize an evidence based program will be required to provide a brief description of the evidence based program. Please refer to Appendix B, Evidence Based Program.

Documentation to support evidence-based practices must be attached to the end of this section.

- iv. Description of how the applicant agency currently collaborates with other victim service providers and community partners in the geographic area to be served through the project.
 1. Applicants are encouraged to attach to this section Letters of Support, Letters of Understanding, Memorandums of Understanding or other documentation that demonstrates a broad, relevant, local and collaborative approach/support for the project. Letters of Support should be obtained from law enforcement, other local victim service agencies, community aid organizations or local stakeholders.
- v. A discussion must include how the proposed project is coordinating with other agencies to avoid duplicating existing services already being provided. This should include:
 1. A discussion of the current response systems in place to attend to the needs of the crime victims' population to be served.
- vi. Indicate whether the project will require an initial start-up period. If applicable, provide an estimation of the time required for start-up, and discuss the tasks that must be accomplished during the start-up phase.
- vii. Project evaluation of direct services - The use of award funds to conduct project evaluation within a project to assess the effectiveness of the funded activities is permitted. Funds may be used to conduct pre- and post-testing of volunteers or for victim satisfaction surveys. In conducting such testing grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual. **Project evaluations are intended only to generate internal improvements to a program or**

service and should not constitute "research." To determine whether a project would impermissibly constitute research, please consult the decision tree in the "Research and the protection of human subjects" through the [OJP Funding Resource Center](#), at [OJP Funding Center](#).

Applicants who apply for funds to conduct project evaluation should include a brief description of the methodology and expected outcomes in the Project Description Section and are required to attach supporting documentation providing a complete task/timeline of the activities and anticipated outcomes and identify who is conducting the evaluation.

If you elect not to utilize project evaluation, please identify any additional performance measures which will be utilized by the project, to measure outcomes/output.

viii. If you are selecting one of the NEW services special requirements, identified in Appendix A, VOCA Allowable Direct Services/Activity Costs, the required documentation must be attached in this section.

ix. Required Documentation

Procedural Services – Certification form signed by the local District Attorney and/or Chief JPO- See Appendix D, Certification Form for Procedural Services Adult and/or Appendix E, Certification Form for Procedural Services Juveniles.

Substance Abuse Treatment - Signed Memorandum of Understanding between victim service agency and licensed drug and alcohol program.

Project Evaluation - Attach a document that provides a complete task/timeline of the activities and anticipated outcomes and identify who is conducting the evaluation.

Evidence Based Programs - documentation to support assertion that program to be implemented qualifies as an evidence based program.

Community Support documentation – Letters of Support, Memorandums of Understanding, and Letters of Understanding establishing community support and collaboration.

e. Budget Detail – (Maximum 20 Points)

As stated in [PCCD's Applicant's Manual](#), all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one grant award.

i. In this section, the applicant must provide a reasonable and accurate budget that is directly related to the proposed project. This includes providing the projected line item costs and the computations used to arrive at those amounts. The applicant should provide justifications

or explanations for any budgeted costs that may not be clear to the reviewer. **Restatement of computations is not permissible.**

Applications involving multiple counties must identify the amount of competitive VOCA funding being requested on behalf of each county in their application.

Please refer to the procurement guidelines section within PCCD applicant's manual.

- f. Additional Required Attachments – While there are no points attached to this section, applicants must be sure to attach the following:
 - i. Job Descriptions for all VOCA funded positions.
 - ii. Any personal service or pass-through contracts related to the application (if applicable).
 - iii. Volunteer Waiver (If Applicable) this is required if your agency has statutory or contractual reasons for not using volunteers or if your agency can demonstrate that a sustained and aggressive effort to recruit and maintain volunteers has failed.

11. Performance Measures:

This section will appear in Egrants, but no information is required to be submitted. Simply click on the "Save Complete" button.

Data to be reported for this funding is discussed in the below Reporting Requirements.

12. Reporting Requirements:

The VOCA performance measures utilize Pennsylvania-specific service definitions. Successful applicants will need to track these performance measures for their federal quarterly report. A listing of the VOCA performance measures is provided in Appendix F, VOCA Reporting Requirements.

All recipients of VOCA funding are required to submit their federal quarterly performance measurement reports to PCCD through the Efforts to Outcomes (ETO) Software System. If your program is currently using the case management version of ETO, "ETO Impact," you will be able to use the VOCA report function that is built into the system to generate and submit your quarterly VOCA reports to PCCD.

If your agency is using a different case management software, you will need to compile the data required by the VOCA Quarterly Report from your case management system, and enter it into the "ETO Community" site to comply with the federal quarterly reporting requirements.

Empowerment and Satisfaction Questionnaire (ESQ) Survey - All VOCA-funded programs (with the exception of Child Advocacy Centers) are required:

- To distribute this survey to victims aged 14 and older;

- To collect the completed ESQ-LF surveys; and
- To report the information in ETO.

The “Empowerment and Satisfaction Questionnaire – Long Form (ESQ-LF)” is used for service recipients ages 14 and older to report outcomes. See the [ESQ-LF](#) on PCCD’s website for further information. The ESQ-LF is designed for the crime victim to self-report the impact of services in addressing their needs as a result of the victimization.

Applicants must report the following:

- Number of ESQ’s Distributed;
- Number of Completed ESQ’s received; and
- The responses from the completed questionnaires.

Please see Appendix F, VOCA Reporting Requirements, for the performance measurement tool.

13. Keywords:

You are required to select “Keywords” from the dropdown menu in Egrants. It is located on the Main Summary screen, when entering your Application.

The following keyword options include the new VOCA Allowable Direct Services/Activity Costs and are listed on the main summary page of the Egrants application: Short Term Care; Emergency Financial Assistance; Legal Services; Procedural Services; Alternative Therapy; Substance Abuse Treatment; Transportation, Public Awareness; Peer Support; Transitional Housing; Relocation; Incarcerated Victims; Coordination Activities; Multi-system Response/MDIT. Applicants must select keywords that reflect the types of services/activities that will be supported under the proposed project.

14. Procurement Procedures:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section beginning on page 16 of PCCD’s [Applicant’s Manual](#).

Sole Source purchases or contracts are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to justify a sole source application. If a request is made, the prospective applicant must identify the request as a Sole Source and provide a **substantial justification** for the Sole Source request **within** their funding request. (See PCCD’s [Applicant’s Manual](#), page 18, for Procurement by Noncompetitive Proposal Approval Procedure.)

15. Other Administrative Requirements

- a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered

in Egrants in order to submit a grant application. **Be sure to allow enough lead time so your agency** has enough time to work on your application in Egrants prior to the submission deadline. Go to the [Registering in Egrants page](#) on PCCD's website for further information.

- b. Reporting Requirements: Performance Measurement Reports are due quarterly and must be submitted through the ETO system. For an entire listing of the programmatic reporting requirements, please refer to the above Performance Measures and Reporting Requirements Sections and Appendix F, VOCA Reporting Requirements.
- c. All successful applicants are subject to on-site program monitoring.
- d. Programmatic Data Backup: All VOCA programs are subject to random review of data backup. VOCA programs will have their programmatic reports selected at random for data backup, the Grant, reporting period and category of services to be reviewed. VOCA programs will be advised that they have been selected and will be required to provide PCCD with the necessary data backup information.
- e. Fiscal Accountability: See the [Fiscal Accountability page](#) on PCCD's website for further information.
- f. Time and Effort Reporting: See the [Time and Effort Reports page](#) on PCCD's website for further information.
- g. Grant Payments:
 - i. Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit monthly reports for reimbursement. Incomplete or delinquent reports will result in payment delays.
 - ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).
- h. Federal Application Requirements (DUNS Number and SAM Registration): See the [Federal Application Requirements page](#) on PCCD's website for further information.
- i. UCR Reporting: Criminal justice entities required to submit UCR report data, must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. Failure to submit the data will result in disqualification for funding.

- j. Information Technology Conditions: PCCD is required to include mandated sub-grant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements. Additional information regarding the federal and state IT conditions can be found on PCCD's website at <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>.

16. PCCD Contact Information and Resources:

- a. Staff Contacts
PCCD staff will answer questions to clarify the Funding Announcement. Questions must be sent by email to Ra-ovs-fundinginfo@pa.gov (Please put VOCA 2018-2020 Competitive Funding in the subject line). In order for all applicants to benefit from the Q&A process, answers will be available to all parties by visiting <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx> and selecting Victims of Crime Act 2018-2020 Competitive Funding. Answers to questions will generally be posted within 24 hours Monday through Friday.
- b. Egrants Funding Announcement: The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for Victims of Crime Act 2018-2020 Competitive Funding Announcement.
- c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's [Applicant's Manual](#), Standard Sub-grant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's website.
- d. Egrants Technical Questions: Technical Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887. Please note: While Egrants will accept your Application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.
- e. PCCD Webmaster: Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).
- f. Reporting Potential Fraud, Waste and Abuse: If you know about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a Pennsylvania Commission on Crime and Delinquency (PCCD) employee, program, contract, or grant you may report it to the PCCD Fraud Hotline.

More information about reporting fraud, waste and abuse is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx>.

- g. VOCA Application WebEx Trainings: There will be four WebEx trainings presented to assist applicant agencies with the VOCA application and new reporting requirements. The trainings will walk VOCA applicants through the entire Egrants VOCA application process and provide guidance on how to complete the required sections. In addition, the training will discuss the new reporting requirements for the funding period. Every agency that will be submitting a VOCA application is ***strongly*** encouraged to participate!

Training Dates:

Monday, August 21, 2017	8:30 a.m. – 10:00 a.m.
Friday, August 25, 2017	2:00 p.m. - 3:30 p.m.
Tuesday, August 29, 2017	10:00 a.m. – 11:30 a.m.
Friday, September 8, 2017	3:30 p.m. – 5:00 p.m.

You can register for any of the trainings below by accessing the following link:

For the WebEx on Monday, August 21st, please [click here](#).

For the WebEx on Friday, August 25th, please [click here](#).

For the WebEx on Tuesday, August 29th, please [click here](#).

For the WebEx on Wednesday, September 8th, please [click here](#).

NOTE: If you are unable to attend these webinars, a link to the webinar will be posted on the Q&A site. If you would like to request a copy of the PDF power-point, please contact OVS at (717) 783-0551. Please note that these recordings may not be compatible with all computing systems.

17. Mailing Information:

The Application must be entered into Egrants **no later than Friday, September 29, 2017 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that could not be submitted electronically must be **postmarked by (Tuesday, October 31, 2017)** and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency
Attention: Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street
Harrisburg, PA 17110 **

***Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.**

** Since staff is not available at this location on Saturday and Sunday, Applications should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked **Tuesday, October 31, 2017.**

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.

Appendix A
VOCA Allowable Direct Service/Activity Costs

VOCA Allowable Direct Services	Additional Information
<p>Immediate emotional, psychological and physical health and safety, including but not limited to:</p>	<ol style="list-style-type: none"> 1. Crisis intervention services. 2. Accompanying victims to hospitals for medical examinations. 3. Hotline counseling. 4. Safety planning. 5. Emergency food, shelter, clothing and transportation. 6. NEW* Short-term, less than 45 days, in-home care and supervision services for children and adults who remain at home after the offender, who is the caregiver, is removed. 7. NEW* Short-term, less than 45 days, nursing-home, adult foster care or group-home placement for adults for whom no other safe, short-term residence is available. 8. Repairs necessary to ensure a victims safety: Window, door or lock replacement or repair. 9. NEW* Cost of the following on an emergency basis (i.e., when Victim Compensation, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of the victim (typically, within 48 hours of the crime): Non-prescription and prescription medicine; Durable Medical Equipment—wheel-chair, glasses, hearing aids, crutches; and other healthcare items are allowed. 10. Emergency legal assistance: Filing restraining/protective orders, emergency custody orders and visitation rights; sexual violence and intimidation protective orders; and T & U Visas.
<p>Personal advocacy and emotional support, including, but not limited to:</p>	<ol style="list-style-type: none"> 1. Working with a victim to assess the impact of the crime. 2. Identification of victim's needs. 3. Case management. 4. Management of practical problems created by the victimization. 5. Identification of resources available to the victim. 6. Provision of information, referrals, advocacy and follow-up contact for continued services, as needed. 7. NEW*Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga).

<p>NEW* Peer-Support</p>	<ol style="list-style-type: none"> 1. Includes, but limited to activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information and emotional support.
<p>Mental health counseling and care that includes:</p>	<ol style="list-style-type: none"> 1. Counseling. 2. Therapy (also out-patient) provided by a person who meets professional standards to provide these services. 3. Group treatment/Support groups. 4. NEW* Substance abuse treatment, so long as the treatment is directly related to victimization, and provided by a licensed drug and alcohol program in collaboration with victim service program (no inpatient program).
<p>Facilitation of participation in the criminal justice system and other public proceedings (e.g., juvenile justice hearings, civil commitment proceedings) arising from the crime, including, but not limited to:</p>	<ol style="list-style-type: none"> 1. Advocacy on behalf of the victim. 2. Accompanying a victim to offices and court. 3. NEW* Transportation, meals and lodging to allow a victim who is not a witness to participate in a criminal justice or other public proceeding. 4. Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency. 5. Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding. 6. NEW* Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings). 7. Assistance with Victim Impact Statements. 8. NEW* Assistance in recovering property that was retained as evidence. 9. Assistance with restitution advocacy on behalf of crime victims.
<p>NEW* Legal assistance-- legal assistance services where the need for such services arises as a direct result of the victimization. Such services include:</p>	<ol style="list-style-type: none"> 1. Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization. These may include: family, custody, housing and dependence matters particularly for victims of intimate partner violence, immigration assistance for victims of human trafficking, sexual assault, and domestic violence, intervention with creditors, law enforcement (to obtain police reports) and other entities on behalf of victims of identity theft and financial fraud. 2. Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such legal action based on a person's being a crime victim. 3. Those actions (other than criminal defense) that help

	victims assert their rights as victims in a criminal proceeding directly related to victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding.
Forensic Interviews:	<ol style="list-style-type: none"> 1. Allowable for children only. <ul style="list-style-type: none"> • Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services. • Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center. • The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children.
Public awareness:	<ol style="list-style-type: none"> 1. Presentations and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices and public service announcements) in schools, community centers and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
NEW* Transitional housing:	<ol style="list-style-type: none"> 1. Housing and shelter services to the extent that it is necessary as a consequence of the victimization and for the well-being of the victim, particularly for victims of human trafficking, victims with disabilities abused by caretakers, domestic violence victims and their dependents and sexual assault victims. Includes travel, rental assistance, security deposits, utilities and other costs incidental to the relocation to housing, as well as voluntary support services such as childcare and counseling.
NEW* Relocation:	<ol style="list-style-type: none"> 1. Relocation necessary for the safety and well-being of the victim, includes reasonable moving expenses, security deposits on housing, rental expenses and utility startup costs.

NEW* Direct Services to incarcerated victims	1. Any VOCA eligible direct service to address the needs of the incarcerated victims is now allowable. The costs permitted for direct services to incarcerated victims are the same as those permitted for such services to any crime victim.

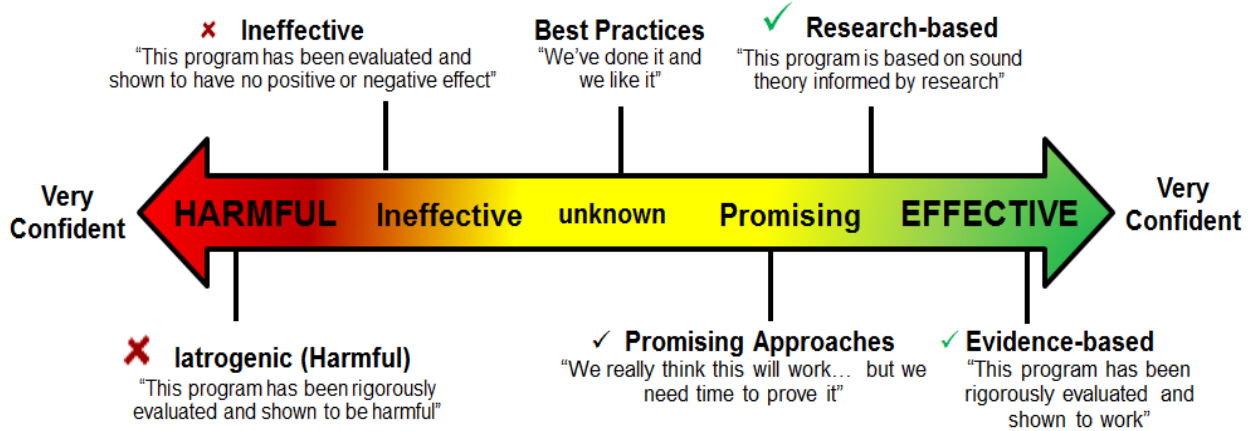
VOCA Allowable Activities	Additional Information
NEW* Coordination of Activities	1. Coordination of activities that facilitate the provision of direct services; including, but not limited to, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims and other such programs, and salaries and expenses of such coordinators.
NEW* Multi-system, interagency, multi-disciplinary response to crime victim needs	1. Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency and other working agreements.
Supervision of direct service providers	1. Payment of salaries and expenses of supervisory staff that are necessary and effectively facilitate the provision of direct services to victims of crime.
Volunteer Trainings	1. Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers
Restorative Justice	1. Activities in support of opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim (who may at any point, withdraw) and have reasonably anticipated beneficial and therapeutic value to crime victims. These may not replace criminal justice proceedings. At a minimum, the following should be considered: <ul style="list-style-type: none"> • The safety and security of the victim. • The cost versus the benefit or therapeutic value to the victim. • The procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear. • The provision of appropriate support and

	<p>accompaniment for the victim.</p> <ul style="list-style-type: none"> • Appropriate debriefing opportunities for the victim after the meeting. • The credentials of the facilitators.
Automated Systems and Technology	<ol style="list-style-type: none"> 1. Automated systems and technology that support delivery of direct services to crime victims (e.g. case management systems, computers, smart phones and tablets, etc.).
Contracts for Professional Services	<ol style="list-style-type: none"> 1. Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters) at a rate not to exceed a reasonable market rate, that are not available within the organization.

Appendix B
Evidence Based Program

What do we mean when we say a program is “evidence-based”?

Programs can be placed along a **continuum of confidence** based on their evidence or theory



How to identify where a program is on the continuum:

Read the research studies on the programs you are considering to determine the following:

- 1) Was effectiveness demonstrated in rigorous scientific evaluations?
 - Look for at least one randomized control trial.
- 2) Was effectiveness demonstrated in large studies with diverse populations or through multiple replications?
 - Look for two or more studies, studies that show impact with diverse populations, and studies done by independent researchers (aka not the developer of the model)
- 3) Did the study show significant and sustained effects?
 - Look for follow-up data showing that impacts were sustained at a minimum of 6 months post program.

If the answer is yes to all three of these questions then most likely the program you are reviewing falls in the green, evidence-based end of the continuum.

The EPISCenter represents a collaborative partnership between the Pennsylvania Commission on Crime and Delinquency (PCCD), and the Bennett Pierce Prevention Research Center, College of Health and Human Development, Penn State University. The EPISCenter is funded by PCCD and the PA Department of Human Services. This resource was developed by the EPISCenter through PCCD grant VP-ST-24368.



Another way to identify where a program falls on the

continuum is to utilize a clearinghouse that has already done the review of the research and rated the program's evidence of effectiveness.

Rating Source	Area of Focus	Website
Blueprints for Healthy Youth Development	Child welfare, juvenile justice	http://www.blueprintsprograms.com
California Evidence-Based Clearinghouse for Child Welfare	Child welfare	http://www.cebc4cw.org/
Coalition for Evidence-Based Policy	Social policy	www.coalition4evidence.org
CrimeSolutions.gov	Criminal justice	http://www.crimesolutions.gov/
National Registry of Evidence-based Programs and Practice	Substance abuse, mental health	http://www.samhsa.gov/nrepp
Promising Practices Network	Child welfare, juvenile justice, social programs	http://www.promisingpractices.net/programs.asp
What Works Clearinghouse	Education	http://www.ies.ed.gov/ncee/wwc/
What Works in Reentry Clearinghouse	Criminal justice	http://www.whatworks.csgjusticecenter.org

One particularly useful clearinghouse is the **PEW Charitable Trusts Results First Clearinghouse Database**. This is a one stop shop for accessing the many lists of evidence-based programs.

1. Go To: <http://www.pewtrusts.org/en/multimedia/data-visualizations/2015/results-first-clearinghouse-database>
2. Type in the key words for the program or type of program you are looking for
3. Compare ratings across various clearinghouses to determine which programs are rated most highly, most frequently.
4. Dig deeper for more information by hovering over the colored rating dots and clicking on learn more!

Please contact the EPISCenter for additional technical assistance: lcook@episcenter.org

Appendix C

County Allocations Chart

County	Allocation
Adams	\$213,576
Allegheny	\$3,064,888
Armstrong	\$141,215
Beaver	\$396,748
Bedford	\$125,000
Berks	\$1,018,628
Blair	\$286,886
Bradford	\$140,313
Bucks	\$1,320,743
Butler	\$387,176
Cambria	\$320,983
Cameron	\$125,000
Carbon	\$153,102
Centre	\$328,299
Chester	\$1,081,808
Clarion	\$125,000
Clearfield	\$188,538
Clinton	\$125,000
Columbia	\$148,827
Crawford	\$192,363
Cumberland	\$502,023
Dauphin	\$703,063
Delaware	\$1,409,811
Elk	\$125,000
Erie	\$695,374
Fayette	\$332,624
Forest	\$125,000
Franklin	\$334,420
Fulton	\$125,000
Greene	\$125,000
Huntingdon	\$125,000
Indiana	\$204,411
Jefferson	\$125,000
Juniata	\$125,000

County	Allocation
Lackawanna	\$496,267
Lancaster	\$1,169,166
Lawrence	\$239,552
Lebanon	\$297,083
Lehigh	\$850,377
Luzerne	\$766,230
Lycoming	\$265,769
McKean	\$125,000
Mercer	\$276,450
Mifflin	\$125,000
Monroe	\$433,279
Montgomery	\$1,752,464
Montour	\$125,000
Northampton	\$671,010
Northumberland	\$211,413
Perry	\$125,000
Philadelphia	\$5,032,005
Pike	\$138,364
Potter	\$125,000
Schuylkill	\$322,232
Snyder	\$125,000
Somerset	\$163,606
Sullivan	\$125,000
Susquehanna	\$125,000
Tioga	\$125,000
Union	\$125,000
Venango	\$125,000
Warren	\$125,000
Washington	\$462,806
Wayne	\$125,000
Westmoreland	\$776,518
Wyoming	\$125,000
York	\$984,590
TOTAL	\$32,000,000



Appendix D

Certification Form for Procedural Services to
Victims of Adult Offenders

This form is to be completed by the District Attorney (DA) of the county for which the VOCA applicant is being authorized to provide the selected services listed on this form and included in the submitted VOCA application.

Note: Procedural services are mandated by the Crime Victims Act to be performed by the District Attorney and. These services must also be provided and coordinated with the District Attorney (for victims of adult offenders); and with the District Attorney and (for victims of juvenile offenders).

Attention District Attorneys – please follow instructions below:

Please list the organization authorized to provide procedural services on the behalf **of the District Attorney's Office in <<INSERT COUNTY NAME>>** :

1. Organization Name: _____
Address: _____
Phone: _____
Contact Person: _____

List the procedural services/activities to be provided by the above listed organization:

Describe how the above listed services will be coordinated and provided:

By signing this form both the District Attorney and are certifying the applicant has been authorized to provide the services agree to and listed in the applicant's VOCA application:

Print Name of District Attorney

Signature of District Attorney

Date

Appendix ECertification Form for Procedural Services to
Victims of Juvenile Offenders

This form is to be completed by both the District Attorney (DA) and the Chief Juvenile Probation Officer (CJPO) of the county for which the VOCA applicant is being authorized to provide the selected services listed on this form and included in the submitted VOCA application.

Note: Procedural services are mandated by the Crime Victims Act, Juvenile Act, and/or the Pennsylvania Rules of Juvenile Court Procedure to be performed by the District Attorney and Chief Juvenile Probation. These services must also be provided and coordinated with the District Attorney (for victims of adult offenders); and with the District Attorney and Chief Juvenile Probation Office (for victims of juvenile offenders).

Attention District Attorneys and Chief JPO's – please follow instructions below:

Please list the organization authorized to provide procedural services on the behalf **of the District Attorney's Office and Chief JPO in <<INSERT COUNTY NAME>>** :

1. Organization Name: _____
Address: _____
Phone: _____
Contact Person: _____

List the procedural services/activities to be provided by the above listed organization:

Describe how the above listed services will be coordinated and provided:

By signing this form both the District Attorney and Chief JPO are certifying the applicant has been authorized to provide the services agree to and listed in the applicant's VOCA application:

Print Name of District Attorney

Signature of District Attorney

Date

Print Name of Chief Juvenile Probation Officer

Signature of Chief Juvenile Probation Officer

Date

Appendix F

VOCA Reporting Requirements

VOCA recipients must keep confidential records on each crime victim that receives services. There is a required set of data known as Victim Assistance Program Performance Measures that must be reported to PCCD on a quarterly basis. PCCD also conducts program audits on a random basis and VOCA recipients will be asked to provide data backup in order to reaffirm the data reported to PCCD. At a minimum, the following information must be recorded and retained for VOCA reporting purposes.

Victims Served

A **Victim** is a person who has suffered physical, sexual, financial or emotional harm as the result of a crime. They can be a primary or secondary (significant other) victim of the crime. A Victim is considered **NEW** only one time during the entire fiscal year. The first reporting period that the Victim received VOCA services from your agency, they are reported as **NEW**. If they receive VOCA services from your agency in a subsequent quarter, they will be counted as **CONTINUING**. Even if a Victim returns with a different Victimization Type in the same fiscal year, they are counted as **Continuing**.

<u>Victims Served During Report Period</u>	<u>Number of Victims</u>
Enter the TOTAL number of Victims served during the reporting period. <i>(Includes New and Continuing Victims receiving VOCA funded services.)</i>	
Enter the number of NEW Victims who received services for the first time during the reporting period. <i>(Includes only New Victims receiving VOCA funded services. For the first reporting period, all service recipients are considered NEW.)</i>	

Victim Demographics

Provide demographic information for each **NEW** Victim only. Do not report demographic information for returning Victims. The total number of Victims in each demographic category should equal the number of **NEW Victims** reported. If you enter a Victim under the category of **Not Reported**, you are indicating that the Victim did not provide you with the requested information.

<u>CATEGORY</u>	<u>POPULATION</u>	<u># of New Victims</u>
A. Race/Ethnicity <i>Individuals who self-report in more than one race and/or ethnicity should be counted in the "Multiple Races" category.</i>	American Indian/Alaska Native	
	Asian	
	Black/African American	
	Hispanic or Latino	
	Native Hawaiian and Other Pacific Islander	
	White Non-Latino/Caucasian	
	Other Race	
	Multiple Races	
	Not Reported	
TOTAL		
<u>CATEGORY</u>	<u>POPULATION</u>	<u># of New</u>

		Victims
B. Gender	Male	
	Female	
	Transgender	
	Not Reported	
TOTAL		
<u>CATEGORY</u>	<u>POPULATION</u>	<u># of New Victims</u>
C. Age	0-12	
	13-17	
	18-24	
	25-59	
	60 and older	
	Not Reported	
TOTAL		

Victimization Type & Special Classification

<u>CATEGORY</u>	<u>VICTIMIZATION TYPE</u>	<u># of Victims</u>
<p>A. Victimization</p> <p><i>This is a list of the types of victimizations that are eligible to receive VOCA funded services.</i></p> <p><i>Enter a count for each victimization type that corresponds with the TOTAL Number of Victims Served during the reporting period. (NEW and CONTINUING).</i></p> <p><i>An individual may be counted in more than one victimization type if they were a victim of multiple crimes during the reporting period.</i></p> <p><i>Do not count an individual more than once for the same victimization type.</i></p>	Adult Physical Assault	
	Adult Sexual Assault	
	Adults Sexually Abused/Assaulted as Children	
	Arson	
	Bullying (Verbal, Cyber, Physical)	
	Burglary	
	Child Physical Abuse or Neglect	
	Child Pornography	
	Child Sexual Abuse/Assault	
	Domestic Violence	
	DUI	
	Elder Abuse or Neglect	
	Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (Explanation Required)	
	Human Trafficking: Labor	
	Human Trafficking: Sex	
	Identity Theft/Fraud/Financial Crime	
	Kidnapping (non-custodial)	
	Kidnapping (custodial)	
	Mass Violence (domestic/International)	
	Other Vehicular Crime (e.g. Hit and Run)	
	Recklessly Endangering Another Person	
	Robbery	
	Stalking/Harassment	
Survivors of Homicide Victims		
Teen Dating Violence		
Terrorism (Domestic/International)		
Terroristic Threats		
	Theft	
TOTAL		

B. Multiple Victimizations	How many Victims presented with more than one victimization during the quarterly reporting period?	
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CATEGORY	CLASSIFICATION	# of VICTIMS
C. Special Classification of Individuals <i>Enter the Number of Victims who <u>Self-Identify</u> in one or more of the categories.</i>	Deaf/Hard of Hearing	
	Homeless	
	Immigrants/Refugees/Asylum Seekers	
	LGBTQ	
	Veterans	
	Victims with Disabilities: Cognitive/ Physical /Mental	
	Victims with Limited English Proficiency	
TOTAL		

Direct Services

Victim Compensation Assistance Instructions: Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. *Note: Simply providing an individual with an application does NOT qualify as assistance.*

<u>VICTIM COMPENSATION ASSISTANCE</u>	<u>Number Assisted</u>
Enter the number of Victims assisted with a Victim Compensation Application during the reporting period.	

A. Information & Referral		<u># of Individuals</u>
<i>Includes both in-person and telephone contact.</i>	Enter the Total number of Victims who received this service during the quarterly reporting period.	
	<u>Subcategories</u>	<u># of times Provided</u>
<i>Enter the Number of times these services were provided in each of these subcategories during reporting period.</i>	A1. Information about the Criminal Justice Process	
	A2. Information about Victim’s Rights, Victim’s Compensation, how to obtain notifications, etc.	
	A3. Referral to other victim service programs.	
	A4. Referral to other service providers and/or resources	

B. Personal Advocacy/ Accompaniment		<u># of Individuals</u>
	Enter the Total number of Victims who received this service during the reporting period.	
		<u># of times</u>

	Subcategories	Provided
Enter the Number of times these services were provided in each of these subcategories during reporting period.	B1. Victim advocacy/accompaniment to emergency medical care.	
	B2. Victim Advocacy/Accompaniment to medical forensic exam.	
	B3. Law enforcement interview advocacy/accompaniment.	
	B4. Individual Advocacy	
	B5. Performance of Forensic Interview	
	B6. Immigration Assistance	
	B7. Intervention with Employer, Creditor, Landlord, or Academic Institution	
	B8. Child or dependent care assistance	
	B9. Transportation Assistance	
	B10. Interpreter Services	

C. Emotional Support or Safety Services		# of Individuals
	Enter the Total number of Victims who received this service during the reporting period.	
	Subcategories	# of times Provided
Enter the Number of times these services were provided in each of these subcategories during reporting period.	C1. Crisis Intervention (<i>in person, includes safety planning</i>)	
	C2. Hotline/Crisis Line Counseling	
	C3. Individual Counseling	
	C4. On-scene crisis response (<i>community response</i>)	
	C5. Therapy	
	C6. Support Groups	
	C7. Emergency Financial Assistance	
D. Shelter/Housing Services		# of Individuals
	Enter the Total number of Victims who received this service during the reporting period.	
	Subcategories	# of times Provided
Enter the Number of NIGHTS domestic violence victims stayed in your facility during the reporting period.	D1. Emergency Shelter or Safe House	
	D2. Transitional Housing	
	D3. Relocation Assistance	

E. Criminal/Civil Justice System Assistance		# of Individuals
	Enter the Total number of Victims who received this service during the reporting period.	

	Subcategories	# of times Provided
Enter the Number of times these services were provided in each of these subcategories during reporting period.	E1. Notification of criminal justice events	
	E2. Victim Impact Statement Assistance	
	E3. Assistance with Restitution	
	E4. Civil legal attorney assistance in obtaining protection or restraining order	
	E5. Civil legal attorney assistance with family law issues (custody, visitation, or support)	
	E6. Other Emergency Justice Related Assistance	
	E.7 Immigration Attorney Assistance	
	E.8 Prosecution Interview Advocacy/Accompaniment	
	E.9 Law enforcement interview advocacy/accompaniment	
	E 10. Criminal advocacy accompaniment	
	E11. Other legal advice and/or counsel	

Public Presentations

Victim Service Programs are allowed to use VOCA funding to provide Public Presentations. A Public Presentation does not include prevention education activities. The purpose of the Public Presentation is to help crime victims self-identify and refer them to available resources.

Public Presentations
Enter the number of Public Presentations that were provided during the reporting period.

Annual Reporting Questions

You will be asked to respond to the following questions on an annual basis.

Annual Report Questions
Provide the number of requests for services that were unmet because of organizational capacity issues. <i>(Explanation required.)</i>
Enter the number of ESQ-LF Surveys that were Distributed.
Enter the number of ESQ-LF Surveys that were Completed.
Provide a narrative explaining any challenges your agency faced during the course of the annual reporting period.
Describe some of the services that victims needed but you could not provide.
What were the challenges that prevented you from providing those services?

DEFINITIONS: Victimization Types

Victimization Type	Definition
<p>Adult Physical Assault (Includes Simple Assault and Aggravated Assault)</p>	<p>Aggravated: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.</p> <p>Simple: Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.</p>
<p>Adult Sexual Assault</p>	<p>Includes a wide range of sexually related victimizations which may or may not involve force. Rape is included under this definition. The victim must be 18 or older.</p>
<p>Adults Sexually Abused/Assaulted as Children</p>	<p>Adult survivors of sexual abuse and/or assault suffered while they were children.</p>
<p>Arson</p>	<p>Intentionally starting a fire or an explosion on one's own property or that of another with the intent to damage or destroy the structure. Regardless of whether or not the structure was inhabited.</p>
<p>Bullying (cyber, physical, or verbal)</p>	<p>Repeated, negative acts committed by one or more children against another. These negative act may be physical or verbal in nature – for example, hitting or kicking, teasing or taunting – or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.</p>
<p>Burglary</p>	<p>The unlawful entry of a structure to commit a felony or theft.</p>
<p>Child Physical Abuse or Neglect</p>	<p>Non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Neglect is caused by failure to act which endangers the child's life or impairs the child's functioning as a result of lack of supervision or failure to provide essentials to life including adequate medical care.</p>
<p>Child Pornography</p>	<p>Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual</p>

	depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.
Child Sexual Abuse/Assault	This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault. The victim must be under 18 years of age.
Domestic Violence	A pattern of assaultive and coercive behaviors, including physical, sexual, and psychological attacks, as well as economic coercion, that adults or adolescents use against their intimate partners. Victims of domestic violence can include spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners, or persons who share biological parenthood.
DUI	Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.
Elder Abuse or Neglect	Any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation.
Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (Explanation Required)	A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.
Human Trafficking: Labor	Involuntary servitude. Using any scheme, plan or pattern intended to cause the individual to believe that, they do not perform the labor, services, acts or performances, that individual or another individual will suffer serious harm or physical restraint.
Human Trafficking: Sex	Sexual servitude. Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age.
Identity Theft/Fraud/financial Crime <i>Most crimes against businesses can be counted as a Financial Crime in this</i>	Someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the

<i>category.</i>	payment or loss of money or services; or to secure personal or business advantage.
Kidnapping <i>(Non-custodial)</i>	Occurs when someone unlawfully seizes/confines, decoys, abducts, or carries away another person and holds for ransom or reward; shield or hostage.
Kidnapping <i>(Custodial)</i>	Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child.
Mass Violence <i>(domestic/International)</i>	An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC Director.
Other Vehicular Crime (e.g. Hit and Run)	May include hit-and-run crimes, carjacking, and other vehicular assault that is not DUI related.
Robbery	Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate serious bodily injury.
Stalking/Harassment <i>OVC is requiring that Stalking & Harassment be recorded under one category.</i>	Stalking: Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth. Harassment: Harassment behaviors include subjecting the other person to physical contact, or attempts or threatens to do the same; follows the other person in or about a public place; repeatedly commits acts which serve no legitimate purpose; communicates to or about such other person any lewd, lascivious, threatening or obscene words, drawings or caricatures; communicates repeatedly in an anonymous manner or at extremely inconvenient hours.
Survivors of Homicide Victims	Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.
Teen Dating Violence	Known as Adolescent Relationship Abuse. Intimate partner violence or violence in a dating relationship, perpetrated against someone who is under the age of 18.
Terrorism: Domestic	An activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended...(a) to intimidate or coerce a civilian population,

	(b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping.
Terrorism: International	Occurring outside of the United States and is an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended...(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum.
Terroristic Threats	A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to commit any crime of violence with intent to terrorize another; cause evacuation of a building, facility, or public transportation; or cause terror or serious public inconvenience.
Theft	Unlawful taking of moveable property of another person.

DEFINITIONS: VOCA Allowable Direct Services

A. Information & Referral	Contact with victims to identify services offered and support available by victim service agency other community agencies. This includes the following activities:
A1. Information about the Criminal Justice Process	Information about the criminal justice process.
A2. Information about Victim Rights, how to obtain notifications, etc.	Information about victim rights, information about victims' compensation, how to obtain notifications, etc.
A3. Referral to other victim service programs	Referral to other victim service programs.
A4. Referral to other services, supports, and resources	Referral to other services, supports and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.).
B. Personal Advocacy & Accompaniment	Personal Advocacy refers to assistance with addressing the immediate practical problems created by the victimization. This includes:
B1. Victim Advocacy/Accompaniment to emergency medical care.	Emergency Medical Advocacy/Accompaniment to an emergency care facility to provide assistance to a victim in the immediate aftermath of a crime and provides support regarding the victim's health, safety and physical/emotional impact of the victimization.
B2. Victim	Medical Forensic Exam Advocacy/Accompaniment to a

Advocacy/Accompaniment to medical forensic exam.	healthcare facility to provide assistance in understanding her/his rights, what to expect during the examination, what resources are available in the aftermath of the victimization. This is a service that is only provided to the direct victim of a crime, not a significant other.
B3. Law enforcement interview advocacy/accompaniment.	Advocacy/Accompaniment to a law enforcement agency to provide support and assistance during the interview and what resources are available in the aftermath of the victimization.
B4. Individual Advocacy	Assistance in applying for public benefits, return of personal property or effects, obtaining information needed for VCAP claim processing, acting on behalf of the victim with other service providers such as intervention with employer, creditor, landlord or academic institution. Also includes providing Case Management.
B5. Performance of Forensic Interview	The forensic interview is conducted by a professional trained in a NCA Approved model. The purpose is to elicit a child's unique information when there are concerns of possible abuse.
B6. Immigration Assistance	Assistance with special visas, continued presence application, and other immigration relief.
B7. Intervention with employer, creditor, landlord, or academic institution	Personal advocacy with a crime victim's employer, creditor, landlord or academic institution in an effort to assist the victim by explaining absences from work or school due to the crime and financial ramification of the crime to landlord or creditors.
B8. Child or dependent care assistance	Assist in securing child or dependent care for counseling or other appointments that pertain to the victimization.
B9. Transportation Assistance	Assists the victim with attending appointments, criminal/juvenile justice proceedings, and other public proceedings relevant to the victimization.
B10. Interpreter Services	Utilizing a third party, certified interpreter to provide confidential interpretation; this excludes using a bilingual advocate employed by the agency.
C. Emotional Support or Safety Services	Specialized services and activities that provide victims emotional support, empathetic listening and guidance to meet their needs. These include:
C1. Crisis Intervention <i>(in person, includes safety planning)</i>	Refers to specialized in-person emotional support, guidance, and counseling provided by counselors/advocates. Such counseling may occur: <ul style="list-style-type: none"> • At the scene of a crime; • Immediately after a crime; • At the first in-person contact between a counselor and victim includes meeting the victim in an emergency room, at a police station, at a district attorney's office, etc.; or • During in-person contact for the duration of the crisis experience.

	<ul style="list-style-type: none"> • Safety planning – assesses the immediate safety of the victim to address the physical and emotional needs towards achieving long-term goals.
C2. Hotline/Crisis Line Counseling	Crisis intervention counseling via hotline, provided by a counselor/advocate to provide emotional support, guidance and counseling.
C3. Individual Counseling	One-to-one trauma informed interaction, via in-person or phone, by a counselor/advocate provided to victims in response to the victimization. Interaction can include goal planning as it relates to the victimization.
C4. On-scene crisis response (community response)	Trained crisis responder who responds as part of a team crisis response to a community who may have suffered trauma in the aftermath of a criminal event (e.g. KCIT response).
C5. Therapy	<p>Credentialed therapy that includes specialized, intensive professional psychological/psychiatric treatment for individuals, couples, and family members that is designed to meet the needs of crime victims. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.</p> <p>Alternative types of therapy can include alternative models such as art, healing-yoga, writing, and play.</p> <p>Also allows for Substance Abuse Treatment if determination can be made that substance abuse is the direct result of the victimization. Types of therapy can include alternative models such as art, healing-yoga, writing, and play. Also allows for Substance Abuse Treatment if determination can be made that substance abuse is the direct result of the victimization.</p>
C6. Support Groups	Group Treatment/Support Groups refers to the coordination and provision of supportive group activities facilitated by a trained Counselor/Advocate with two or more victims/survivors in an informal, secure, confidential environment. This category includes self-help, peer, social support, drop-in groups, and/or community crisis intervention in a group setting designed to process their experience(s).
C7. Emergency Financial Assistance	<p>Refers to locating emergency loans and petty cash, assistance in filing for losses covered by public and private insurance programs (including Workman’s Compensation, unemployment benefits, welfare, and Medicare), and payment for taxis, food, emergency shelter, clothing, and emergency safety measures, that includes activities such as boarding up victims’ broken windows, and replacing/repairing locks destroyed in the commission of a crime.</p> <p>Emergency funding can be used to pay for medications</p>

	<p>(prescription and non-prescription) and durable medical equipment (wheel chairs, crutches, hearing aids, eyeglasses) if they were damaged due to the crime or victims had to leave them behind and they cannot be funded through an alternative source within 48-hours of the crime.</p> <p>Costs of short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their homes when the offender/caregiver is removed.</p>
D. Shelter/Housing Services	Shelter/Safe House refers to offering specialized short-term and long-term housing and related victimization support services for victims and members of their families following victimization.
D1. Emergency Shelter or Safe House	<p>Temporary emergency housing provided to victims and members of their family following victimization.</p> <p>Costs of short-term (up to 45 days) emergency shelter for elderly or disabled victims when domestic violence shelters may not be able to provide the appropriate level of care and a nursing home, adult foster care, or group home placement is needed.</p>
D2. Transitional housing	Housing that is provided to victims of crime between emergency and permanent housing designed to promote self-sufficiency and work towards economic stability.
D3. Relocation Assistance	Assisting crime victims with relocation by providing reasonable moving expenses; security deposits on housing; rental expenses; and utility startup costs.
E. Criminal/Civil Justice System Assistance	Criminal/Civil Justice System Assistance Includes the following activities:
E1. Notification of criminal justice events	A procedural service of providing notification to crime victims of any criminal justice events that are occurring as a result of their criminal case or juvenile case.
E2. Victim Impact Statement Assistance	Assistance in preparation of a statement that details the physical, psychological and economic effects of the crime on the victim and the victim's family.
E3. Assistance with Restitution	Assisting the victim with compiling expenses incurred as a result of the crime and advocating for restitution on behalf of the crime victim.
E4. Civil legal attorney assistance in obtaining protection or restraining order	Services provided by an attorney to victims of domestic violence, sexual assault, child abuse, dating violence, stalking, human trafficking, or elder abuse. These services include helping a crime victim obtain a Protection from Abuse Order, Sexual Violence Protection Order, Protection from Intimidation Order, and other protective orders.
E5. Civil legal attorney assistance with family law issues (custody, visitation, or support)	Services provided by an attorney, where reasonable and where the need for such services arises as a direct result of the victimization. Such legal services may include financial exploitation, custody, housing disputes, public utilities termination, public benefit hearing/terminations, vacating/expunge convictions or similar actions for

	victims of human trafficking, assistance in criminal proceedings to assert safety, privacy or other interests as victims.
E6. Other Emergency Justice Related Assistance by Victim Advocates (non – legal assistance)	Actions directly connected to family violence cases that are taken to ensure the health and safety of the victim. This includes filing Emergency Protection From Abuse orders, Emergency Sexual Violence Protection orders, injunctions, elder abuse petitions, child abuse petitions, and other protective orders. Assistance with filing for emergency custody/visitation rights is eligible only if directly connected to a family violence case.
E7. Immigration Attorney Assistance	Attorney provided actions assisting victims of domestic violence, sexual assault, child abuse, dating violence, stalking, human trafficking, or elder abuse with U Visas and T Visas. Includes Assistance with special visas, continued presence application, and other immigration relief.
E.8 Prosecution Interview Advocacy/Accompaniment	Attorney provided services in accompanying a crime victim to an interview with a prosecution entity (U.S. Attorney, District Attorney, etc.) in order to provide assistance and advocacy during the interview.
E.9 Law Enforcement interview Advocacy/Accompaniment	Attorney provided services in accompanying a crime victim to an interview with a law enforcement entity (state police, local police, campus police, etc.) in order to provide assistance and advocacy during the interview.
E10. Criminal Advocacy/Accompaniment	Includes advocate providing support, assistance, and advocacy to victims at any stage of the criminal or juvenile justice process, post-sentencing services and support.
E11. Other Legal Advice and/or Counsel	Other Legal Advice and/or Counsel provided by an attorney to victims of domestic violence, sexual assault, child abuse, dating violence, stalking, human trafficking, or elder abuse. All other attorney provided services to a crime victim, where reasonable, and where the need for such services arises as a direct result of victimization.

Demographic	Definition
American Indian or Alaska Native	Refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as "American Indian or Alaska Native" or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian Groups.
Asian	Refers to a person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as "Asian" or reported entries such as "Asian Indian", "Chinese", "Filipino", "Korean", "Japanese", "Vietnamese", and "Other Asian" or provided other detailed Asian responses.
Black or African American	Refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as "black, African American, or Negro" reported entries such as African American, Kenyan, Nigerian, or Haitian.
Hispanic or Latino	Refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: Mexican, Puerto Rican, or Cuban. This also refers to those who indicate that they are "another Hispanic, Latino or Spanish origin". People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms "Hispanic", "Latino", and "Spanish" are used interchangeably.
Multiple Races	Refers to a person that may self-identify in more than one race or ethnicity category.
Native Hawaiian or Other Pacific Islander	Refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as "Pacific Islander" or reported entries such as "Native Hawaiian", "Guamanian or Chamorro", "Samoan", and "Other Pacific Islander" or provided other detailed Pacific Islander responses.
White	Refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as "White" or reported entries as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.
Other Race	Includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories as described above.

Appendix G
Application Checklist

Getting Ready to Apply

- 1. Are you registered with SAM?
- 2. Do you have a DUNS #?
- 3. Is your entity registered in Egrants?
- 4. Have you registered two users in Egrants? (i.e. Program Director, Fiscal Director or Primary Contact)
- 5. Have you read the funding announcement in its entirety?
- 6. Are you a VOCA eligible applicant?
- 7. Does your proposed project meet one or more of the goals and objectives of this funding announcement?
- 8. Have you completed the Federal Transparency Certification Section?

Completing the Application

- 1. Main Summary (must be completed first)
- 2. Budget Details/Narrative
- 3. Keywords Section (Federal requirement)
- 4. Service Impact and Victim Population (*new PCCD Requirement)
- 5. Executive Summary
- 6. Applicant Overview
- 7. Problem Description
- 8. Project Description
- 9. Project Description Attachments (if applicable)
 - a) Letters of Support
 - b) MOU/LOU for Project
 - c) Procedural Services Certification Form(s)
 - d) Evidence Based Programming Data
 - e) Project Evaluation Form
 - f) Substance Abuse Treatment MOU
- 10. Non-Profit Agency Checklist Attachments (if applicable)
 - a) Audited Financial Report
 - b) Return of Organization Exempt from Income Tax-Form 990
 - c) List of Non-Profit Board Members
 - d) Articles of Incorporation
 - e) Non-Profit Board By-Laws
 - f) Internal Revenue Service Determination of Tax-Exempt Status
 - g) Copy of Three Board Meetings Minutes
 - h) Evidence of Employee Dishonesty Insurance
 - i) Statement Verifying at Least Two Signatories Exist on Checking Account
- 11. Additional Required Attachments
 - a) Job descriptions
 - b) Any personal service contract or pass through contracts (if applicable)
 - c) Volunteer Waiver Request

Ready to Submit the Application

- 1. Are all sections of the Egrants application in "Completed" Status?
- 2. Have you met the mandatory deadline of September 29, 2017?

Submit the Application

- Mail original signature page of the Application to PCCD