Welcome to Today’s WebEx

We will begin shortly...

• If you are experiencing any issues and need assistance please contact 717-265-8730.

• If you are having trouble hearing through your computer speakers please call 1-650-479-3208 enter access code: 640 874 722.

• Today’s training will be recorded and available for future viewing on PCCD’s website.

• A copy of today’s PowerPoint has been sent to all registered participants prior today’s training.

• If you wish to submit a question during this training please utilize the Q&A option of WebEx located on the lower right corner.
Federal Victims of Crime Act (VOCA) 2018-2020
Competitive Solicitation Application Process

Informational Session for
Prospective Applicants
Presenters

Office of Victims’ Services:
  • Daisy Pagan
  • Kathy Buckley

Fiscal Grants Management:
  • Lynn Fidler
Agenda:

• Familiarize participants with PCCD
• Provide Overview of the Federal Victims of Crime Act (VOCA)
• Review the VOCA 2018-2020 Competitive Solicitation
• Review expanded VOCA Eligible Services
• Review Application Requirements
• Review Fiscal requirements
What is PCCD?

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

www.pccd.pa.gov
PCCD’s Mission

• To enhance the quality and coordination of criminal and juvenile justice systems.

• To facilitate the delivery of services to victims of crime.

• To increase the safety of Pennsylvania’s communities.
Office of Victims’ Services

- The Office of Victims’ Services (OVS) assists crime victims by providing financial help to victims through the state’s Victims Compensation Assistance Program (VCAP) and by providing VOCA funding to victim service agencies.
Statewide Victims’ Services Advisory Committee (VSAC)

- Committee members are selected to represent direct victims, statewide victims' coalitions, prosecution, and victim service organizations.

- At least one of the Governor's appointees must be a representative of a victims' services agency working directly with children.

- VSAC is legislatively established as an advisory committee to PCCD.

- Consists of 15 Members
  - 5 public officials (DOA, DHS, DOC, PSP and OVA)
  - Members are appointed by Governor

- Advises the Chairman of PCCD on development of programs and projects and the establishment of priorities for direct victim services and compensation.

- VSAC meets quarterly to vote on funding decisions, program development and strategic planning.

- All VSAC decisions are reviewed by the Commission
What is VOCA?

• Established in 1984 through the federal Victims of Crime Act.

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

• The money in the Crime Victims Fund is used to provide VOCA grants to the states.

• VOCA Grants provide direct services designed to:

  1. Respond to the emotional, psychological, or physical needs of crime victims;

  2. Assist victims to stabilize their lives after victimization;

  3. Assist victims to understand and participate in the criminal justice system; or

  4. Restore a measure of security and safety for the victim.
VOCA in Pennsylvania

Supports “direct services” like:

✓ Hotlines
✓ Crisis Intervention
✓ Emergency Shelter
✓ Support Groups/Peer Support
✓ Therapy/Counseling
✓ Hospital Accompaniment
✓ Legal Assistance
✓ Interpreter Assistance
✓ Emergency Financial Assistance
✓ Safety Planning and Relocation Services
✓ Management of practical problems created by victimization

Supports agencies like:

✓ NEW Adult Protective Services
✓ NEW Pro-bono Legal Clinics
✓ Rape Crisis Centers
✓ Domestic Violence Programs
✓ Child Advocacy Centers
✓ DUI Victim Programs
✓ Survivors of Homicide
✓ Programs that serve elderly victims
✓ Programs that serve human trafficking victims
✓ Programs that serve immigrant victims
✓ Crisis Response Programs
✓ Court Appointed Special Advocates
✓ Restorative Justice Programs
✓ Child Abuse Programs
✓ District Attorney Victim Witness Programs
VOCA Funding Solicitations

• In 2016, two VOCA Solicitations were released
  ▪ Non-Competitive—open to only current VOCA recipients
  ▪ Competitive—open to both current VOCA recipients and new VOCA applicants

• In 2017, a new, separate Competitive Solicitation (Open Now)
Competitive Solicitation

What do you need to know before you start?
DUNS and SAM

• You must have a DUNS number and maintain a current registration in the SAM (formerly CCR).

• Verify that your registrations are current.

• See the Federal Application Requirements page under Funding on PCCD’s website for further information.
PCCD EGRANTS

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

• Applications must be submitted electronically through PCCD’s electronic grants management system “Egrants.” NO EXCEPTIONS

• To use Egrants, you need to register your agency and register at least two users. (Page 17 of solicitation)

• For questions regarding Egrants and/or technical assistance, please contact the help desk at 717-787-5887 or toll free at 800-692-7292. At the prompt select option 9 then option 6.

• Please Note: For questions concerning the application generally, due to the competitive nature of the grant, all questions must be emailed and will be posted with answers for the benefit of all applicants.

Please send email messages to:
Ra-ovs-fundinginfo@pa.gov

Answers will be posted to:
http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx
VOCA 2018-2020 Competitive Solicitation

Overview
2018-2020 Competitive VOCA

- $32 Million over the next 2 ½ years (30 month grant period) is available for county allocations.
- $6 Million is available for Statewide projects with a project cap of $1.5 Million.
- Each County receives an allocation of VOCA funding under this competitive solicitation (Appendix C).
  - This is the total amount of funding available to that county for competitive VOCA projects.
- Applications due via Egrants on September 29, 2017.
- There is no match requirement.
Eligibility Requirements for Competitive VOCA (Pg.6)

You Must Meet One of These Criteria to Apply:

1. A dedicated victim service organization.
   - Principal mission is to provide services to crime victims

OR

2. A public or non-profit organization that has a “component” whose principle mission is to provide services to crime victims.
   - “Component” is defined as follows: a specific program within the organizational framework of an agency, whose principle purpose is to provide direct services to victims of crime.
   - Under the administrative structure of an established organization.
   - Program’s goals and objectives reflect how it expands or enhances services to victims of crime.
Goal and Impact

1. 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.

2. The objectives include:
   - The diversity and scope of services available across the state will expand.
   - VOCA funded programs will maintain their ability to provide core direct services.
   - Expand or Enhance the delivery of services to previously un-served victim populations.
   - Fill in gaps in service delivery to underserved and unserved victim populations.
   - Allow VOCA funded programs to increase available resources for infrastructure and capacity.
Eligible Program Activities

• Provide direct services which:
  ▪ Respond to the emotional and 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.

See Appendix A for a list of VOCA allowable direct service/activity costs.
Procedural Services are now an eligible service under VOCA.

• If your proposed project includes procedural services, you must provide a certification form signed by the local District Attorney’s Office and/or Chief Juvenile Probation Office (APPENDIX “D” and/or “E”, Certification Form).

• This form must describe each of the direct services that will be provided.
Substance Abuse Treatment must be a collaboration between victim service programs and licensed drug and alcohol programs because of 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.
New expanded VOCA eligible services

Services to Incarcerated Victims

• The incarcerated person must be a victim.

• The services must address issues that directly arise from the victimization.

• The need for the services does not directly arise from the crime for which the individual was incarcerated.

Short-term 45 day in home care/supervision

• This service is available for children and adults who remain in their own homes when the offender/caregiver is removed.

Short-term 45 day placement care

• Short-term, up to 45 day nursing home, adult foster care, or group home placement for adults for who there is no other safe, short-term residence available.
## Expanded Legal Services

- Criminal defense, tort suits, and divorce are not allowable costs.

- Generally, all other **reasonable** legal assistance services is permitted, where the need for the services arises as a **direct result** of a person’s victimization.

## Transitional Housing

- Available to victims who cannot safely return to their previous housing due to the circumstances of their victimization.

- Allowable expenses would include travel, first month deposit, rental assistance, utilities, support services such as childcare, and counseling.
### New expanded VOCA eligible services

<table>
<thead>
<tr>
<th>Relocation</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Available to preserve life, safety, and well being of victims including, but not limited to, domestic violence victims, children, victims of sexual assault, victims of stalking, and victims of trafficking.</td>
<td></td>
</tr>
<tr>
<td>• Expenses must be reasonable and may include moving expenses, security deposits, rental assistance, and utility start up.</td>
<td></td>
</tr>
<tr>
<td>• Transportation was allowable for a victim to attend criminal proceedings.</td>
<td></td>
</tr>
<tr>
<td>• Newly expanded to include transportation, to include participation in other public proceedings arising from the crime including juvenile justice hearings, civil commitment proceedings, and attendance at probation and parole hearings.</td>
<td></td>
</tr>
</tbody>
</table>
### New expanded VOCA eligible services

<table>
<thead>
<tr>
<th>Peer Support</th>
<th>Alternative Therapy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Peer support includes activities that provide opportunities for victims to meet other victims, share experiences, and provide self help, information, and emotional support.</td>
<td>• Alternative, trauma informed therapy such as art therapy, yoga, or equestrian therapy.</td>
</tr>
<tr>
<td>• Allowable expenses could include trauma informed counselor to assist in facilitating meetings.</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Medical/Health Care Expenses

- Emergency costs of non-prescription and prescription medicines. Also includes durable medical equipment (wheelchairs, crutches, hearing aids, eyeglasses) when the state compensation program or the victim’s health care funding source cannot provide for these expenses within 48 hours of the crime.
Project Evaluation – 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, 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 should attach documentation to support any project evaluations plans that they intend to implement.
Coordination of activities

• Activities that facilitate the provision of direct services.

• Examples include:
  a) crisis response teams
  b) multi-disciplinary teams

• Funds may be used for a portion of the salaries and benefits of the coordinators.

Multi-system, interagency, multidisciplinary response to crime victims

• Activities that support a coordinated and comprehensive response to the crime victims by **direct service providers**.
• Public outreach designed to inform crime victims of specific rights and services, or to refer them to needed services, are allowable. This includes public service announcements, billboards and media placement at movie theaters, on cable TV, and radio. Web redesign to provide this outreach is also allowable.
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.

Applicants must attach documentation to support any evidence-based practices they are proposing to implement.
Eligible Activities and Expenses

The federal VOCA guidelines classify eligible activities/costs into 3 categories:

1) Direct service costs/activities
   Section 94.119

2) Costs of activities supporting direct services
   Section 94.120

3) Sub-recipient Administrative costs
   Section 94.121

Examples of VOCA Eligible Administrative costs:

1) Project evaluation
2) VOCA related program administration: grants management, reporting, client file management
3) Skills training for staff

Examples of Activities supporting direct services:

1) Supervision and coordination of direct service providers
2) Training volunteers
3) Contracts for professional services
Sections and Scoring

Pages 11-16 of Competitive VOCA Solicitation
The solicitation outlines the information you need to provide for each section.
Executive Summary (Pg. 11)

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

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

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

Organizations applying for funding for a statewide project also only need to submit one VOCA application.
Applicant Overview (Pg. 12)

- Mission
  - Dedicated Victim Service Program; or
  - Component under a larger organization.

- Experience providing direct services to crime victims (number of years).

- Description of direct services you currently provide to crime victims.

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

- Discuss how the efforts of your agency currently fit into the broader community efforts to assist crime victims.
Problem Description (Pg.12-13)
This is your need for funding.

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

• Your application will be reviewed by people who don’t know you or your organization. Don’t assume that they just “know” things.

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

- Overview of geographic and demographic area to be served.
- Provide recent data specific to the intended service delivery area to support/justify the need.
- Identify the crimes/victimizations most prevalent in the area.
- Explanation of how and why it was determined this was a need.
- If services exist and are insufficient, explain why. Also address if there are similar services in the area and why this will not result in duplication of services.
Project Description (Pg. 13-15)

This is the “meat and potatoes” of your application.

1) Identify victim population

2) Discuss the goals

3) Identify the specific objectives:
   a. Direct services to be provided
   b. Personnel & training
   c. Describe any costs for activities supporting the direct services or any administrative costs which are necessary to complete the project

4) Describe collaboration or community coordination

5) Explain how project will be implemented

Note: If more than one county is included, provide a general overview for each county and specify the name of the county before describing the project.
Project Description

Required Documentation (if applicable)

- Letters of Support from stakeholders in your community
- Letter of Understanding / Memoranda of Understanding
- Procedural Services Certification Form
- Evidence Based Program Data
- Project Evaluation Plan
- Substance Abuse Treatment MOU
COLLABORATION

➢ All applicants are strongly encouraged to establish collaborative partner relationships within their communities; collaboration ensures better service to meet diverse victim needs and a better allocation of financial resources.

➢ Resources to help identify collaborative partners include: CJABs, CTCs, MDTs, the District Attorney’s Office, hospitals, United Way, and other victim service organizations.

➢ Documents to evidence collaborative relationships include:
   ▪ Memoranda of Understanding (joint project with integrated programs)
   ▪ Letters of Understanding (joint project with separate programs)
   ▪ Letters of Support (community support and/or referral program)
Fiscal Requirements
Applicant Agency Serving Multiple Counties

Organizations applying for funding from multiple counties must:

➢ Submit one application.

➢ Provide one budget for the applicant agency, combining all counties being served into one budget.

➢ Only additional recipient agencies or pass-through agencies will require a separate budget.

➢ Maximum amount requested per county is specified in the Executive Summary section.
Fiscal Requirements

- Consultants
- Pro-rate Expenses
- Time and Effort
- Non-Supplantation
- Ineligible Costs
Consultants

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

➢ $650 per 8 hour day

➢ $81.25 per hour

➢ Can be charged for travel and preparation time
Small Purchase Procurement

- Small purchase procedures are relatively simple informal procurements Costing no more than $150,000

- Requires price or rate quotation from an adequate number of qualified sources
Micro-Purchases

➢ Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of $3000.

➢ To the extent practicable, micro-purchases are to be equitably distributed among suppliers.

➢ Micro-purchases may be awarded without soliciting competitive quotations if the sub-grantee considers the price to be reasonable.
Sole Source

➢ Procurements by noncompetitive proposal must be submitted for PCCD review and approval.

➢ Only in rare circumstances, such as proven inadequate competition, will a procurement by noncompetitive proposal be approved.

➢ Noncompetitive procurements must be identified as a noncompetitive procurement and provide substantial justification for the noncompetitive procurement within their grant application.
Time and Effort

➢ **Timesheets**
  For employees working on multiple activities or cost objectives.

➢ **Time Certifications**
  For full or part time employees working on a single activity or cost objective.
# Timesheet

**MONTH**

| Acct. Code | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total |
|------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| VOCA 26758 | 12345 | 5.00 | 6.00 | 2.00 | 4.00 | 7.50 | 3.00 | 1.00 | 4.00 | 5.00 | 3.00 | 6.00 | 2.00 | 7.50 | 3.00 | 1.00 | 4.00 | 5.00 | 3.00 | 6.00 | 2.00 | 80.00 |
| VOCA 27665 | 67890 | 2.00 | 2.00 | 2.00 | 1.00 | 2.00 | 3.00 | 2.00 | 1.50 | 2.00 | 1.00 | 2.00 | 3.00 | 2.00 | 1.50 | 2.00 | 3.00 | 2.00 | 1.50 | 2.00 | 3.00 | 25.50 |
| PCAR       | 85236 | 2.00 | 1.00 | 2.00 | 5.00 | 5.00 | 1.00 | 0.50 | 1.50 | 2.00 | 2.00 | 0.50 | 5.00 | 3.00 | 1.00 | 0.50 | 150 | 1.00 | 0.50 | 150 | 30.00 |
| Administration | 11125 | 1.00 | 1.50 | 2.00 | 2.00 | 0.50 | 5.00 | 5.00 | 1.00 | 0.50 | 1.50 | 2.00 | 2.00 | 0.50 | 5.00 | 3.00 | 1.00 | 0.50 | 150 | 30.00 |
| Paid Time Off | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 | 122.00 |

**Total Hours**

---

**CERTIFICATION**

I CERTIFY THAT THIS IS A TRUE AND CORRECT REPORT OF THE ACTUAL HOURS I WORKED DURING THIS PERIOD.

I HEREBY CERTIFY THAT THE EMPLOYEE WAS PRESENT AND WORKING AS INDICATED BY THIS REPORT.

**Employee Name**: 

**Supervisor Name**: 

**Employee Signature**: 

**Supervisor Signature**: 

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

➢ Must be prepared after the fact;

➢ At a minimum, must be completed monthly;

➢ At a minimum, must cover one payroll period;

➢ Must account for all hours committed to the organization;

➢ Must indicate hours attributable to the specific project on a daily basis; and

➢ Must be signed by the employee and the supervisor
Time Certification

EMPLOYEE TIME CERTIFICATION

I certify that I worked 100% of my compensated hours on PCCD grant # __________ for the period from __________ to __________.

Employee: ____________________  Supervisor: ____________________

Date: ____________  Date: ____________
Time Certification

➢ May only be completed by employees who work solely on a single activity or cost objective.

➢ Must be completed at least every 6 months.

➢ Must be signed by employee and supervisor.
Pro-rate Expenses

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

Acceptable Pro-ration Methods:

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

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

➢ Lobbying and Administrative Advocacy
➢ Perpetrator Rehabilitation and Counseling to offenders
➢ Prosecution Activities
➢ Fundraising Activities
➢ Capital improvements
➢ Security and/or body guards
➢ Property losses
➢ Real estate purchases or mortgage payments
➢ Construction
➢ Most medical costs
➢ Activities exclusively related to Crime Prevention
Project modification requests

- Changes between budget categories exceeding 10% of total project cost
- For items not included in approved original budget
- Change in budgeted personnel positions and/or employee holding budgeted position
- Change in project objectives, scope, or end date
- Change in project duration
- Timing – prior to project end date
Project modification requests

➢ Can not submit project modifications after the end of the project period

➢ To adjust budget figures to actual expenditures
Major Egrants Changes

**Budget detail**
- Predefined computation formats
- Justification section included with each budget category

**Other sections**
- No separate Budget Narrative section
- Attachments allowed in more sections
- No EEOP certification form required to be attached to the application.
BUDGET DETAIL
Budget Narrative and Attachments

Justification:

PERSONNEL

Attachments

(Check 'Save' to permanently save any uploaded attachments. Allowed file extensions are *.doc, *.docx, *.pdf, *.xls, *.xlsx)

Select Attachment(s)

File Name

There are no attachment records to display.
CATEGORIES

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

## PERSONNEL BUDGET LINE ITEMS

**Created By:** Ms. Lynn Carol Fidler  
**Created Date:** 6/20/2017 9:31:26 AM  
**Last Update By:** Ms. Lynn Carol Fidler  
**Last Update Date:** 6/20/2017 9:31:26 AM

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<th>Name</th>
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<td>Monitor D</td>
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### Year 1

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<tr>
<th># Budgeted Hours / Week *</th>
<th># Weeks *</th>
<th>Hourly Pay Rate *</th>
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<tr>
<td>0.5</td>
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<td>17.62</td>
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</table>

What are the standard working hours per week for this position? * 40.0 hrs.

% Budgeted Hours: 1.25

### Year 2

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<tr>
<th># Budgeted Hours / Week *</th>
<th># Weeks *</th>
<th>Hourly Pay Rate *</th>
<th>Cost</th>
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<tbody>
<tr>
<td>0.75</td>
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<td>16.25</td>
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</table>

What are the standard working hours per week for this position? * 40.0 hrs.

% Budgeted Hours: 1.88

### Year 3

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<th># Budgeted Hours / Week *</th>
<th># Weeks *</th>
<th>Hourly Pay Rate *</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1.75</td>
<td>52</td>
<td>14.85</td>
<td>1,375.00</td>
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</tbody>
</table>

What are the standard working hours per week for this position? * 40.0 hrs.

% Budgeted Hours: 4.45
Personnel

➢ All positions must have a unique identifier (used in dropdown menu for employee benefits)

➢ Budget Computation Requirements
  ▪ Number of hour per week
  ▪ Number of weeks being budgeted
  ▪ Hourly rate

➢ Standard workweek for each person/position
Employee Benefits

**EMPLOYEE BENEFITS**

**Justification:**
Associated benefits for funded positions.

**Attachments**
(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are *.doc, *.docx, *.pdf, *.xls, *.xlsx)

- [Select Attachment(s)]

**Table:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<td>1,000.00</td>
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<td>3,050.00</td>
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Drop down menu to select position and name.
### Year 1

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<th>Cost of Benefit Paid By Grant*</th>
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**Totals:** 4,800.00 1,050.00

### Year 2

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<th>Other Benefit Name</th>
<th>Total Benefit Cost*</th>
<th>Cost of Benefit Paid By Grant*</th>
<th>% Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FICA</td>
<td>N/A</td>
<td>300.00</td>
<td>300.00</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>Medical</td>
<td>N/A</td>
<td>1,000.00</td>
<td>500.00</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Unemployment Compensation</td>
<td>N/A</td>
<td>3,000.00</td>
<td>200.00</td>
<td>6.67</td>
</tr>
</tbody>
</table>

**Totals:** 4,300.00 1,000.00

### Year 3

<table>
<thead>
<tr>
<th>Delete</th>
<th>Benefit</th>
<th>Other Benefit Name</th>
<th>Total Benefit Cost*</th>
<th>Cost of Benefit Paid By Grant*</th>
<th>% Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FICA</td>
<td>N/A</td>
<td>300.00</td>
<td>300.00</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>Medical</td>
<td>N/A</td>
<td>1,000.00</td>
<td>500.00</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Unemployment Compensation</td>
<td>N/A</td>
<td>3,000.00</td>
<td>200.00</td>
<td>6.67</td>
</tr>
</tbody>
</table>

**Totals:** 4,300.00 1,000.00
Employee Benefits

➢ Benefit Type is selected from drop down menu

➢ Provision for user-defined benefit type

➢ Total annual cost of benefit is required

➢ Total cost of benefit being paid by grant funds

➢ Percentage of budgeted cost (cannot exceed % of budgeted personnel cost)
# Travel (Including training)

<table>
<thead>
<tr>
<th>Year</th>
<th>Select Travel/Training Item</th>
<th>Mileage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mileage</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>Mileage</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Mileage</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Subsistence</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Airfare</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Budget Year 1 Total: 0.00
Budget Year 2 Total: 0.00
Budget Year 3 Total: 0.00
Travel (Including training)

- Used for staff related travel
  - Training registration fees included in section

- Breakdown of each travel related item for each travel purpose

- Drop down provided to select travel related expense

- Each type of travel has a specific predefined computation format

- Provision for user defined travel related expense
## Equipment Budget Line Items

<table>
<thead>
<tr>
<th>Item: *</th>
<th>(maximum 70 characters)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year 1</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unit Cost per item</td>
<td>Quantity</td>
<td>% Applied to Grant</td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unit Cost per item</td>
<td>Quantity</td>
<td>% Applied to Grant</td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unit Cost per item</td>
<td>Quantity</td>
<td>% Applied to Grant</td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Equipment

- Unit cost of $5,000 or more and useful life in excess of 1 year
- Relationship of equipment to project
- Must show total cost of item, number being purchased, percent being paid with grant funds
- Justification must include to be used exclusively on VOCA project or method of pro-ration must be defined.
# Supplies and Operating Expenses

**Supplies & Operating Expenses Budget Line Items**

- **Created By:**
- **Created Date:**
- **Last Update By:**
- **Last Update Date:**

Supply Item: *(maximum 70 characters)*

<table>
<thead>
<tr>
<th>Year</th>
<th>Unit Cost per item</th>
<th>Quantity</th>
<th>% Applied to Grant</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Supplies and Operating Expenses

- Justification section to specify how proration percentage was derived
- Address all expenses in justification section
- Unit cost per item
- Number of items
- Percent being paid by grant funds
Repair or Replacement of Essential Items

VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims.

Please provide the following information:

✓ Is the building or vehicle owned by the subrecipient organization?
✓ Have all other sources of funding been exhausted?
✓ Are there available option for providing the service in another location?
✓ Is the cost of the repair or replacement reasonable considering the value of the building or vehicle?
✓ Is the cost of the repair or replacement prorated among all sources of income?
Consultants

- Not paid through organization’s payroll system
- Procurement methods must be followed
- Contract must be provided
- Paid by invoice
  - Individual Consultants must also submit timesheets
- All costs associated with the Consultant are included in the Consultants categories
  - Consultants – Travel
  - Consultants – Product/Services
Other Expenses

<table>
<thead>
<tr>
<th>Year</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Line Item Cost (All Years): 0.00
Indirect Costs

➢ Federally Approved Indirect Cost Rate

➢ 10 % De minimis

➢ PCCD does not negotiate indirect cost rates with subgrantees
Modified Total Direct Costs (MTDC)

- Direct salaries and wages
- Applicable fringe benefits
- Materials and supplies
- Services
- Travel

The first $25,000 of each sub award (regardless of the period of performance of the sub-awards under the award).

Less

- Equipment
- Capital expenditures
- Rental costs, includes auto, meeting room, equipment rental
Less (continued)

➢ Tuition remission

➢ Scholarships and fellowships

➢ Match

➢ Portion of each sub award in excess of $25,000
Other Sections
Changes to the Federal Funding Announcement Certification

- **Audit Responsibilities**
  - 1.2. Does the applicant agency expect to expend $750,000 or more in federal award funds in its current fiscal year?

- **EEOP Certification Form** no longer required to be attached.
Question 2: Total budgeted amount for all victimization program(s) and/or service(s) within the applicant agency.

Answer 2: Total current budgeted amount for victimization programs and/or services.

Question 3: List annual funding amounts, by source type, allocated to the applicant agency's victim assistance projects for the current fiscal year.

3.1. STATE ALLOCATION AMOUNT:
3.2. LOCAL ALLOCATION AMOUNT:

Answer 3.1 & 3.2: Includes the total state and local amounts budgeted for the agency’s victim services projects in the current fiscal year.
3.3. OTHER FEDERAL ALLOCATION AMOUNT (NON-VOCA):

**Answer 3.3:** Includes the total federal amount (less VOCA) budgeted for the agency’s victim services projects in the current fiscal year.

3.4. OTHER NON-FEDERAL ALLOCATION AMOUNT:

**Answer 3.4:** Includes any nongovernmental funds like United Way, fundraisers, individual donors, etc.
VOCA Funding Allocation Section
Federally Required

4. Funds Allocated by Category: Provide the percentage of the total amount of grant funds that will be allocated to each type of crime victim identified in the grid below. The category of underserved victims includes DUI/DWI crash victims, survivors of homicide victims, assault victims, adults molested as children, elder abuse victims, robbery victims, victims of other violent crimes and victims of other non-violent crimes. The total percentage is auto-calculated and must equal 100.

<table>
<thead>
<tr>
<th>ID</th>
<th>Type of Victim</th>
<th>Percent of Funds Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Child Physical Abuse/Neglect</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Child Sexual Abuse/Assault</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Domestic and Family Violence</td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Adult Sexual Assault</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Underserved (DUI/DWI crashes)</td>
<td></td>
</tr>
<tr>
<td>4.6</td>
<td>Underserved (assault)</td>
<td></td>
</tr>
<tr>
<td>4.7</td>
<td>Underserved (adults molested as children)</td>
<td></td>
</tr>
<tr>
<td>4.8</td>
<td>Underserved (elder abuse)</td>
<td></td>
</tr>
<tr>
<td>4.9</td>
<td>Underserved (robbery)</td>
<td></td>
</tr>
<tr>
<td>4.10</td>
<td>Underserved (survivors of homicide victims)</td>
<td></td>
</tr>
<tr>
<td>4.11</td>
<td>Other Uncerserved (other violent crimes)</td>
<td></td>
</tr>
<tr>
<td>4.12</td>
<td>Other Uncerserved (non-violent crimes)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
VOCA Service Impact and Victim Population
State Required

2. If awarded, these funds will support direct service staff providing services to the following victims: Please assign an appropriate percentage of the total requested budget in the below grid supporting the listed victimization types. The total of all victimization categories should not exceed 100% of the grant funds requested.

<table>
<thead>
<tr>
<th>ID</th>
<th>Type of Victim</th>
<th>Percent of Funds Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Adult Physical Abuse</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Adult Sexual Assault</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Adults Sexually Abused/Assaulted as Children</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Arson</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Bullying (Verbal, Cyber, Physical)</td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Burglary</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Child Physical Abuse and Neglect</td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>Child Pornography</td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>Child Sexual Abuse/Assault</td>
<td></td>
</tr>
<tr>
<td>2.10</td>
<td>Domestic and/or Family Violence</td>
<td></td>
</tr>
<tr>
<td>2.11</td>
<td>DUI/DWI Incidents</td>
<td></td>
</tr>
<tr>
<td>2.12</td>
<td>Elder Abuse or Neglect</td>
<td></td>
</tr>
<tr>
<td>2.13</td>
<td>Hate Crime: Racial/Religious/Gender/Sexual Orient</td>
<td></td>
</tr>
<tr>
<td>2.14</td>
<td>Human Trafficking: Labor</td>
<td></td>
</tr>
<tr>
<td>2.15</td>
<td>Human Trafficking: Sex</td>
<td></td>
</tr>
<tr>
<td>2.16</td>
<td>Identity Theft/Fraud/Financial Crime</td>
<td></td>
</tr>
<tr>
<td>2.17</td>
<td>Kidnapping (non-custodial)</td>
<td></td>
</tr>
<tr>
<td>2.18</td>
<td>Kidnapping (custodial)</td>
<td></td>
</tr>
<tr>
<td>2.19</td>
<td>Mass Violence (domestic/international)</td>
<td></td>
</tr>
<tr>
<td>2.20</td>
<td>Other Vehicular Crime (e.g. Hit and Run)</td>
<td></td>
</tr>
<tr>
<td>2.21</td>
<td>Recklessly Endangering Another Person</td>
<td></td>
</tr>
<tr>
<td>2.22</td>
<td>Robbery</td>
<td></td>
</tr>
<tr>
<td>2.23</td>
<td>Stalking/Harassment</td>
<td></td>
</tr>
<tr>
<td>2.24</td>
<td>Survivors of Homicide Victims</td>
<td></td>
</tr>
<tr>
<td>2.25</td>
<td>Teen Dating Violence</td>
<td></td>
</tr>
<tr>
<td>2.26</td>
<td>Terrorism (Domestic/International)</td>
<td></td>
</tr>
<tr>
<td>2.27</td>
<td>Terroristic Threats</td>
<td></td>
</tr>
<tr>
<td>2.28</td>
<td>Theft</td>
<td></td>
</tr>
</tbody>
</table>
While there aren’t points attached to this section, applicants must be sure to attach the following. If you don’t, your application might lose points.

• Job Descriptions for all VOCA funded positions
• Therapist License (if applicable)
• Any personal service or pass-through contracts related to the application
• Volunteer Waiver (if applicable)
Signature Page

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

• Print off and have the signature page for your application signed by the appropriate official.

• Send via U.S. Mail or express delivery.

• **Must be received or postmarked by Tuesday, October 31, 2017.**

• If you want confirmation that it was delivered to PCCD, send by registered mail.
If you are successful in obtaining VOCA funding, you will be required:

1. To submit Quarterly Programmatic Reports to PCCD through data entry into the Efforts to Outcomes (ETO) System;

2. VOCA-funded programs are required to continued to distribute the Empowerment and Satisfaction Questionnaire Long Form (ESQ-LF);

3. To enter the data received from the ESQ-LF into the ETO system.
Federal Performance Measure Requirements

- The federal Office for Victims of Crime (OVC), which oversees VOCA funding, requires that states report on the use of the VOCA funds. Appendix “F” of the VOCA funding announcement explains what is required of Pennsylvania programs receiving VOCA.

- Programs will need to report statistical information in five distinct areas:
  1. Victims served during the reporting period
  2. Victim demographics
  3. Victimization type and special classification
  4. Direct Services
  5. Public presentations

All VOCA recipients will be expected to track and report this information in an efficient and verifiable manner. Training assistance will be made available to new recipients. This information is reported via your quarterly programmatic reports by PCCD to the federal Office for Victims of Crime.
PCCD Data Backup

➢ VOCA programs will be randomly selected for data backup.
  ▪ Programmatic and fiscal reports will be selected at random.
  ▪ A category and the reporting period will be selected by PCCD.

➢ Please Note: All performance measures and budget expenses are subject to data backup requests.
What happens next?

- Solicitation closes September 29, 2017.
- PCCD staff review applications for completeness.
- Applications distributed to independent reviewers. Review process will take place mid-October through December.
- VSAC will review recommend applications in February 2018.
- Applicants will be informed of VSAC’s recommendations via email by March 31.
Q&A

• For questions, please send email messages to

   Ra-ovs-fundinginfo@pa.gov

• Answers for all questions posted at:

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