Statewide Victim Witness Training Project 2023

Funding Announcement Q&A Tracker

Funding Announcement Link:

https://www.pccd.pa.gov/Funding/Pages/Active-Funding-Announcements.aspx

About this Document:

This guide will provide an overview of questions and answers regarding the Statewide Victim Witness Training Project 2023 funding announcement and application process, which opened on August 26, 2022. Responses will be provided as staff is able to process questions through August 23, 2022.

Questions?

Please contact PCCD staff at RA-OVS-FundingInfo@pa.gov with “Statewide Victim Witness Training Project 2023-2025” in the subject line.
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1. Eligible Applicants

2. Application Process

3. Eligible Activities

   a) [question text]

      **Answer:** [answer text]

   b) [question text]

      **Answer:** [answer text]

4. General Questions

   a) *This funding announcement is presented as continuation of the project. Who is delivering this service now?*

      **Answer:** This project is currently being delivered by the successful applicant from the previous competitive solicitation.

   b) *Please clarify administrative assistance. What specifically would the applicant be required to do regarding the Pathways Conference?*

      **Answer:** Administrative assistance, in the scope of this competitive funding announcement, would be to work directly with and in conjunction with PCCD to:
      
      - Develop and issue a Request for Proposals (RFP) to host the conference;
      - Issue the contract for Pathways services outlined within Appendix A of the funding announcement;
      - Develop and issue an RFP for keynote speakers (number to be determined by PCCD);
      - Issue the contracts for keynote speakers;
      - Develop and issue an RFP for a contractor to put together Pathfinder Award videos to be presented at the conference;
      - Issue the contract for Pathfinder Award videos.
      - Payment of all invoices; and
      - Other administrative aspects to assist PCCD required for the conference.
c) Of the $435,000 how much of that amount is to support the Pathways Conference? Clarification would be appreciated. The cost of food and beverage has increased. Breakfast, lunch and breaks for 400 attendees plus faculty and staff for two days is going to be three quarters of the budget.

**Answer:** PCCD anticipates that approximately 23% of the budget will be used for the Pathways Conference and Pathfinder Presentation.

d) Please clarify how many workshop presenters and staff members should be included in the budget for meals and overnight expenses and for how many nights.

**Answer:** It is anticipated a total of 40 -50 workshops will be conducted. Of these workshops, 30 -35 presenters may require overnight accommodations. Workshop presenters are only given one-night accommodations. All attendees to include presenters, receive breakfast and lunch. Dinner is the responsibility of the attendee/presenter.

e) Should overnight rooms for Pathfinder recipients and a guest be included? There is no mention of accommodations.

**Answer:** Overnight accommodations are provided for Pathfinder recipients and one guest staying in the same room. One night of accommodations will be included in the RFP.

f) Please clarify the virtual event occurring 2-4 weeks later entails. It is only mentioned once throughout the announcement with no further explanation.

**Answer:** As part of the RFP for the Pathways Conference, provision of a virtual event will be included as part of that process. PCCD will then determine if a virtual event is feasible 2-4 weeks later or if it can be included as part of the Pathways Conference.

g) Please clarify in detail was is expected of the Conference Registration System and the amount you are looking for us to include in the budget for this system since if awarded, PDAA would be working with PCCD to identify a system.

**Answer:** As part of the RFP for the Pathways Conference, a conference registration will be included as part of that process. PCCD, in conjunction with successful applicant, will then determine if the RFP includes a usable Conference Registration System. If a usable system is not found, PCCD will develop the Conference Registration System through their website.

h) The Funding Announcement doesn’t mention which funding stream is to be used for Pathways. Can you clarify that?

**Answer:** Pathways will be funded with the Victims of Crime Act (VOCA) funding.