




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: July 26, 2024

Subject: Application Process for Rights and Services Act (RASA) and Victims of Juvenile Offenders (VOJO) 2025-2026 Projects

To: District Attorneys  
Chief Juvenile Probation Officers  
County Commissioners and County Chief Executive Officers  
RASA Project Directors  
RASA Contacts  
VOJO Project Directors  
VOJO Contacts

From: Mike Pennington   
Executive Director

The Office of Victims' Services of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of \$12,068,773 for Year 1 to fund Rights and Services Act (RASA) and Victims of Juvenile Offenders (VOJO) initiatives. Year 2 funding will be determined at the Victims Services Advisory Committee meeting in November 2024.

Under this solicitation, funds are being made available to support the continuation of procedural services to victims of adult and juvenile offenders. The amounts allocated to each county for Year 1 of the funding cycle are available in Appendix "A" (RASA Allocation Chart) and Appendix "B" (VOJO Allocation Chart). A continuation application will be required for Year 2 (2026). PCCD anticipates that Year 2 funding will be announced in 2025.

All RASA/VOJO funding is to be directed to activities that are consistent with the prosecutor's and juvenile probation's responsibilities as outlined in the Crime Victims Act, the Juvenile Act, and the Pennsylvania Rules of Juvenile Court Procedure. The agencies responsible for the actual provision of the rights and responsibilities may vary and can include prosecutors' offices, juvenile probation offices, community-based victim service programs, or any combination of the three.

The funding guidelines provide the necessary information to complete this application. However, if there are any program-related questions, please contact Emily Procopio at (717) 265-8451 or [eprocopio@pa.gov](mailto:eprocopio@pa.gov) or Heather Cureau at (717) 265-8712 or [hcureau@pa.gov](mailto:hcureau@pa.gov). For fiscal questions, please contact Crystal Lauver at (717) 265-8525 or [crlauver@pa.gov](mailto:crlauver@pa.gov).

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887 or [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov). Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m., Monday through Friday.

cc: Victims' Services Advisory Committee  
Pennsylvania District Attorneys Association  
Pennsylvania Council of Chief Juvenile Probation Officers  
Pennsylvania Coalition to Advance Respect  
Pennsylvania Coalition Against Domestic Violence



## Office of Victims' Services

### Rights and Services Act (RASA)/Victims of Juvenile Offenders (VOJO) 2025-2026 Solicitation

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**Please Note:** Applications are *only* accepted through PCCD's Egrants system. Applicants must register in Egrants prior to submitting an application. Applicants are strongly encouraged to familiarize themselves with the Egrants system and allow adequate time to prepare and submit an application.

**Recommended [Egrants Agency Registration](#) Date:**  
September 6, 2024

**Recommended [Egrants User Registration](#) Date:**  
September 13, 2024

**Mandatory Egrants Application Deadline:**  
September 27, 2024

**This funding guideline contains information not appearing in the Egrants application. Applicants are advised to print and review this document and refer to it while completing your Egrants application.**

Questions pertaining to the funding announcement may be directed to PCCD staff. For program-related questions, please contact Emily Procopio at (717) 265-8451 or [eprocopio@pa.gov](mailto:eprocopio@pa.gov) or Heather Cureau at (717) 265-8712 or [hcureau@pa.gov](mailto:hcureau@pa.gov). For fiscal or budgetary questions, please contact Crystal Lauver at (717) 265-8525 or [crlauver@pa.gov](mailto:crlauver@pa.gov). Please include "RASA/VOJO 2025-2026" in the subject line.

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

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

**Funding Streams: Rights and Services Act (RASA);  
Victims of Juvenile Offenders (VOJO); AND  
Victims of Crime Act (VOCA)**

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

**Funding Announcement Title: Rights and Services Act (RSA)/Victims of Juvenile Offenders (VOJO) 2025-2026**

**Funding Streams:  
Rights and Services Act (RSA);  
Victims of Juvenile Offenders (VOJO); AND  
Victims of Crime Act (VOCA)**

**Submission Requirements for Applications:**

- **Scoring** – This funding announcement is considered non-competitive; applications received will not be competitively scored.
- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on September 27, 2024.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday, 8:00 AM to 4:00 PM, and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the executed signature page, as well as any other required documents. Successful applications will be presented for consideration at the December 11, 2024, Commission meeting.
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **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.
- **Keywords** – Applicants are required to select "Keywords" from the dropdown menu located on the Main Summary screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application.

Keywords: Domestic Violence, Sexual Assault, Child Abuse, and Other Crimes.

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

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Rights and Services Act (RASA) and Victims of Juvenile Offenders (VOJO) Programs. The primary purpose of these funds is to support responsibilities assigned to the Prosecution and Juvenile Probation under the Crime Victims Act (Act 85 of 2002), the Juvenile Act, and Pennsylvania's Rules of Juvenile Court Procedure.

The goal and objective of RASA and VOJO funding is to ensure that victims of crimes whose cases are processed within the criminal and juvenile justice systems receive all rights, notifications, and services (also known as procedural services) to which they are entitled under the law.

The anticipated impacts resulting from this solicitation include, but are not limited to:

- Enhancing programs to provide notifications to victims of crime they are entitled to receive under the law as their case progresses through the criminal and juvenile justice systems.
- Enhancing programs to provide information and support to victims of crime on services available to them.

Successful applications will be presented for consideration at the December 11, 2024 Commission meeting.

**Note:** RASA funding may be used to provide procedural services to victims of adult and juvenile offenders. VOJO funding may only be used to provide services to victims of juvenile offenders.

**Note:** Based on the Commonwealth's fiscal year spanning July 1-June 30, VOJO funds not expended or obligated by June 30, 2025, and June 30, 2026, each year of the funding cycle will lapse. While PCCD/OVS will continue to provide courtesy notifications to subgrantees of the lapse each year, it is the responsibility of the subgrantee to monitor these funds.

**2. Funding Availability:**

A total of \$12,068,773 in federal and state funds is being announced to support this initiative in Year 1. PCCD anticipates that Year 2 funding will be determined at the November 2024 Victims' Service Advisory Committee (VSAC) meeting. PCCD expects to fund approximately ninety-nine (99) grants. Applicants will be required to submit a continuation application to commence Year 2. The RASA funding allocation for each county for Year 1 is found in Appendix A- 2025 RASA Funding Allocation. The VOJO funding allocation for each county for Year 1 is found in Appendix B- 2025 VOJO Funding Allocation. Year 2 allocations will be announced in 2025.

**Note:** Appendix A includes a column for the Variable Penalty Assessment (VPA) by county.

The Variable Penalty Assessment is explained as follows:

The Crime Victims Act (CVA) 18 P.S. § 11.1101 (a)(1) states, in part, "a person who pleads guilty or nolo contendere or who is convicted of a crime, shall pay costs of at least

\$60 and may be sentenced to pay additional costs up to the statutory maximum monetary penalty for the offense committed.” The CVA also provides that the \$60 is divided as follows: \$35 to the Crime Victim’s Compensation Fund and \$25 to the Victim Witness Services Fund. Finally, the statute provides that where the court imposes a cost above the \$60 minimum, the monies are divided in the following manner: 30% to the Crime Victim’s Compensation Fund and 70% to Victim Witness Services Fund. This amount over \$60 is considered Variable Penalty Assessment (VPA).

The monies shown in the VPA column reflect assessments and collections on cases disposed of prior to the effective date of Act 77 of 2022 (Act 77). The VPA dollars listed in Appendix A are separate and distinct from monies going to the [Local Victim Service Fund](#) (LVSF) established in each county.

**Important!** Please be advised that the Variable Penalty Assessment amounts listed in Appendix A **will only be returned to counties in Year 1** and must be used by December 31, 2025. With the passing of Act 34 in December 2023, those counties that assess and collect funds above the \$60 will have those funds deposited into their county’s Local Victim Service Fund (LVSF). [Act 34 of 2023](#), Sub article E, Service and Infrastructure Improvement Fund, Section 18 (4) provides additional information.

**Note:** The RASA funding allocation for each county for Year 1 is found in **Appendix A 2025 RASA County Allocation Chart**. When establishing a proposed RASA budget, please use the allocation WITH the variable penalty amount listed in Appendix A. The combined total should be reflected in the proposed budget.

The VOJO funding allocation for each county for Year 1 is found in **Appendix B 2025 VOJO County Allocation Chart**.

There is no match required for any of the funding streams.

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

### **3. Project Dates:**

Contingent upon availability of funds, applications approved at the December 11, 2024, Commission meeting will be twelve (12)-month projects and have a start date of January 1, 2025, and an end date of December 31, 2025. A continuation application will be required to commence Year 2.

### **4. Eligible Applicants:**

Eligibility for these funds is open to all sixty-seven (67) counties. Applicants must be in good standing with PCCD to be eligible for these funds.<sup>1</sup> The applicant and recipient agencies’ historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

Funding for RASA, which funds procedural services mandated by the Crime Victims Act, the Juvenile Act, and/or the Pennsylvania Rules of Juvenile Court Procedure, is recommended by the District Attorney to the Victims’ Services Advisory Committee

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<sup>1</sup> This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, State and Federal funding guidelines, and acceptable risk rating as determined by PCCD.

(VSAC). VSAC will then develop final recommendations for consideration by the Commission for final approval.

Funding for VOJO, which funds procedural services mandated by the Crime Victims Act, the Juvenile Act, and the Pennsylvania Rules of Juvenile Court Procedure to be performed by the District Attorney and the Chief Juvenile Probation Officer, is recommended by the District Attorney in consultation with the Chief Juvenile Probation Officer to the Victims' Services Advisory Committee (VSAC). VSAC will then develop final recommendations for consideration by the Commission for final approval.

**Note:** Since VOCA funds will be used to support RASA and VOJO projects, the recipient agencies or subcontractors who are responsible for the provision of services must be public (governmental) or non-profit organizations, or a combination of both, that provide services to crime victims. Applicants are required to complete the RASA/VOJO/VOCA Eligibility Verification Section verifying their status as part of the application.

## **5. Eligible Program Activities and Expenses:**

Funds for the proposed program shall be used to support any, all, or one of the following procedural services:

### **a. Eligible Program Activities:**

**Accompaniment (Criminal Cases/Juvenile Cases)** - The Victims' Services Program shall provide accompaniment during court-related activities and hearings. Accompaniment is the in-person support provided to a Victim.

**Pre-Disposition Notifications (Juvenile Cases)** - The Victims' Services Program shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate pre-disposition proceedings in the juvenile justice system. Examples of pre-disposition notifications include information on available victim services; Allegation Filed; Informal Adjustment; Juvenile Petition Filed; Consent Decree; and if Adjudication Hearing Date is Set.

**Post-Disposition Notifications (Juvenile Cases)** - The Victims' Services Program shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate post-disposition proceedings in the juvenile justice system. Examples of post-disposition notifications include Dispositional Hearing; Dispositional Outcome; Transfer to Another County; Transfer to Adult System; Commitment Review; Dispositional Review; Probation Revocation Hearing; Dispositional Review Hearing; Detention Hearing; Home Passes; Release from Placement; Termination of Probation; Escape from Detention Facility; and Re-Apprehension.

**Pre-Sentencing Notifications (Criminal Cases)** - The Victims' Services Program shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate pre-sentencing proceedings in the criminal justice system. Examples of pre-sentencing notifications may include information on available victim services; court hearings (includes bail hearings) and trial.

**Post-Sentencing Notifications (Criminal Cases)** - The Victims' Services Program shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate post-sentencing proceedings in the criminal justice system. Examples of post-sentencing notifications include County Release; State

Correctional Release including Information on PA SAVIN and the Office of Victim Advocate (OVA); and Victims as Witnesses to Execution.

**Prior Comment (Criminal Cases/Juvenile Cases)** - The Victims' Services Program shall assist victims on how to provide prior comment on all adult and/or juvenile criminal matters concerning, but not limited to, the potential reduction or dropping of a charge, plea agreements, or case diversions including referrals to restorative practices, specialty courts, Accelerated Rehabilitative Disposition (ARD), informal adjustment, or consent decree.

**Property Return (Criminal Cases/Juvenile Cases)** - The Victims' Services Program shall inform, advocate, and coordinate the expeditious return of property, used as evidence, to the victim.

**Restitution (Criminal Cases/Juvenile Cases)** - The Victims' Service Program shall inform and advocate, on behalf of victims, regarding their right to restitution under Pennsylvania law and advocate on behalf of the victim(s) for the necessity and collection of restitution.

**Victims' Compensation Assistance (Criminal Cases/Juvenile Cases)** - The Victims' Service Program shall provide information to the victim about Victims Compensation Assistance and assist, directly or indirectly, in the preparation, filing, and follow-up of any claim for Victims Compensation Assistance.

**Victim Impact Statement (Criminal Cases/Juvenile Cases)** - Prior to sentencing, the Victims' Services Program shall provide assistance to victims regarding their right to offer a written and/or oral victim impact statement.

**Victims' Rights Notification (Criminal Cases/Juvenile Cases)** - The Victims' Services Program shall provide victims with timely information of their rights under the Crime Victims Act, and other relevant victims' rights laws (including rights automatically granted under the law and those related to victim requests for services).

The delivery of eligible program services shall be guided by the requirements outlined in the OVS Consolidated Standards Manual: [OVS Consolidated Standards](#).

For additional information that can aid in service provision, please refer to:

- Appendix C *Criminal Justice System (Adult Cases) Victim Notification List*
- Appendix D *Juvenile Justice System Victim Notification of Action or Proceeding*
- Appendix E *Standards for RASA and VOJO Service Provision*.

**b. Eligible Program Expenses:**

All expenses must be described in the Justification boxes located in the Egrants Budget Detail section. Expenses must correlate with the scope and nature of the project. PCCD has approval of all final budgets.

**Personnel Costs:** Supports staff salaries directly related to providing RASA/VOJO procedural services.

**Benefit Costs:** Supports benefits for RASA/VOJO funded staff such as medical, dental, life insurance, etc.



**Skills Training:** Designated for training which is exclusively for skill development of RASA/VOJO funded staff.

**Training Related Travel:** Supports costs such as travel, meals, and lodging for RASA/VOJO staff to attend victim service trainings. This would include completion of the PCCD/OVS Foundational Academy required of new staff who provide direct services. Requests for out-of-state trainings/conferences must include justification as to why the training/conference is not available in Pennsylvania and how the training will enhance the provision of service quality and delivery.

**Note:** Within the travel line item, there is a drop-down selection in Egrants where training related costs may be entered.

**Supplies/Operating Expenses:** Includes supplies, technology and equipment-use fees, licensing, printing, photocopying, postage, and other necessary program supplies. This includes Victim Witness waiting area furniture, children's toys, and games.

All expenses must be described in the Justification box located in the Egrants Budget Detail section. PCCD has approval of all final budgets and may require budget adjustments.

## 6. Ineligible Program Activities and Expenses:

The following activities are not eligible for funding and shall be administratively rejected:

- a. Prosecution activities: These include activities that are directed towards prosecuting an offender and/or improving justice systems' effectiveness and efficiency, such as witness locating services, Victim/Witness protection costs, and witness relocation expenses.

**The preparing, drafting, generating, mailing, or serving subpoenas, other than to the victim, is prohibited under this funding.**

- b. Collection of restitution payments
- c. Counseling or therapy services
- d. Investigative services
- e. Reimbursement of victims' expenses or losses otherwise covered by the Victims' Compensation Assistance Program (VCAP)
- f. Victim/Witness Waiting Room Expenses (*if VOCA funds are used*) - Since VOCA (Federal) Funding helps supplement RASA and VOJO (State) funding, please read the following carefully:

Water, coffee, and other beverages, along with snack items and paper goods to be used while witnesses and crime victims await court proceedings on the day of a hearing, will not be eligible for funding if the project is supported by VOCA funds. Federal funding prohibits these items dedicated to consumption. PCCD must determine, once the application window has closed, which projects will be funded with VOCA funds. Programs including these items who are selected to be funded in full by VOCA funding will be asked to remove these expenses and reallocate funds.

- g. Relocation expenses for crime victims

- h. Promotional items for outreach purposes, i.e., refrigerator magnets, stress balls, key chains, etc. Please note that printing costs for pamphlets, brochures, and other program related materials are eligible.

## 7. Required Egrants Sections/Documents:

**Required Egrants Sections:** All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.

**Note:** The Egrants system will “timeout” every twenty (20) minutes. Please be sure to save work routinely as each section is completed.

- a. **RASA/VOJO Budget Section:** All applicants will be creating a budget for Year 1 only. The Year 2 budget will be established in the continuation application.

If a program is applying for only RASA or VOJO funding, applicants should complete one budget. Please Note - Programs that serve multiple counties do not need to complete separate budgets for each county. Instead, list the amount of funding requested for each county in the RASA or VOJO Project Narrative.

If a program is applying for both RASA and VOJO funding, please complete two separate budgets – one for RASA and one for VOJO which must be labeled accordingly. Please Note - Programs that serve multiple counties do not need to complete separate budgets for each county. Instead, list the amount of funding requested for each county in the RASA and/or VOJO Project Narrative.

In the Budget section, provide the projected line-item costs and the computations used to arrive at those amounts. Please refer to PCCD’s [Applicant’s Manual](#). As stated in the Applicant’s Manual, all costs must be allowable, necessary for the performance of the project, and reasonable.

Each Budget category (Personnel, Employee Benefits, Travel, Equipment, Supplies & Operating Expenses, and Consultants) includes justification boxes that must be completed and must describe the relationship between budget requests and the operation of the project. Restatement of computations used in line items is not an adequate budget justification.

- b. **Project Narrative-RASA:** Provide a detailed summary of the RASA project that includes a full description and explanation of each of the activities and services being supported through RASA funding. Please be sure to explain each service selected under the RASA services selection.

If the applicant is providing services to multiple counties, please include in this section:

- Description of the RASA services in each county; be sure to provide a full explanation of how each service is rendered by the program.
- Amount of RASA funding that will be provided to each county.

Below is a sample of how to explain RASA services in the Project Narrative. Please be sure to explain all services specific to the RASA program.

*Accompaniment - Our program provides accompaniment to victims during all criminal court proceedings including preliminary hearings, trials, and sentencing hearings. The program will contact the victim and advise them they have the right to be accompanied*

by a victim advocate to any criminal court hearing. If they wish to have an advocate accompany them to a preliminary hearing, we will meet them at the MDJ Office and ensure they are kept in a safe area until the time of the hearing. We will also accompany victims to trial and will stay with them in the courtroom and also take them to the V/W Waiting Room during breaks, so they are kept safe and comfortable.

Post-Sentencing Notifications - All victims receive a post-sentencing letter to notify them of the outcome of the case. Victims whose offender is sentenced to a state correctional facility are automatically enrolled with OVA and provided with a SAVIN brochure. Victims whose offender is sentenced to the county jail system receive a SAVIN brochure with their post-sentencing letter. When our office receives any correspondence from the county jail system regarding a change in the offender's status, we mail that correspondence to the victim. When we receive correspondence regarding a change in the custody status of an offender in a state correctional facility, we check to see if the victim was automatically enrolled with OVA. If they weren't, we forward the correspondence to the victim. For standard appeal hearings, we mail a notification letter to the victim. For any appeal decisions that change the defendant's sentence, we contact the victim via telephone to explain the decision.

Restitution - Restitution information and forms are provided to the victim at the preliminary hearing. If a victim does not attend the preliminary hearing, we will mail them the information and forms. Our office contacts victims and/or insurance companies to ensure we are ordering the proper amount of restitution and that we have received all of the appropriate paperwork. We advocate to the attorneys for the victims to receive full restitution. When restitution is ordered, we provide the Clerk of Courts Office with the appropriate distribution of restitution. The amount of restitution ordered is included on the post-sentencing letter that is mailed to the victim. We inform victims of their obligation to reimburse VCAP when necessary. We contact the probation office when victims complain that restitution is not being made. We advocate for timely and reasonable payment plans. We also advocate that the restitution be paid in full prior to the expiration of the sentence.

Victim Impact Statement - Victims receive information regarding their right to provide a Victim Impact Statement in our initial packet of information that is sent notifying them of all their rights as a victim. We have three different Victim Impact Statement Forms which are based on the age of the victim. We let the victim know we are available to assist them with the preparation of their impact statement. Completed victim impact statements are placed in the case file so the attorney can review it and distribute it to the Judge. We also advise the attorney if the victim would like to make an oral statement at the time of sentencing.

- c. **Program Services-RASA:** Select each eligible RASA service that will be funded through the project. If the program is not providing a service, please indicate which program will be providing the service in the county. If the project serves multiple counties, the program will need to indicate which RASA services will be provided in each county.
- d. **FTE-RASA Section:** Provide the amount of Full Time Equivalents (FTE's) for RASA paid staff members. Use personnel listed in the application for Year 1 of the project to calculate this question.
- e. **Required Attachments-RASA:**

RASA Job Descriptions - Job descriptions must be submitted in this section for all positions that are requested to be funded in this application. Job titles in these

descriptions must match the job titles listed in the Budget Section. Job descriptions must detail the direct services provided to crime victims.

Transition Plan (only if applicable) - If choosing to change the distribution of RASA funding by adding a new program to be funded, or discontinuing funding to an existing program, a Transition Plan must be provided and attached in this section. Please see Appendix F for instructions on completing a Transition Plan.

**Note:** The Transition Plan must be approved by PCCD before the project may commence.

RASA Funding Recommendation Form - This form is to be completed by each county's District Attorney which can be found in Appendix H. All programs that are recommended by the District Attorney to receive RASA funding should be sent an electronic version of the completed form. Each program's application must include a copy of the RASA Recommendation Form in this section. PCCD/OVS will communicate separately via email to each District Attorney with instructions for the completion and return of the form.

- f. **Project Narrative-VOJO:** Provide a detailed summary of the VOJO project that includes a full description and explanation of each of the activities and services being supported through VOJO funding. Please be sure to explain each service selected under the VOJO Services Section.

If the applicant is providing services to multiple counties, please include in this section:

- Description of the VOJO services in each county; be sure to provide a full explanation of how each service is rendered by the program.
- Amount of VOJO funding that will be provided to each county.

Below is a sample of how to explain VOJO services in the Project Narrative. Please be sure to explain all services specific to the VOJO program.

*Accompaniment - This service is provided to victims during all juvenile court proceedings including adjudication hearings, disposition hearings, and detention hearings. The program will contact the victim and advise them they have the right to be accompanied by a victim advocate from our office to any juvenile court hearing. If they wish to have an advocate accompany them, we ask them to meet us in our office prior to the hearing and we will take them to a separate waiting area until the time of the hearing where they can be safe and comfortable. We will also provide them with support during the hearing and afterwards answering any questions they may have.*

*Post-Disposition Notifications - All victims of juvenile offenders receive written notification regarding the dates/times of any post-disposition juvenile hearing such as Dispositional Review, Detention Hearing, and Release from Placement. If possible, we will also contact the victim by telephone to speak with them personally, and then follow-up by sending the notification letter to them.*

*Restitution - Restitution information and forms are provided to the victim in the initial packet of information that is mailed to them notifying them of their rights. We will let victims know we are available to assist them with completing the Restitution Form. When they submit the completed Restitution Form and required documentation, receipts, etc., we will place it in their file and provide copies to JPO. We will advocate on the victim's behalf with JPO if restitution payments are not being made to the victim. We also inform victims of their obligation to reimburse VCAP when necessary.*

Victim Impact Statement - Victims receive information regarding their right to provide a Victim Impact Statement in our initial packet of information that is sent notifying them of their rights as a victim. We have three different Victim Impact Statement Forms which are based on the age of the victim. We let the victim know we are available to assist them with the preparation of their impact statement. Completed victim impact statements are placed in the case file so the attorney can review it and distribute it to the Judge.

**g. Program Services-VOJO:** Select each eligible VOJO service that will be funded through the project. If the program is not providing a service, please indicate which program will be providing the service in the county. If the project serves multiple counties, the program will need to indicate which VOJO services will be provided in each county.

**h. FTE-VOJO Section:** Provide the amount of Full Time Equivalent (FTE's) for VOJO paid staff members. Use personnel listed in the application for Year 1 of the project to calculate this question.

**i. Required Attachments-VOJO:**

VOJO Job Descriptions - Job descriptions must be submitted in this section for all positions that are requested to be funded in this application. Job titles in these descriptions must match the job titles listed in the Budget Section. Job descriptions must detail the direct services provided to crime victims.

Transition Plan (only if applicable) - If choosing to change the distribution of VOJO funding by adding a new program to be funded, or discontinuing funding to an existing program, a Transition Plan must be provided in this section. Please see Appendix F for instructions on completing a Transition Plan.

**Note:** The Transition Plan must be approved by PCCD before the project may commence.

VOJO Funding Recommendation Form - This form is to be completed by each county's District Attorney and Chief Juvenile Probation Officer which can be found in Appendix I. All programs that are recommended by the District Attorney and Chief Juvenile Probation Officer to receive VOJO funding should be sent an electronic version of the completed form. Each program's application must include a copy of the VOJO Recommendation Form in this section. PCCD/OVS will communicate separately via email to each District Attorney and Chief Juvenile Probation Officer with instructions for the completion and return of the form.

**j. Funding Allocation (RASA/VOJO/VOCA):** Provide an estimated breakdown of the allocation based on services provided by the type of crime.

**k. RASA/VOJO Eligibility Verification:** Respond to the mandatory questions in this section.

**l. Required Signed Documents:** A successful application must be accompanied by the following:

- The executed Signature Page (page 2 of the application)
- The RASA and/or VOJO Funding Recommendation Forms
- Transition Plan (if applicable)

## 8. Application Procedures:

Applicants must submit the requested information for each section specified within the defined response fields provided in Egrants. Responses should not be duplicated in multiple sections.

## 9. Performance Measures:

Under this funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements as prescribed by PCCD and federal or state guidelines.

**Performance Indicators** - This section will appear in Egrants, but no information is required to be completed. Click on the "Save Complete" button to include this section in the application.

**Program Reporting** - Program reports are due following the end of the calendar quarter during the grant period from January 1, 2025, through December 31, 2026, and must be submitted through the Egrants system within 20 days after the end of each calendar quarter.

**Note:** There are no changes to program reporting requirements from the 2025-2026 RASA/VOJO funding announcement. Subgrantees will be informed of any reporting requirement changes throughout the funding cycle.

- a. RASA/VOJO Victim Data** - It is imperative that tracking and reporting systems accurately reflect the victim data that must be submitted for quarterly program reports and to support random data back-up requests. PCCD provides an Excel tool that programs may use as a tracking option. A video and walk-through guide of the Excel tracking tool can be found here: [PA Commission on Crime & Delinquency \(PCCD\) - YouTube.](#)

Please review the victim data below necessary for these categories - Victims Served, Victimization Types, Demographics, and Services.

**Victims Served:** This section of the quarterly program report asks for the total number of victims served, as well as the number of new victims served in the reporting period.

Reminders: All RASA/VOJO victims served (victims, family members, witnesses, etc.) will be reported under the single category of victims. All victims are considered "New" during the January-March reporting period. In the subsequent reporting periods, new victims are those that are served for the first time in that quarter for the calendar year.

**Victimization Types:** This section of the quarterly program report asks for the number of victimizations by type (see below) for victims served in the reporting period.

- Adult Physical Assault (Includes Simple Assault and Aggravated Assault)
- Adult Sexual Assault
- Adults Sexually Abused/Assaulted as Children
- Arson
- Bullying (Cyber, Physical, or Verbal)
- Burglary
- Child Physical Abuse or Neglect
- Child Pornography

- Child Sexual Abuse/Assault
- Domestic and/or Family Violence
- DUI/DWI Incidents
- Elder Abuse or Neglect (Victim 60+)
- Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other
- Human Trafficking: Labor
- Human Trafficking: Sex
- Identity Theft/Fraud/Financial Crime
- Kidnapping (Non-Custodial)
- Kidnapping (Custodial)
- Mass Violence (Domestic/International)
- Robbery
- Stalking/Harassment
- Survivors of Homicide Victims
- Teen Dating Victimization (Victim 13-17 Years)
- Terrorism (Domestic/International)
- Other: Recklessly Endangering Another Person
- Other: Terroristic Threats
- Other: Theft
- Other: Property Crime
- Other: Vehicular Crime (e.g., Hit and Run)

Please refer to Appendix G for Victimization Types Definitions.

**Demographics:** This section of the quarterly program report asks for demographics (Race/Ethnicity, Age and Gender) only for new victims served in the reporting period. Tracking of demographic information should be based on meeting personally with the victim, victim self-identification, and/or from the police report.

**Race/Ethnicity**

- 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

**Gender**

- Male
- Female
- Transgender
- Not Reported

**Age**

- 0-12
- 13-17
- 18-24
- 25-59
- 60 and older
- Not Reported

### **Special Classification of Individuals**

- Deaf/Hard of Hearing
- Homeless
- Immigrants/Refugees/Asylum Seekers
- LGBTQ
- Veterans
- Victims with Disabilities: Cognitive/Physical/Mental
- Victims with Limited English Proficiency

Note: The Special Classification of Individuals is tracked for all victims served in the quarter as appropriate.

### **Services**

- Accompaniment (Criminal Cases/Juvenile Cases)
- Pre-Disposition Notifications (Juvenile Cases)
- Post-Disposition Notifications (Juvenile Cases)
- Pre-Sentencing Notifications (Criminal Cases)
- Post-Sentencing Notifications (Criminal Cases)
- Prior Comment (Criminal Cases/Juvenile Cases)
- Property Return (Criminal Cases/Juvenile Cases)
- Restitution (Criminal Cases/Juvenile Cases)
- Victims Compensation Assistance (Criminal Cases/Juvenile Cases)
- Victim Impact Statement (Criminal Cases/Juvenile Cases)
- Victims' Rights Notification (Criminal Cases/Juvenile Cases)

Reminder: Please track/report all services provided for each victim served during the quarterly reporting period (i.e., 100% reporting of all services provided).

### **Victim Satisfaction Surveys**

Programs are required to maintain and distribute a victim satisfaction survey. Based on feedback received from crime victims, surveys can be used to streamline or enhance direct services and can be used for criminal justice and victims' services planning purposes.

**Note:** PCCD is in the process of developing a standardized outcomes-based survey that will be required for all RASA and/or VOJO funded agencies. It is anticipated that this survey will go into effect January 2025. Funded agencies will receive guidance and training on the implementation of the new survey closer to that time.

### **Annual Training Certification Section**

In the last program report for each grant year, programs will be asked to certify that RASA/VOJO funded staff have completed the required 10 hours of annual training.

**Note:** During programmatic monitoring, PCCD staff will verify that requirements per PCCD's training standard included in the Consolidated Victim Service Program Standards are met.

## **10. Competitive Bidding/Sole Source Procurement:**

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



Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to be justified. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a substantial justification for the request within their funding request (See PCCD's Applicant's Manual for Procurement by Noncompetitive Proposal Approval Procedure).

## **11. Administrative Requirements:**

### **a. Egrants Agency and User Registration:**

Prior to submitting a grant application, both the applicant agency and at least two users from the applicant agency must be registered in Egrants. Applicants are strongly advised to allow adequate time to work on application documents in Egrants prior to the submission deadline. Please go to the [Registering in Egrants](#) page on PCCD's website for further information.

### **b. Fiscal Accountability:**

See the [Fiscal Accountability](#) page on PCCD's website for further information.

### **c. Time and Effort Reporting:**

See the [Time and Effort Reports](#) page on PCCD's website for further information.

### **d. Grant Payments:**

- 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 make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
- ACH Payments:
  - All payments to grant recipients will be made through ACH.
  - Either before or at the time an application is submitted to PCCD, the applicant agency must [register as a Non-Procurement Vendor](#) with the Commonwealth of Pennsylvania.

### **e. Federal Transparency Act Certification:**

This section is required for both state and federal funding streams. See the [Federal Application Requirements](#) page on PCCD's website for further information.

### **f. Reporting Requirements:**

- Programmatic reports are due the 20<sup>th</sup> day following the end of quarter (Cycle follows the calendar year).
- Fiscal reports are due quarterly.
- Late submission of programmatic and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

### **g. UCR Reporting:**

Every criminal justice entity which is required to submit Uniform Crime Report (UCR) data and is participating in this project must submit UCR data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

## 12. PCCD Contact Information and Resources:

### a. **Staff Contacts:**

Questions concerning this funding announcement may be directed to PCCD staff as follows:

Program-related questions, please contact Emily Procopio at (717) 265-8451 or [eprocopio@pa.gov](mailto:eprocopio@pa.gov) or Heather Cureau at (717) 265-8712 or [hcureau@pa.gov](mailto:hcureau@pa.gov).

Fiscal or budgetary questions, please contact Crystal Lauver at (717) 265-8525 or [clauver@pa.gov](mailto:clauver@pa.gov).

### b. **Egrants Funding Announcement:**

Log into the Egrants system and search under the "Funding Announcement" tab for Rights and Services Act (RASA)/Victims of Juvenile Offenders (VOJO) 2025-2026.

### c. **PCCD Guidelines and Documents:**

Applicants should be familiar with the [Applicant's Manual](#), Standard Subgrant Conditions, and other documents common to PCCD's grant application process, all of which are available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding link.

### d. **Egrants Technical Questions:**

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

### 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:**

Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the [Reporting Fraud, Waste and Abuse](#) page on PCCD's website.

## 13. Submission Information:

The application must be entered into Egrants **no later than Friday, September 27, 2024, by 11:59 PM.**

The executed signature page (page 2 of the application) must be uploaded to the Main Summary section of your application. A guide to assist you with this is available on our website at [Signature Page Instructions](#).

## Appendix A – 2025 RASA County Allocation Chart

<b>COUNTY</b>	<b>2025 Allocation</b>	<b>Variable Penalty Assessment</b>	<b>Total 2025 Allocation</b>
Adams	\$59,010	\$123	\$59,133
Allegheny	\$743,204	\$108	\$743,312
Armstrong	\$45,426	\$420	\$45,846
Beaver	\$101,320	\$11	\$101,331
Bedford	\$33,958	\$0	\$33,958
Berks	\$250,785	\$2,175	\$252,960
Blair	\$95,016	\$132	\$95,148
Bradford	\$37,149	\$0	\$37,149
Bucks	\$314,290	\$11	\$314,301
Butler	\$125,067	\$56,606	\$181,673
Cambria	\$111,109	\$5	\$111,114
Cameron	\$29,723	\$151	\$29,874
Carbon	\$44,344	\$38	\$44,382
Centre	\$118,191	\$7	\$118,198
Chester	\$261,262	\$0	\$261,262
Clarion	\$37,894	\$88	\$37,982
Clearfield	\$58,390	\$1,059	\$59,449
Clinton	\$33,002	\$17,770	\$50,772
Columbia	\$43,639	\$0	\$43,639
Crawford	\$61,715	\$0	\$61,715
Cumberland	\$139,072	\$0	\$139,072
Dauphin	\$215,355	\$145,561	\$360,916
Delaware	\$337,647	\$96	\$337,743
Elk	\$32,332	\$0	\$32,332
Erie	\$189,554	\$0	\$189,554
Fayette	\$99,729	\$2,193	\$101,922
Forest	\$29,955	\$922	\$30,877
Franklin	\$87,487	\$0	\$87,487
Fulton	\$30,679	\$0	\$30,679
Greene	\$33,015	\$0	\$33,015
Huntingdon	\$33,713	\$11,728	\$45,441
Indiana	\$64,125	\$7,026	\$71,151
Jefferson	\$33,397	\$25	\$33,422
Juniata	\$31,527	\$0	\$31,527
Lackawanna	\$126,907	\$139	\$127,046
Lancaster	\$282,420	\$1,167	\$283,587
Lawrence	\$64,162	\$0	\$64,162
Lebanon	\$82,064	\$0	\$82,064
Lehigh	\$217,428	\$132,487	\$349,915
Luzerne	\$194,685	\$2	\$194,687
Lycoming	\$87,015	\$608	\$87,623
McKean	\$33,426	\$0	\$33,426
Mercer	\$79,395	\$773	\$80,168

**Appendix A – 2025 RASA County Allocation Chart (cont’d.)**

<b>COUNTY</b>	<b>2025 Allocation</b>	<b>Variable Penalty Assessment</b>	<b>Total 2025 Allocation</b>
Mifflin	\$37,157	\$27,317	\$64,474
Monroe	\$118,586	\$1,507	\$120,093
Montgomery	\$405,977	\$59,661	\$465,638
Montour	\$31,020	\$13	\$31,033
Northampton	\$171,005	\$302	\$171,307
Northumberland	\$58,682	\$0	\$58,682
Perry	\$33,876	\$0	\$33,876
Philadelphia	\$1,209,018	\$517	\$1,209,535
Pike	\$35,297	\$76,066	\$111,363
Potter	\$30,884	\$0	\$30,884
Schuylkill	\$92,877	\$5,359	\$98,236
Snyder	\$33,070	\$0	\$33,070
Somerset	\$45,458	\$0	\$45,458
Sullivan	\$29,852	\$0	\$29,852
Susquehanna	\$33,426	\$0	\$33,426
Tioga	\$33,261	\$175	\$33,436
Union	\$33,180	\$64	\$33,244
Venango	\$44,933	\$0	\$44,933
Warren	\$33,289	\$0	\$33,289
Washington	\$128,272	\$46	\$128,318
Wayne	\$34,409	\$0	\$34,409
Westmoreland	\$208,234	\$718	\$208,952
Wyoming	\$31,882	\$70	\$31,952
York	\$300,520	\$228,441	\$528,961

## Appendix B – 2025 VOJO County Allocation Chart

<b>COUNTY</b>	<b>2025 Allocation</b>
Adams	\$24,214
Allegheny	\$279,614
Armstrong	\$14,902
Beaver	\$36,909
Bedford	\$8,695
Berks	\$101,822
Blair	\$33,540
Bradford	\$11,922
Bucks	\$120,850
Butler	\$35,516
Cambria	\$34,759
Cameron	\$5,179
Carbon	\$14,100
Centre	\$29,559
Chester	\$96,545
Clarion	\$9,783
Clearfield	\$15,103
Clinton	\$8,541
Columbia	\$15,477
Crawford	\$19,448
Cumberland	\$52,491
Dauphin	\$84,009
Delaware	\$132,786
Elk	\$6,789
Erie	\$67,746
Fayette	\$31,664
Forest	\$5,168
Franklin	\$37,778
Fulton	\$5,658
Greene	\$8,666
Huntingdon	\$8,533
Indiana	\$17,336
Jefferson	\$10,911
Juniata	\$6,067
Lackawanna	\$39,255
Lancaster	\$106,031
Lawrence	\$22,788
Lebanon	\$29,863
Lehigh	\$93,846
Luzerne	\$67,215
Lycoming	\$34,578
McKean	\$9,286
Mercer	\$27,026

**Appendix B – 2025 VOJO County Allocation Chart (cont’d.)**

<b>COUNTY</b>	<b>Allocation</b>
Mifflin	\$11,086
Monroe	\$36,067
Montgomery	\$166,540
Montour	\$5,768
Northampton	\$65,946
Northumberland	\$29,541
Perry	\$10,357
Philadelphia	\$413,858
Pike	\$11,121
Potter	\$5,739
Schuylkill	\$33,873
Snyder	\$9,776
Somerset	\$13,082
Sullivan	\$5,144
Susquehanna	\$7,881
Tioga	\$6,727
Union	\$6,669
Venango	\$13,074
Warren	\$9,064
Washington	\$47,584
Wayne	\$9,267
Westmoreland	\$73,657
Wyoming	\$7,059
York	\$122,492

**Appendix C**  
**Criminal Justice System (Adult Cases)**  
**Victim Notification List**

<b>VICTIMS OF CRIME HAVE THE RIGHT TO BE NOTIFIED ABOUT THE FOLLOWING ACTIONS OR PROCEEDINGS:</b>	<b>Notification/Services</b>
Bail setting and Bail modifications	Notification, Prior Comment
Sentencing and Re-sentencing	Notification, Prior Comment
Judicial recommendation that defendant participate in a motivational boot camp	Notification, Prior Comment
Prosecutor's waiver of eligibility requirement of an offender to enter the Recidivism Risk Reduction Incentive (RRRI) Program	Notification, Prior Comment
Release of offender on bail from a local prison who is incarcerated for violation of a PFA order	Notification
Arrest of defendant for violation of PFA order	Notification
Transfer from a state prison to a Mental Health Facility	Notification
Discharge, Transfer or Escape from Mental Health Facility	Notification
Escape and Apprehension Prior to Trial	Notification
Dept. of Corrections (DOC) requests court to reconsider inmate sentence/re-sentence inmate to State Intermediate Punishment Program	Notification, Prior Comment
Execution of Offender	Notification
<b>VICTIMS OF PERSONAL INJURY CRIMES HAVE THE RIGHT TO BE NOTIFIED ABOUT THE FOLLOWING ADDITIONAL ACTIONS OR PROCEEDINGS:</b>	
Arrest of suspect or the filing or forwarding of a complaint related to the crime	Notification
Released from incarceration at sentencing (by request of victim)	Notification
Post-Sentencing involving offender's release from state prison (medical release, work release, furlough, parole, pardon, or community treatment center placement)	Notification, Prior Comment
DOC recommendation that offender participate in motivational boot camp	Notification, Prior Comment
Release from local correctional facility (medical release, work release, furlough, parole, release from boot camp, community treatment center placement)	Notification
Escape and Apprehension	Notification
Filing or Hearing of Appeal (by request of victim)	Notification
Commitment to a Mental Health Facility from a state prison or local correctional facility	Notification
Termination of the courts' jurisdiction	Notification
Work Release or medical release from state prison or local correctional facility	Notification
Potential reduction or dropping of charges or any changes of a plea (also includes burglary victims)	Notification, Prior Comment

## Appendix D

### Juvenile Justice System

#### Victim Notification of Action or Proceeding

**NOTE:** On May 26, 2011, the Supreme Court adopted a series of procedural rule modifications which emphasized that the crime victim must receive notice of court proceedings and have the opportunity to be heard. The Juvenile Court Procedural Rules as per the Explanatory Report and noted in the Comments sections of the rules provide guidance to the Juvenile Court regarding victim notifications during the juvenile justice process. Please note that the Rules of Delinquency Procedure do not mandate notification to victims other than those specifically defined in the Rule or outlined in the Victim's Bill of Rights, 18 P.S. §11.201 et seq, however, efforts to notify all crime victims with regard to the juvenile court proceedings as outlined in the rules noted below is recommended as best practice.

**NOTE:** Effective April 1, 2022, the Pennsylvania Supreme Court made changes to the Pennsylvania Rules of Juvenile Court Procedure. Specifically, amendments were made to Juvenile Court Procedure Rules 515 and 610 that will impact victim notification regarding restitution.

ACTION OR PROCEEDING	NOTIFICATION PROVIDED TO VICTIM
Allegation Filed	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> </ul>
Intake Conference (Rule 311)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Opportunity for victim to offer prior comment on disposition of the case if informal adjustment or an alternative resolution of the is being considered</li> <li>• Accompaniment/VCAP Information</li> </ul>
Informal Adjustment (Rule 311)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Opportunity for prior comment and Victim Impact Statement (oral and/or written)</li> <li>• Restitution owed to victim will be a condition of successful completion of an informal adjustment</li> <li>• If victim not present, notice of final outcome of hearing sent to victim</li> <li>• Accompaniment/VCAP Information</li> </ul>
Juvenile Petition Filed	<ul style="list-style-type: none"> <li>• Initial victim letter sent to victim (include Victim Impact Statement and Restitution forms)</li> </ul>
Consent Decree	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone) include Victim Impact Statement and Restitution forms)</li> <li>• Opportunity for prior comment and Victim Impact Statement (oral and/or written)</li> <li>• Restitution owed to victim will be a condition of successful completion of an informal adjustment</li> <li>• If victim not present, notice of final outcome of hearing sent to victim</li> <li>• Accompaniment/VCAP Information</li> </ul>
If Adjudication Hearing Date is Set	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Victim may be present and offer prior comment</li> <li>• Accompaniment/VCAP Information</li> </ul>
Dispositional Hearing (RULE 500)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> </ul>



Dispositional Outcome	<ul style="list-style-type: none"> <li>• Notice of Dispositional Outcome sent to victim (including Expungement)</li> </ul>
Transfer to Another Jurisdiction (County/State)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Victim info. sent to county/state receiving transferred juvenile offender</li> </ul>
Transfer to Adult System	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Information about adult system shared with victim</li> </ul>
Commitment Review, Dispositional Review and Probation Revocation Hearing (RULE 600)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> </ul>
Dispositional Order (RULE 515)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Includes notice of determination of restitution</li> </ul>
Dispositional Review Hearing (Held every six (6) months) (RULE 610)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Victim may be present and offer prior comment</li> <li>• Accompaniment/VCAP Information</li> <li>• Includes notice of Restitution Review/Modification</li> </ul>
Detention Hearing (RULES 241 & 242)	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> <li>• Victim may be present and offer prior comment</li> <li>• Accompaniment/VCAP Information</li> </ul>
Home Passes	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone) prior to the offender being released</li> <li>• Accompaniment/VCAP Information</li> </ul>
Release from Placement	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone) prior to the offender being released</li> <li>• Accompaniment/VCAP Information</li> </ul>
Termination of Probation	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> </ul>
Escape from Detention Facility	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> </ul>
Re-Apprehension	<ul style="list-style-type: none"> <li>• Notice given to victim (mail/telephone)</li> </ul>

## **Appendix E**

### **Standards for RASA and VOJO Service Provision**

The delivery of any eligible RASA and VOJO program service should be guided by PCCD's [OVS Consolidated Standards](#).

The following lists the title of the corresponding standard for the services listed:

Under the Accompaniment Standard

- Accompaniment (Criminal Case)- RASA
- Accompaniment (Juvenile Case)- RASA and/or VOJO

Under the Court Events Standard; Capital Case Notification Standard; Criminal or Juvenile Case Status Standard; and Release, Transfer and Escape Notification Standard

- Pre-Sentencing Notifications (Criminal Case)- RASA
- Post-Sentencing Notifications (Criminal Case)- RASA
- Pre-Disposition Notifications (Juvenile Case)- RASA and/or VOJO
- Post-Disposition Notification (Juvenile Case)- RASA and/or VOJO

Under the Prior Comment Standard

- Prior Comment (Criminal Case)- RASA
- Prior Comment (Juvenile Case)- RASA and/or VOJO

Under the Property Return Standard

- Property Return (Criminal Case)- RASA
- Property Return (Juvenile Case)- RASA and/or VOJO

Under the Restitution Standard

- Restitution (Criminal Case)- RASA
- Restitution (Juvenile Case)- RASA and/or VOJO

Under the Victims Compensation Assistance Standard

- Victims Compensation Assistance (Criminal Case)- RASA
- Victims Compensation Assistance (Juvenile Case)- RASA and/or VOJO

Under Victim Impact Statement Standard

- Victim Impact Statement (Criminal Case)- RASA
- Victim Impact Statement (Juvenile Case)- RASA and/or VOJO

Under the Victims' Rights Notification Standard

- Victims' Rights Notification (Criminal Case)- RASA
- Victims Rights' Notification (Juvenile Case)- RASA and/or VOJO

## **Appendix F**

### **Transition Plan (If Applicable)**

#### **Process for Adding New Program/Discontinuing Funding for an Existing Program**

**Note:** The Transition Plan must be approved by PCCD before the project may commence.

If the recommendation is made to add a new program or discontinue funding for an existing program, the following process must be followed:

1. Create a Transition Plan detailing how services to victims will continue to be provided effective January 1, 2025 in accordance with the Crime Victims Act, Juvenile Act and Pennsylvania's Rules of Juvenile Court Procedure.

The Transition Plan shall include the following:

- a) A timeline that details how the transition will be completed within the first six months of the new grant (by June 30, 2025).
- b) How all required procedural services and notifications will be provided by program(s). (Please refer to the RASA/VOJO Eligible Services List, the Criminal Justice System (Adult Cases) Victim Notification List, and the Juvenile Justice System Victim Notification of Action or Proceeding List in the appendices of this announcement).
- c) A commitment to create, implement, and submit program policies and procedures to PCCD within the first six months of the new grant (by June 30, 2025).
- d) A commitment to training: All new RASA and/or VOJO funded staff will be required to attend PCCD's Foundational Academy within the first six months of the grant. The new RASA and/or VOJO funded staff will also be required to meet PCCD's requirements for annual training (10 hours of annual training per year approved by PCCD, including one hour of Cultural Responsiveness training).

2. The Transition Plan will need to be attached to the program's RASA/VOJO 2025-2026 Funding Application in the Required Attachments Section as directed in the funding announcement.

## Appendix G

### DEFINITIONS: Victimization Types

Victimization Type	Definition
Adult Physical Assault (Includes Simple Assault and Aggravated Assault)	<p><b>Aggravated:</b> 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><b>Simple:</b> 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>
Adult Sexual Assault	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.
Adults Sexually Abused/Assaulted as Children	Adult survivors of sexual abuse and/or assault suffered while they were children.
Arson	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.
Bullying (cyber, physical, or verbal)	Repeated, negative acts committed by one or more children against another. These negative acts 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.
Burglary	The unlawful entry of a structure to commit a felony or theft.
Child Physical Abuse or Neglect	<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 minor child, that is inflicted by a parent, caregiver, or other person. This includes a minor physically assaulting another minor. Such injury is considered abuse regardless of whether the intent was to hurt the child.</p> <p>Neglect is caused by failure to act which endangers the child's life or impairs the child's functioning as a result of the lack of supervision or failure to provide essentials to life including adequate medical care.</p>
Child Pornography	Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by

	<p>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 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.</p>
Child Sexual Abuse/Assault	<p>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.</p>
Domestic Violence	<p>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.</p>
DUI	<p>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.</p>
Elder Abuse or Neglect	<p>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.</p>
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)	<p>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.</p>
Human Trafficking: Labor	<p>Involuntary servitude. Using any scheme, plan or pattern intended to cause the individual to believe that if they do not perform the labor, services, acts or performances, that individual or another individual will suffer serious harm or physical restraint.</p>
Human Trafficking: Sex	<p>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.</p>
Identity Theft/Fraud/Financial Crime  <i>Most crimes against businesses can be counted</i>	<p>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</p>

<i>as a Financial Crime in this category.</i>	commit these acts to obtain money, property, or services; to avoid the 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 (domestic/International)	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: Property Crime	Property is stolen or destroyed, without the use or threat of force against the victim. This may include vandalism.
Other: Vehicular Crime (e.g. Hit and Run)	May include hit-and-run crimes, carjacking, and other vehicular assault that is not DUI related.
Recklessly Endangering Another Person	Engaging in reckless conduct that laces or may place another person in danger of death or serious bodily injury. Serious bodily injury is defined as creating a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
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	<u>Stalking</u> : 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.  <u>Harassment</u> : 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.

**APPENDIX H**

**RASA 2025 Funding Recommendation Form**

THE TIMELY COMPLETION OF THIS FORM IS REQUIRED TO AVOID ANY DELAYS IN THE PROGRAM APPLICATION PROCESS AND GRANT AWARDS.

**Due: August 16, 2024**

**Attention District Attorneys** – please follow instructions below:  
This form is to be completed and signed by the District Attorney (DA).

The DA will then email a copy of the signed/dated RASA recommendation form to PCCD by **August 16, 2024**, at the following email address: [RA-CD-RASA-VOJO@pa.gov](mailto:RA-CD-RASA-VOJO@pa.gov).

Programs recommended by the DA to receive RASA funding shall be emailed a copy of the signed/dated RASA recommendation form by **August 16, 2024**. Recommended programs will then attach a copy to their RASA/VOJO 2025-2026 Funding Application in Egrants.

The original form shall be retained by the DA.

Please select one of the following:

\_\_\_\_\_ Option 1 "No Change" - Continue funding the county's current RASA program(s). Please indicate funding allocations below.

\_\_\_\_\_ Option 2 "Change" - Change the distribution of the county's current RASA funding by adding a new program to be funded, discontinuing funding to an existing program, or significantly changing allocation amounts to existing programs. Such changes would require the submission of a Transition Plan (see Transition Plan- Appendix F).

For either choice selected above, please list all approved programs below in the spaces provided and the amount of funding each should receive.

County Name \_\_\_\_\_

Total County RASA Allocation \_\_\_\_\_ (For the county's total 12-month RASA allocation see 2025 RASA County Allocation Chart- Appendix A).



Name of Program

Amount of RASA Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Name of Program

Amount of RASA Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Name of Program

Amount of RASA Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Name of Program

Amount of RASA Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Name of Program

Amount of RASA Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Signature of District Attorney

Date

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX I**

**VOJO 2025 Funding Recommendation Form**

THE TIMELY COMPLETION OF THIS FORM IS REQUIRED TO AVOID ANY DELAYS IN THE PROGRAM APPLICATION PROCESS AND GRANT AWARDS.

**Due: August 16, 2024**

**Attention District Attorneys and Chief Juvenile Probation Officers** – please follow instructions below:

This form is to be completed and signed by both the District Attorney (DA) and the Chief Juvenile Probation Officer (CJPO).

The DA will then email a copy of the signed/dated VOJO recommendation form to PCCD by **August 16, 2024**, at the following email address: [RA-CD-RASA-VOJO@pa.gov](mailto:RA-CD-RASA-VOJO@pa.gov).

Programs recommended by the DA to receive VOJO funding shall be emailed a copy of the signed/dated VOJO recommendation form by **August 16, 2024**. Recommended programs will then attach a copy to their RASA/VOJO 2025-2026 Funding Application in Egrants.

The original form shall be retained by the DA with a courtesy copy to the CJPO.

Please select one of the following:

\_\_\_\_\_ Option 1 "No Change" - Continue funding the county's current VOJO program(s). Please indicate funding allocations below.

\_\_\_\_\_ Option 2 "Change" - Change the distribution of the county's current VOJO funding by adding a new program to be funded, discontinuing funding to an existing program, or significantly changing allocation amounts to existing programs. Such changes would require the submission of a Transition Plan (see Transition Plan- Appendix F).

For either choice selected above, please list all approved programs below in the spaces provided and the amount of funding each should receive.

County Name \_\_\_\_\_

Total County VOJO Allocation \_\_\_\_\_ (For the county's total 12-month VOJO allocation see 2025 VOJO County Allocation Chart- Appendix B).

Name of Program

Amount of VOJO Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Name of Program

Amount of VOJO Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Name of Program

Amount of VOJO Funding (12-month total)

\_\_\_\_\_

\$ \_\_\_\_\_

Signature of District Attorney

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Chief Juvenile Probation Officer

Date

\_\_\_\_\_

\_\_\_\_\_