County_____

Local Policy Board Orientation Packet Checklist

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

Below please find instructions on the items that are required to be submitted annually to PCCD as part of the LPB review of the Orientation Packet.

The following item from the LPB Orientation Packet must be submitted to this email address **RA-OVS-FundingInfo@pa.gov**:

_____ A copy of the LPB Membership and Attendance List *(does not need to be a signed copy),* LPB Orientation Packet - K

One copy of the following must be electronically submitted to PCCD for review **only if a change has occurred in any of the following documents within the past year or during the current annual review**:

_____ Purpose/Mission of the Local Policy Board, LPB Packet Orientation Packet – E

_____ Attendance Requirement, LPB Packet Orientation Packet – F

_____ Conflict of Interest Policy, LPB Orientation Packet – G

_____ Proxy Voting Requirement, LPB Orientation Packet – H

_____ Description of Information and Dissemination and Decision – making Processes, LPB Orientation Packet- I

_____ Chair Selection and Length of Term, LPB Orientation Packet – J

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

The following items do not need to be submitted to PCCD, but all LPB Chairs must review the information with each LPB member as part of the annual review of the orientation packet.

_____ PCCD Local Policy Board Requirements

_____ Overview of Funding Streams, LPB Orientation Packet B-D

_____ Synopsis of Each currently Funded Victims' Services Program, LPB Orientation Packet-L