

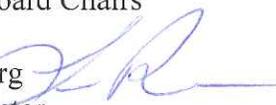


COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: February 27, 2014

Subject: Application Process for Victims of Juvenile Offenders (VOJO) 2014 Projects

To: County Commissioners
VOJO Project Directors
VOJO Contacts
District Attorneys
Local Policy Board Chairs

From: Linda Rosenberg 
Executive Director

The Office of Victims' Services of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of \$1,800,000 for one year of Victims of Juvenile Offender (VOJO) funding to support the provision of services to those that have been a victim of a juvenile offender. VOJO grants are contingent upon availability of funds approved in the State Fiscal Year (FY) Budget. The 2014/15 applications will be 12 month projects and have a start date of July 1, 2014 and an end date of June 30, 2015.

Under this solicitation, funds are being made available to support the continuation of procedural services to victims of juvenile offenders. The amounts allocated to each county will vary in accordance with the prescribed formula and specific county allocations are available in Appendix B of the 2014 VOJO Funding Guidelines.

All VOJO funding is to be directed to the activities that are consistent with the prosecutor's and juvenile probation's responsibilities as outlined in the Crime Victims Act (Act 85 of 2002), as well as for activities outlined in Pennsylvania's 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 and community-based victim service programs or a combination of any three.

The funding guidelines provide the necessary information to complete this application, however, if there are any program-related questions, please contact Vicki McCloskey at (717) 265-8746 or vmccloskey@pa.gov. For fiscal questions, contact Jim Stank at (717) 265-8510 or jstank@pa.gov.

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9 and then option 6. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. daily.

cc: Victims' Services Advisory Committee
Pennsylvania Coalition Against Rape
Pennsylvania Coalition Against Domestic Violence
Pennsylvania District Attorneys Association
VSAC Funding Subcommittee



Office of Victims' Services

Victims of Juvenile Offenders (VOJO) 2014

Fiscal Year 2014/15 Solicitation

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

Recommended Egrants Agency Registration Date:
March 20, 2014

Recommended Egrants User Registration Date:
March 27, 2014

Mandatory Egrants Application Deadline:
April 8, 2014

Office Specific Dates:

Local Policy Board (LPB) Meeting Minutes Submission Deadline:
April 8, 2014

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Victims' Services

Funding Guidelines: 2014/15

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

Funding Guidelines for: 2014/15

Funding Announcement Title: Victims of Juvenile Offenders (VOJO) 2014

Funding Available: Victims of Juvenile Offenders Funding

Due Date and Other Submission Requirements for Applications:

- **Due Date** - All applications must be submitted, electronically through PCCD's Egrants system no later than Tuesday, April 8, 2014 by 11:59 p.m., Eastern Time.

Please Note: The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9, and then option 6. The Egrants email address is: RA-eGrantsSupport@state.pa.us.

- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD. Successful Applications will be presented for consideration at the June 11, 2014 Commission meeting.
- **Completeness** - Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.
- **Attachments** - Facsimiles, hard copies or emailed copies will not be accepted. Semi-Annual Programmatic Reports will also require online submission. A subgrant award, based on the timely submission and successful review of the Application, will be made at the June 11, 2014 Commission meeting.
- **Corrections** - If an Application is returned by PCCD for corrections, the final Application (including all corrections and required documents) must be returned to and approved by PCCD in order for the Application to be awarded.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Victims' Services

A. Preface:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under Victims of Juvenile Offenders (VOJO). VOJO provides funds for the continuation of responsibilities under the Crime Victims Act and Pennsylvania's Rules of Juvenile Court Procedure, which include the prosecutor's office and juvenile probation office's responsibilities to victims of crime who are processed within the juvenile justice system.

1. Project Dates:

Contingent upon availability of funds approved in the State Fiscal Year (FY) Budget, the 2014/15 applications approved at the June 11, 2014 Commission meeting will be 12 month projects and have a start date of July 1, 2014 and an end date of June 30, 2015.

2. Funding Available:

A total of \$1,800,000 in state funds is being announced to support this initiative.

VOJO funding is distributed to counties utilizing a formula that takes into consideration the county's population (25%), juvenile dispositions (50%) and penalty assessment collections (25%). The 2014 County Allocations can be found in **Appendix "B"** of this announcement.

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

Please Note: No match is required for VOJO funding.

3. Program Goals and Objectives:

The goal of the VOJO program is to support procedural services related to victims' rights throughout juvenile justice proceedings. VOJO funds may only be used to support procedural services within the juvenile justice system as listed in the Crime Victims Act and/or Pennsylvania's Rules of Juvenile Court Procedure.

4. Anticipated Impacts:

The activities funded under this initiative must have the potential to result in all of the following:

- Give victims of crime the information that is necessary for their understanding of and participation in the juvenile justice process.
- Create avenues of access for victims.

5. Eligibility Requirements:

In addition to the responsibilities of the prosecutor's office and juvenile probation office outlined in the Crime Victims Act and/or Pennsylvania's Rules of Juvenile Court Procedure, the following are examples of eligible victim assistance program objectives:

- To advocate for the fundamental rights of crime victims.
- To establish priorities and provide the necessary services of the victim assistance program in the juvenile justice system, which may include early outreach, accompaniment, courtroom orientation, victim input and hearing/status notifications.
- To act as an advocate for victims in their dealings with relevant agencies as well as for appropriate victim-related reform.
- To implement victims' rights activities to raise awareness.
- To carry out such administrative responsibilities as required to document the progress of the program.

a. Applicants

All county prosecutor's offices, juvenile probation offices, or community-based victim service programs, or a combination of the three, are eligible applicants. Any funding attributed to the county's allocation is to be directed to the activities that are consistent with the Victims' Bill of Rights and the prosecutor's office and juvenile probation office's responsibilities as outlined in the Crime Victims Act (Act 85 of 2002) and *Pennsylvania's Rules of Juvenile Court Procedure*. PCCD's Consolidated Victim Service Program Standards must be utilized as a guide for the provision of procedural services for VOJO-funded programs. **The continued release of funds is contingent upon the subgrantee's or its designee's fulfillment of reporting and training requirements established by PCCD for VOJO funding.**

Since counties are responsible for the provision of all the required basic services, in order to receive VOJO funding, cooperative agreements among the responsible parties (county prosecutor's office, juvenile probation or community-based victim service programs) must be developed in order to coordinate the provision of these services. Cooperative agreements shall clearly specify the services being provided by the designated agency. In cases where a county has designated more than one agency to provide the services, a cooperative agreement shall

exist with each individual designee that clearly defines the services for which the agency is responsible for providing. In addition, designees providing services to more than one county shall have cooperative agreements with each detailing the services being provided to victims of that county.

In order to ensure that all VOJO funded services are being provided and coordinated with the district attorney's office, juvenile probation office, and any relevant county office which is responsible for each of the various services, the funded agency must agree to actively participate in providing information to PCCD as part of the reporting requirements and must participate in any monitoring or technical assistance required by PCCD.

Local Policy Board (LPB) Information

The LPB must convene to review and discuss applications from agencies seeking VOJO funding and engage in a collective decision-making process regarding the local distribution of funds. The recipient(s) of the VOJO funds are selected by the LPB, which will then recommend those applicant agencies to PCCD.

LPB Chairs are responsible for submitting one copy of the following items to PCCD:

- 1) Minutes of the most recent LPB meeting that include:
 - a. Listing of those attending the meeting, specifying the names of those in attendance, those absent and if applicable, those voting via proxy;
 - b. The contents of meeting, including discussion of proposals and amount per program;
 - c. Substance of decisions reached, including record of vote and any abstentions; and
 - d. Verification of distribution of Orientation Packet to all members, discussion of the packet, and if any changes to the packet were made and approved by the members.
- 2) If any of your county LPB policies have changed, **please submit only the changed policies. If none of your LPB policies have changed, only submit the information listed in #1 above.**

The above items must be scanned and sent to the PCCD email resource address at RA-OVS-fundingInfo@pa.gov.

- 3) **The following item is no longer required to be submitted to PCCD, but must be kept on file by the LPB.**
 - a. **Signed LPB Membership Attendance Sheet, keep for internal LPB records.**

The following LPB items should be submitted to PCCD as part of the application process in Egrants by each applicant agency:

LPB Certification Form that includes total funding for the one-year grant period. The LPB Chair will prepare and sign the LPB Certification Form and then scan it and electronically send it to all agencies who are recommended for VOJO funding for attachment with their Egrants application. The original signed certification must be kept on file by the LPB.

The above forms can be found on the PCCD website at www.pccd.state.pa.us. Click on "Victims of Crime", "Are You a Victim Service Provider?", "Information on Grants", "Local Policy Board (LPB)", "VOJO Specific LPB Forms."

Program Service Standards

All programs receiving funding must utilize the service standards established by PCCD as outlined in the *Consolidated Victim Service Program Standards* as a guide for the service delivery of procedural services funded under VOJO. **The *Consolidated Victims Service Program Standards* can be found at the following link:**

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5418&&SortOrder=2&level=3&parentid=5416&css=L3&mode=2>

In addition, the compliance status of programs under the oversight of another state level organization (i.e., Pennsylvania Coalition Against Rape (PCAR) or Pennsylvania Coalition Against Domestic Violence (PCADV)) has the potential to affect both the eligibility of a program to receive VOJO funding and/or the continuation of funding during the project period. Non-compliance of any related standards may interrupt or discontinue the release of VOJO funding.

Community-based victim service programs must have at least two years of experience serving victims of crime as the principal mission of their organization to be eligible to receive VOJO funding.

Victim Services Training Requirements

New staff at victim service programs providing the prosecutor's and juvenile probation office's responsibilities under the Crime Victims Act and Pennsylvania's Rules of Juvenile Court Procedure shall provide documentation of completion of PCCD's Foundational Academy or attend PCCD's Foundational Academy within six months of hire. There is no registration fee for the Foundational Academy and overnight accommodations are provided for VOJO-funded participants. Training dates are posted at www.pccd.state.pa.us. Please refer to the *Consolidated Victim Service Program Standards* for the Training Standard and all training requirements.

In order to assist programs in meeting this training requirement, PCCD sponsors various training opportunities throughout the year. In addition to PCCD-sponsored training, other applicable training includes, but is not limited to, attendance at the PCCD Pathways for Victim Services Conference, trainings sponsored by PCADV, trainings sponsored by PCAR, trainings sponsored by the National Center for Victims of Crime (NCVC), and trainings (including web-based trainings) sponsored by the Office for Victims of Crime (OVC). PCCD encourages all programs to explore any other victim-centered training that is available to assist in meeting this requirement. Programs may also consider countywide and local training opportunities that are victim-centered as well as staff in-service trainings that are victim-centered as a way to fulfill the 10-hour annual training requirement.

VOJO dollars used for training must be limited to staff funded under the VOJO grant and used in accordance with the Training Standard. **Please Note: Out-of-state trainings cannot be funded through any state funded grant unless deemed essential and necessary for the performance of the grant and approved in advance by PCCD.**

If there are any questions regarding the eligibility of training, applicants are encouraged to contact Vicki McCloskey of the Victims' Services Program at (717) 265-8746, or toll-free at (800) 692-7292, or by email at vmccloskey@pa.gov.

Victims Compensation Assistance Program (VCAP)

The VCAP requires all VOJO-funded victim service agencies to file their victim compensation claims online through the DAVE System. This must be completed in the area reserved for advocates, not the section where victims can file themselves.

b. Program Activities

The following services are examples of eligible activities for victim service providers to provide as outlined in the Crime Victims Act and Pennsylvania's Rules of Juvenile Court Procedure. Although services are required to be tracked, the program will not be required to report them to PCCD, but PCCD may request to see this data at any time.

Accompaniment: Refers to attending all relevant court proceedings with victims while also providing necessary services including advocacy and victim education about the court proceedings.

Case Status: Refers to providing victims with information regarding the court proceedings relevant to their case.

Victim Rights Notification: refers to all notifications victims are entitled to receive as outlined in the Crime Victims Act and the Pennsylvania Rules of Juvenile Court Procedure.

Please refer to **Appendix "C"** for an entire listing of grant eligible program services found under both the Crime Victims Act and the Pennsylvania Rules of Juvenile Court Procedure.

The following services are examples of eligible activities for victim service providers to provide to victims as outlined in the *Consolidated Victim Service Program Standards*:

Court Orientation: Refers to providing a basic orientation to the criminal justice system that includes courtroom orientation, logistics of the court (i.e., safety/security issues, parking, etc.) for victims, family members and/or significant others.

Crisis Intervention: Refers to providing the person in crisis with tools to manage the crisis and to facilitate movement toward stability.

Restitution: Refers to advocating on behalf of the victim to ensure they receive full restitution for their losses. The advocate should inform victims of all avenues of restitution recovery.

The following are examples of eligible activities for victim service providers to implement victims' rights activities and raise awareness regarding victims' rights and services:

- Implement a local Victims' Rights Rally.
- Conduct presentations that provide information regarding the victim/witness program and the services offered through the program.

Please refer to the Consolidated Victim Service Program Standards for an entire listing of grant eligible program activities.

The delivery of any eligible program service should be guided by the established "Program Requirements" described in the *Consolidated Victim Service Program Standards*. The title of the corresponding standard for the services listed under the "VOJO Program Services" section of the Egrants funding application can be found in **Appendix "D."**

6. Ineligible Program Activities:

The following program objectives are not eligible for funding and will be administratively rejected:

- To implement counseling or therapy services.
- To conduct *prosecuting activities*: These include activities that are directed towards prosecuting an offender and/or improving the juvenile system's effectiveness and efficiency, and preparing, drafting, generating, mailing or serving subpoenas.

- To collect restitution.
- To implement or provide investigative services.
- To provide relocation expenses for crime victims.
- To provide reimbursement of victims' expenses or losses otherwise covered by the Victims Compensation Assistance Program (VCAP).

7. Performance Measures:

Under this Funding Announcement, successful applicants are **required** to submit semi-annual Programmatic Reports to PCCD via the Egrants system. Subgrant recipients under this Funding Announcement will be **required** to report on outcome measures selected by the staff of the PCCD Office of Victims' Services that will fulfill state guidelines for the use of VOJO Funding.

The proposed project must be able to report out on the pre-selected outcome measures. Projects must report semi-annually on these established outcome measures via the Egrants system.

8. Agency and User Registration:

Your agency must be registered in Egrants in order to submit a Grant Application through PCCD's Egrants system. If your agency has never submitted a Grant Application through PCCD's Egrants system, you will not be able to do so until your agency registration is complete. To register your agency in Egrants, complete the Egrants Agency Registration Request form, which can be found online within the [PCCD Egrants Help Center](#) under [Egrants Quick Start Guides](#).

Once your agency is registered in Egrants, individuals that will enter information in Egrants, or be a contact for the proposed Application, must also register to use Egrants. When creating a new Grant Application, the Project Director, Financial Officer and Primary Contact identified on the Main Summary page **must be registered Egrants users. At least two of the three contacts must be different users, and while the Project Director or the Financial Officer can also be the Primary Contact, the Project Director cannot also be the Financial Officer nor can the Financial Officer also be the Project Director.** These users must also have security access to the specific Grant ID number in order to access it. If the individual's name does not appear in the dropdown list as a selection for the Project Director, Financial Officer or Primary Contact, then the individual is not a registered user with security access to the project. The individual must register in Egrants to obtain a user ID and password and/or obtain appropriate security to the specific grant. Refer to the [PCCD Egrants On-line Registration Quick Start Guide](#), [PCCD Egrants Security Roles Quick Start Guide](#), and [PCCD Egrants User Registration Request Form](#) for help with registering and obtaining the required security.

An explanation of the duties of the Project Director, Financial Officer, and Primary Contact can be found in the [Egrants Help Center Glossary](#).

Please Note: The Commonwealth will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the Pennsylvania Electronic Payment Program (PEPP) Enrollment Form to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (Fax) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101. The PEPP Enrollment Form/EFT Payment Enrollment Form may be found on PCCD's website under Grant Information> Applicant's Manual, Forms and Other Helpful Information>Application Information and Forms.

9. Keywords:

You are required to select "Keywords" from the dropdown menu in Egrants. It is located on the Main Summary screen of your Application.

Keywords: Sexual Assault, Child Abuse, Domestic Violence and/or Other Crime.

10. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Competitive bidding procedures must be used if the projected costs for products or services (items of a similar nature) exceed \$10,000. Procurement standards for use by grant recipients are described in PCCD's Applicant's Manual on page 16.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See PCCD's Applicant's Manual, page 18, for Sole Source Procurement Justification Approval Criteria.)

11. Technical Assistance (and/or questions) for Egrants:

The Egrants Help Center contains a vast array of technical assistance materials. Within the Egrants Help Center, there are online tutorials, step-by-step guides called Quick Start Guides, Frequently Asked Question lists, and a glossary.

If you cannot find what you are looking for in the Egrants Help Center, please contact the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9 and then option 6. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. daily.

12.Reporting Requirements:

Programmatic Reports are due **semi-annually** based on the **state fiscal year (July 1, 2014 through June 30, 2015)** and must be submitted through the Egrants system. For example, your VOJO grant will begin on July 1, 2014, therefore, your first program report will be due on January 20, 2015 to cover the period from July 1, 2014 – December 31, 2014. A final program report will be due on July 20, 2015 to cover the period from January 1, 2015 – June 30, 2015.

Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.

The semi-annual programmatic report will require the following sections to be reported on:

Clients Served Section

This section will capture the number of victims and significant others served by crime type. A complete list of crime categories can be found in **Appendix "E."** The data entered should reflect the number of **unduplicated** victims and significant others served in the reporting period (July 1, 2014 – December 31, 2014 and January 1, 2015 – June 30, 2015) based on the crime type. Additionally, programs are asked to further break down the number of victims and significant others for the following crime types by the number of clients served due to domestic violence: Assault, Child Abuse, Sexual Assault and Homicide.

How to Count Clients Served

Each client should be counted only once. A client may be counted more than once only as a result of an entirely different crime during the one year grant period.

For example, if you serve a client during the VOJO fiscal year (July 1, 2014 – June 30, 2015) and you provide services to them several times during this period, they will be counted only once. If a client is a victim/significant other in a new case during the VOJO fiscal year, they would then be counted again. If you served the same client for the same crime in two different VOJO fiscal years, they would be counted once per grant.

While programs are not required to report to PCCD on services provided, they should continue to record all services provided to victims/significant others. PCCD will request to see this information when monitoring your program.

Random Data Requests

In conjunction with the semi-annual programmatic reporting, VOJO programs may be requested to submit supporting data for clients served in an identified crime type for the requested reporting period. Programs will be randomly selected by PCCD for this process. If selected, the program will be notified by PCCD and the following data from the reporting period must

be provided: (1) an identifying case number or file number associated with the client served, but not the identity of the client; and (2) the date service was first provided to the client in the reporting period.

Annual Training Certification Section (NEW)

Programs will no longer be required to attach Training Forms for funded staff in the Required Attachments Section of programmatic reports. Training hours for funded staff will now be certified in the Annual Training Certification Section of the programmatic reports. **Please Note: When your program is monitored, PCCD staff will request to see documentation verifying that funded staff have completed the required 10 hours of annual training in the most recent calendar year.**

13. Fiscal Accountability:

PCCD stresses the importance of being accountable for all grant funds. The following procedures are currently in place across all of PCCD's funding streams to ensure fiscal accountability with PCCD's grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this back-up when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.

Subgrantee Payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line Item Detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

14. Time and Effort Reporting:

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employee's actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization. For example, if the employee spends 20% of their time on the PCCD grant project, 20% on a different grant project and 60% of their time on agency activities; time and effort for all three areas must be included on the report.
- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods.
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant.

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on the grant project.
- Must be prepared no less frequently than every six months.
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed.
- Applies to full-time and part-time employees.
- ARRA projects must also maintain timesheets.

Recommended Best practices:

- Employees record time on a daily basis.
- Project codes/names are provided to the employee in advance.

* The above standards are based on the Office of Management and Budget federal cost principles OMB circular A-87 (2 CFR 225) as it relates to Governmental Units and OMB Circular A-122 (2 CFR 230) as it relates to Nonprofit Organizations and the Office of Justice Programs Financial Guide.

The following sample forms are available on the [Applicant's Manual and Related Documents](#) page of our website:

- Example of a completed timesheet.
- An Excel timesheet template that you may modify to suit your needs.
- A sample time certification for employees working 100% of their time on a grant-funded project. ARRA projects cannot use time certifications as their only documentation of time and effort.

15. Payments for All Grants:

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.

16. Application Procedures:

a. Required Egrants Sections

Applications must be submitted electronically through PCCD's Egrants system. To be considered, the Application must address all of the sections and requirements of this Funding Announcement.

Budget Narrative

This section of the application should present an accurate budget narrative and clearly indicate the relationship between the budgeted costs and the proposed project activities/operation. If necessary, provide additional detail to support the calculations in the budget detail section.

Project Narrative

Please provide a detailed summary of the VOJO project that includes a full description and explanation of the activities and services being supported through VOJO funding. This section should not be a duplication of the listing of services selected in the VOJO Services Section. Applicants may also utilize this section to highlight accomplishments, new initiatives and/or changes within the program.

Program Service Information

This section will include a listing of the services the applicant may provide to victims under VOJO funding. The listing corresponds to both eligible services under the Crime Victims Act and Pennsylvania's Rules of Juvenile Court Procedure.

*Please refer to **Appendix "C"** for an entire listing of grant eligible program services found under both the Crime Victims Act and Pennsylvania's Rules of Juvenile Court Procedure.*

Please Note: The delivery of any eligible program service should be guided by the established "Program Requirements" described in the *Consolidated Victim Service Program Standards*. The title of the corresponding standard for the services listed under the "VOJO Program Services" section of the Egrants application can be found in **Appendix "D."**

Full-Time Equivalents (FTE's)

In this section, sub-grantees are required to calculate the total number of paid Full-Time Equivalents (FTE's) under this project.

Required Attachments

The following are the only allowable attachments in Egrants:

Job Descriptions: Job descriptions for all VOJO-funded staff listed in the grant must be attached to the Required Attachments section. **Job titles listed on the attached job descriptions must match the job titles listed under the "Personnel" line item of the budget.**

LPB Certification: Includes the total funding for the one-year grant period for each program receiving funding. **The LPB Chair will prepare and sign the LPB Certification Form and then scan it and electronically send it to all agencies who are applying for VOJO funding for electronic submission with the application.** The original signed certification must be kept on file by the LPB in the event PCCD requests a copy.

I. Budget Detail

The following formula formats are required when entering calculations in the budget detail section of the application:

Personnel

Line Items per Employee and Position:

Number of hours per week \times Rate per Hour \times Number of weeks
= Cost

Please include what percent of salary the cost represents.

Employee Benefits

Per Employee:

Cost of benefit / Salary = Benefit %

Each benefit must be identified.

Travel and Training:

Mileage:

Number of miles \times Rate \times Number of trips = Cost

Subsistence:

Number of days \times Rate \times Number of staff \times

Number of trips = Cost

Lodging:

Cost per night \times Number of nights \times Number of staff

\times Number of trips = Cost

Training Registration Costs:

Cost per person \times Number of staff \times Number of trainings = Cost

Airfare:

Cost per person \times Number of staff \times Number of trips = Cost

Other:

Description \times Cost \times Number of trips = Cost

Consultant

Line Item per Consultant:

Cost per (specify hour, day, or flat fee) \times Duration
(specify hour or day) = Cost

Consultant Travel and Training

Mileage:

Number of miles \times Rate \times Number of trips = Cost

Subsistence:

Number of days \times Rate \times Number of staff \times Number of
trips = Cost

Lodging:

Cost per night \times Number of nights \times Number of staff \times

Number of trips = Cost

Airfare:

Cost per person x Number of staff x Number of trips = Cost

Other:

Description x Cost x Number of trips = Cost

Personal Services Contract(s): This information must be submitted if the applicant contracts with another agency to provide specific services under the grant and may not be applicable for all applications. For further information regarding the use of personal service contracts, please see the Applicant's Manual. Utilize the attachment titled "**Personal Service Contract**" to complete this section and either scan and attach a signed copy to the electronic submission, or submit via mail with the signature page and other required information. **Please Note:** A signed copy must be submitted in order to process the application. Applicants can submit Microsoft Word documents, Excel documents or PDF files as attachments to the electronic application. Applicants are encouraged to submit all materials electronically.

17. Additional Requirements:

a. Required Egrants Sections

In addition to the budget and programmatic sections identified above, the following standard sections must be completed in Egrants:

- Approval Checklists;
- State Funding Announcement Certifications;
- Fiscal Accountability;
- Main Summary Information;
- Recipient Agency Budget; and
- Private Non-Profit Agency Checklist (if any private non-profit agencies will respond to the funding announcement).

b. Required Signed Documents

- Signature Page

18. Application Checklist:

A checklist that lists all of the documents that must be submitted as part of the Grant Application can be found in **Appendix "A."**

19. Additional Online Resources:

For further information on accessing and utilizing the Egrants system, Applicants and other interested parties may reference the *Egrants Quick Start Guides for External Users* that can be found on the Egrants website within the Egrants Help Center. As

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

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

** Since staff is not available at this location on Saturday and Sunday, applications should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked **Tuesday, April 8, 2014.**

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

Appendix "A"

Application Checklist

- Does your request fall within the stated grant request period? (Section 1)
- Does your proposal meet the grant's program goals? (Section 3)
- Does your proposal meet the grant eligibility requirements? (Section 5)
- Is your agency registered in Egrants? (Section 9)
- Are appropriate users (Program Director, Financial Director, and Primary Contact) for your agency registered in Egrants? (Section 9)
- Have you entered "Keywords" in Egrants that are provided in these guidelines? (Section 10)
- Have you submitted substantial justification if you are requesting a Sole Source procurement? (Section 12)
- Have you completed the EEOP Certification Form and submitted the original form to PCCD? (Section 13) (if appropriate)
- In addition to the budget and programmatic sections, have you completed all the standard sections in Egrants and changed each of the sections' statuses to Complete? (Section 19:a)
- Have you submitted the original Signature Page for this Application to PCCD? (Section 19:b)
- Have you submitted a signed Local Jurisdiction Waiver form? (Section 19:b) (if appropriate)
- Are you set to meet the mandatory deadline for submitting your Application in Egrants? (Section 23)

Appendix "B"

**VOJO 2014
County
Allocations**

County	Allocation
Adams	14,916
Allegheny	172,242
Armstrong	9,369
Beaver	22,578
Bedford	5,130
Berks	61,585
Blair	21,131
Bradford	6,967
Bucks	72,280
Butler	21,325
Cambria	22,050
Cameron	3,825
Carbon	8,712
Centre	19,213
Chester	55,958
Clarion	6,318
Clearfield	9,327
Clinton	5,176
Columbia	9,904
Crawford	11,783
Cumberland	32,128
Dauphin	53,646
Delaware	80,984
Elk	4,123
Erie	41,388
Fayette	19,616
Forest	3,825
Franklin	22,871
Fulton	3,825
Greene	5,499
Huntingdon	5,229
Indiana	10,797
Jefferson	6,841
Juniata	3,825

County	Allocation
Lackawanna	23,603
Lancaster	61,684
Lawrence	14,130
Lebanon	18,062
Lehigh	57,242
Luzerne	41,429
Lycoming	21,907
McKean	5,706
Mercer	16,647
Mifflin	6,876
Monroe	21,849
Montgomery	99,632
Montour	3,825
Northampton	40,128
Northumberland	18,873
Perry	6,328
Philadelphia	254,930
Pike	6,639
Potter	3,825
Schuylkill	21,123
Snyder	5,915
Somerset	7,880
Sullivan	3,825
Susquehanna	4,726
Tioga	0
Union	3,933
Venango	8,008
Warren	5,581
Washington	29,524
Wayne	5,621
Westmoreland	45,465
Wyoming	4,450
York	76,248

Appendix "C"

List of VOJO Eligible Services Under The Crime Victims Act and Pennsylvania's Rules of Juvenile Court Procedure

The following services are eligible under the Crime Victims Act:

1. To receive basic information on available victim services.
2. To be notified of certain significant actions and proceedings within the juvenile justice system, including the following: whether a juvenile was detained or released following arrest and whether a petition alleging delinquency has been filed; notification of a juvenile's pre-adjudication escape from a detention center or shelter facility and of the juvenile's subsequent apprehension.
3. To be accompanied at all juvenile proceedings by a family member, a victim advocate or other person providing assistance or support.
4. In cases involving a personal injury crime or burglary, to submit prior comment to the prosecutor's office or juvenile probation office, on the potential reduction or dropping of any charge or changing of a plea in a delinquency proceeding, or diversion of any case, including an informal adjustment or consent decree.
5. To have the opportunity to offer prior comment on the disposition of a delinquent child, to include the submission of a written and oral victim impact statement detailing the physical, psychological and economic effects of the crime on the victim and the victim's family. The written statement shall be included in any predisposition report submitted to the court and considered when determining the disposition of a juvenile.
6. Upon request of the victim of a personal injury crime, to have the opportunity to submit written comment or present oral testimony at a disposition review hearing, which comment or testimony shall be considered by the court when reviewing the disposition of the juvenile.
7. To be restored, to the extent possible, to the pre-crime economic status through the provision of restitution, compensation and the expeditious return of property which is seized as evidence in the case, when in the judgment of the prosecutor the evidence is no longer needed for prosecution of the case.
8. If, upon the request of the victim of a personal injury crime committed by a juvenile, the juvenile is ordered to residential placement, a shelter facility or a detention center, to receive prior notice of the date of the release of the juvenile, including temporary leave or home pass. Be provided with: immediate notice of an escape of the juvenile, including failure to return from temporary leave or home pass; and immediate notice of re-apprehension of the juvenile. Be provided with notice of transfer of a juvenile who has been adjudicated delinquent from a placement facility that is contrary to a previous

court order or placement plan approved at a disposition review hearing and to have the opportunity to express a written objection prior to the release or transfer of the juvenile.

9. To have assistance in the preparation of, submission of and follow-up on financial assistance claims to the Victims Compensation Assistance Program (VCAP).
10. To be notified of the details of the final disposition of the case of a juvenile.
11. Upon the request of the victim of a personal injury crime, to be notified of the termination of the courts' jurisdiction.

The following services are eligible under Pennsylvania's Rules of Juvenile Court Procedure:

1. Accompaniment
2. Notifications on the following:
 - a. Allegation Filed
 - b. Intake Conference
 - c. Informal Adjustment
 - d. Juvenile Petition Filed
 - e. Consent Decree
 - f. If Adjudication Hearing Date is Set
 - g. Dispositional Hearing
 - h. Dispositional Outcome
 - i. Transfer to Another County
 - j. Transfer to Adult System
 - k. Commitment Review, Dispositional
 - l. Review and Probation Revocation
 - m. Hearings
 - n. Dispositional Review Hearing
 - o. Detention Hearing
 - p. Home Passes
 - q. Release from Placement
 - r. Termination of Probation
 - s. Escape from Detention Facility
 - t. Re-Apprehension
3. Assistance with prior comment
4. Referrals
5. Restitution
6. Crime Victim Compensation
7. Victim Impact Statement

Appendix "D"

VOJO Program Services listed in Egrants Funding Application

The delivery of any eligible program service should be guided by the established "*Program Requirements*" described in the *Consolidated Victim Service Program Standards*. The following lists the title of the corresponding standard for the services listed under the "VOJO Program Services" section of this funding announcement:

Under the Accompaniment Standard

- Accompaniment

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

- Pre-Disposition Notifications
- Post-Disposition Notifications

Under the Prior Comment Standard

- Prior Comment

Under the Property Return Standard

- Property Return

Under the Restitution Standard

- Restitution

Under the Victims Compensation Assistance Standard

- Victims Compensation Assistance

Under the Victim Impact Statement Standard

- Victim Impact Statement

Under the Victims' Rights Notification Standard

- Victims' Rights Notification

APPENDIX "E"

VOJO ANNUAL REPORTS

Clients Served

Funded applicants are required to capture the total number of victims and significant others served for the below listed crime types. Clients should only be counted once based on the primary offense or charge.*

1. Arson
2. Assault
3. Burglary
4. Child Abuse (including sexual and physical abuse)
5. DUI Crash
6. Homicide
7. Robbery
8. Sexual Assault (includes all types not already listed above)
9. Other Vehicular Crimes
10. Other Crime Types (includes all other crimes not already listed above)

In addition to the above crime types funded applicants will also need to further breakdown the client totals by crime type related to domestic violence:

1. Assault cases related to DV
2. Child Abuse cases related to DV
3. Sexual Assault cases related to DV
4. Homicide cases related to DV

The data collected and reported for the domestic violence sub-categories must be included in your totals for the corresponding primary offense. Example: The project served a total of 50 clients under the Assault crime category and of those 50 clients, 10 were related to domestic violence.

The following definitions apply to the data being collected and reported under the VOJO funding Clients Served sections:

Victim: An individual against whom a crime has been committed or attempted and who as a direct result of the criminal act or attempt suffers physical or mental injury or death. Also includes a family member of a homicide victim, including stepbrothers or stepsisters, stepchildren, stepparents or a fiancé, except where the family member is the alleged offender.

Significant Others: Those affected by the victimization who receive services from the program (including witnesses of the victimization), who are not the direct victim or a family member of a homicide victim. Excludes the perpetrator of such victimization.

* Indicate the number of clients served for the reporting year (July 1, 2014 – June 30, 2015) with VOJO funding. Each client should be counted only once. A client may be

counted more than once only as a result of an entirely different crime during the one year grant period.

For example, if you serve a client during the VOJO fiscal year (July 1, 2014 – June 30, 2015) and you provide services to them several times during this period, they will be counted only once. If a client is a victim/significant other in a new case during the VOJO fiscal year, they would then be counted again. If you served the same client for the same crime in two different VOJO fiscal years, they would be counted once per grant.

While programs are not required to report to PCCD on services provided, they should continue to record all services provided to victims/significant others. PCCD will request to see this information when monitoring your program.