



COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: January 15, 2025  
Subject: Victims of Crime Act 2025-2027 (Non-Competitive)  
To: Interested Parties

A handwritten signature in blue ink, appearing to read "Michael D. Pennington".

From: Michael Pennington, Executive Director  
Pennsylvania Commission on Crime and Delinquency

The Office of Victims' Services of the Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of approximately \$53.9 million in federal Victims of Crime Act (VOCA) funding for the first year with year two amounts being determined at the November 2025 VSAC meeting. Applicants will be required to submit a continuation application for year 2. The goal of this VOCA funding announcement is to support project activities occurring through the Victims of Crime Act (VOCA) 2023-2025 (Non-Competitive) funding announcement from PCCD.

This solicitation is open to agencies currently receiving funds from the federal Victims of Crime Act (VOCA) 2023-2025 (Non-Competitive) funding announcement.

Questions concerning the Egrants system should be made directly to the Egrants Help Desk by calling (717) 787-5887 or toll-free at (800) 692-7292 or by email [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

Your interest in providing direct and essential services to crime victims throughout Pennsylvania is greatly appreciated.



## Office of Victims' Services

### **Victims of Crime Act 2025-2027 (Non-Competitive)**

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### **Fiscal Year 2025 Solicitation**

**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.

**Prior to starting an application in Egrants, your agency must be registered in Egrants, and at least two individuals from your agency must register as Egrants users and have Egrants user roles for your agency.**

**Every agency must also have at least one person with the e-signature role in Egrants. Please see section 13 "Submission Information" for additional information on how to register for the e-signature role and how to e-sign your grant application.**

Please refer to the [Getting Started in Egrants](#) page on our website for Egrants registration information and guides.

### **Egrants Application Deadline:** **March 14, 2025**

This funding guideline contains information not appearing in the Egrants application. Applicants are advised to 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 Mercedes Vega at (717) 265-8723 or [mervega@pa.gov](mailto:mervega@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 "VOCA 2025-2027" 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 Stream: Victims of Crime Act 2025-2027 (Non-Competitive)**

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

**Funding Announcement Title: Victims of Crime Action 2025-2027 (Non-Competitive)**

**Funding Stream: Victims of Crime Act**

**Submission Requirements for Applications:**

- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on Friday, March 14, 2025.
- **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 the application has been electronically signed in Egrants, and PCCD has received any required documents. Successful applications will be presented for consideration at the September 24, 2025 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. From the keywords below, please select all that apply to your application.

**Keywords: Domestic Violence, Sexual Assault, Human Trafficking, Elder Abuse, Child Abuse, and Other Violent 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 federal Victims of Crime Act of 1984 (VOCA) grant program. The primary purpose of the VOCA grant program is to support the provision of essential and direct services to victims of crime.

The goal of this VOCA funding announcement is to support project activities currently funded through the Victims of Crime Act (VOCA) 2023-2025 (Non-Competitive) funding announcement from PCCD.

The anticipated impact with VOCA funding is for victims of crime to be provided with essential services that will benefit them in the aftermath of the crime. Possible benefits for crime victims include, but are not limited to, increased coping skills; enhanced knowledge regarding the traumatic impact of criminal victimization; the restoration of safety and security; and the fostering of self-empowerment and healing.

**Please Note:** Recipients of federal VOCA funding in Pennsylvania are not required to provide a 20% cash or in-kind match with their VOCA funded projects. Instead, Pennsylvania's state allocations for domestic violence and sexual assault services will be used as the match for all federal VOCA awards.

**2. Funding Availability:**

This solicitation is for approximately \$53.9 million in federal VOCA funds for the first year with year two amounts being determined at the November 2025 Victims Services Advisory Committee (VSCA) meeting. PCCD expects to fund approximately 157 grants. Applicants will be required to submit a continuation application for year two.

Under this solicitation, each agency that is currently receiving VOCA funds from PCCD through the Victims of Crime Act (VOCA) 2023-2025 (Non-Competitive) funding announcement is eligible to apply. Please refer to **Appendix A**, Victims of Crime Act 2025-2027 (Non-Competitive) Allocation Chart for the maximum amount each program may apply for in year one.

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 September 24, 2025, Commission meeting will be up to twelve (12) month projects and have a start date of October 1, 2025, and an end date of September 30, 2026. A continuation application will be required to commence year two.

#### 4. Eligible Applicants:

This solicitation is only open to agencies currently receiving federal Victims of Crime Act funding from PCCD under the funding announcement titled "Victims of Crime Act (VOCA) 2023-2025 (Non-Competitive)."

To be eligible for VOCA funds, an organization must provide direct services to crime victims and be operated by a non-profit organization or public (governmental) agency, or a combination of such agencies or organizations. Applications must meet all the following requirements:

a. Type of organization:

- Victim services organizations whose principal mission is to provide services to crime victims.

OR

- A public or non-profit organization that has a component whose principal mission is to provide services to crime victims. These organizations are eligible if the funds are used to expand or enhance the delivery of crime victim services.

A "component" is defined as follows: a specific program within the organizational framework of an agency, whose principal purpose is to provide direct services to victims of crime. The program is under the administrative structure of an established organization and the program's goals and objectives.

b. 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.

c. All successful applications must meet standards established by the relevant oversight organizations. Entities not required to follow the standards of the Pennsylvania Coalition to Advance Respect (PCAR), Pennsylvania Coalition Against Domestic Violence (PCADV), and/or National Children's Alliance (NCA), will be required to follow the standards of the Office of Victims' Services (OVS). Please see the PCCD website for the [PCCD Consolidated Victim Service Program Standards](#).

d. Recipients of VOCA funding must adhere to the following federal VOCA guidelines which can be accessed online at the following address: [Victims of Crime Act Victim Assistance Program](#).

e. Have substantial financial support from other sources other than VOCA funds. A program has substantial financial support from sources other than VOCA when at least 25% of the program's funding in the year of, or the year preceding the award, comes from such sources.

f. Offer services to crime victims free of charge.

g. Have a record of providing direct services to crime victims in a cost-effective manner.

<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.

- h. Use volunteers unless there is compelling reason to waive this requirement and have a waiver granted by PCCD. Volunteers may be assigned to a variety of VOCA activities through direct service work or indirect services/project support or a combination of these activities.
- i. Assist victims in applying for crime victims' compensation.
- j. Provide services to victims of federal crimes on the same basis as victims of state crimes.
- k. Maintain confidentiality of client-counselor information pursuant to appropriate state laws and oversight body standards.
- l. A religiously affiliated organization must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- m. All applicants must comply with federal civil rights law which prohibits discrimination based on disability and national origin. This includes the requirement to take reasonable steps to ensure that persons with limited English proficiency have meaningful access to the programs and activities. Please see the following link for more information: [Victims of Crime Act Victim Assistance Program](#).
- n. Court Appointed Special Advocates (CASA) programs are required to be a member of both the relevant national and state associations. They are also required to establish partnerships with existing VOCA-funded local victim service agencies for service delivery, referrals, collaboration, and training.
- o. Children's Advocacy Center (CAC) applicants must be an associate or accredited member of the National Children's Alliance at the time of the release of this funding announcement. Associate members must commit to achieve full accreditation within five years. The provisions of [2014 Act 28 - PA General Assembly](#) apply to this funding stream.

## 5. Eligible Program Activities and Expenses:

**Please Note: This solicitation is intended only to continue current program activities awarded under the Victims of Crime Act 2023-2025 funding announcement.**

The federal VOCA guidelines classify eligible activities/costs into three categories: direct service costs, activities supporting direct services, and subrecipient administrative costs. The federal VOCA guidelines can be found in the Federal Register at: [Victims of Crime Act Victim Assistance Program](#).

Guidance for each type of activity/costs is listed below:

- a. Direct Service Costs/Activities: See §94.119 of the federal [VOCA Guidelines](#).
- b. Costs for activities support direct services: See §94.120 of the federal [VOCA Guidelines](#).
- c. Subrecipient Administrative Costs: See §94.121 of the federal [VOCA Guidelines](#).

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.

**For the VOCA eligible service listed below, additional requirements apply:**

- a. **Substance Abuse Treatment** must be a continued collaboration between the victim service program and a licensed drug and alcohol treatment program due to the interrelated nature of trauma and substance abuse. A signed Memorandum of Understanding between the victim service agency and the licensed drug and alcohol treatment program is required.

**6. Ineligible Program Activities and Expenses:**

Please see §94.122 of the federal [VOCA Guidelines](#) for expressly ineligible VOCA activities/costs.

**7. Required Egrants Sections/Documents:**

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants must submit the requested information for each section specified within the defined response fields provided in Egrants. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.

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

Responses should not be duplicated in multiple sections.

- b. Budget Detail – As outlined in the [PCCD’s Applicant’s Manual](#), all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one (1) grant award.

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the proposed project. This includes providing the projected line-item costs and the computations used to arrive at those amounts. The applicant should provide justifications or expectations for any budgeted costs. **Restatement of computations is insufficient justification.**

**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 Project Narrative section.

Please refer to [PCCD’s Applicant’s Manual](#) for guidance on budgeting, procurement, and other financial considerations.

OVC and PCCD strongly discourage the use of third-party billing for VOCA covered services. Third party billing for VOCA covered services will result in program income being generated. Accounting for program income can be extremely complex and could result in the reduction of your grant award. Please refer to the Program Income section of [PCCD’s Applicant’s Manual](#) for additional information.

- c. Executive Summary – Be clear and concise in describing the intent of the project as well as the intended use of the funds.



d. Additional Required Attachments – Applicants must be sure to attach the following:

- i. Job Descriptions for all VOCA funded positions.
- ii. Any personal service or pass-through contracts related to the application (if applicable).
- iii. Volunteer Waiver Request (if applicable): This is required if your agency has statutory or contractual reasons for not using volunteers or if your agency can demonstrate that a sustained and aggressive effort to recruit and maintain volunteers has been unsuccessful.
- iv. If applicable, any Memorandums of Understanding (MOUs).

e. VOCA Eligibility Verification – Respond to the questions in this section assists PCCD in determining your program’s eligibility to receive VOCA funding.

f. VOCA FTE – This section will capture Full Time Equivalents (FTEs) for paid staff members and volunteers for the proposed project.

g. VOCA Funding Allocation – This section incorporates the allocation breakdown that must be submitted. Each applicant is required to provide an estimated percentage of their allocation for each service provided by the type of victimization.

h. VOCA Project Narrative – Applicants must describe how the funds will maintain core services and service provision to victims currently supported through the Victims of Crime Act (VOCA) 2023-2025 (Non-Competitive) funding from PCCD.

If an applicant proposes to modify service provision from what is currently supported by VOCA funds from PCCD, information and data (service numbers, client surveys, statistics, county specific data, etc.) must be provided to support this variation in service provision.

For example:

- i. If an applicant expanded service provision to cover three (3) separate counties and now wants to reduce service provision to cover two (2) counties, the project narrative must reflect justification and data to support this reduction in service coverage.
- ii. If an applicant implemented a new service (e.g. safe custody exchanges, alternative therapy, etc.) but is proposing to no longer provide these services, the project narrative must reflect justification and data to support this change in service provision.

Applicants must highlight any significant change in service provision from what is currently supported through VOCA funds. PCCD staff will review all applications. If an agency’s justification for the funding is insufficient or unsupported by data, PCCD staff reserves the right to reduce the applicant’s VOCA budget accordingly.

This section must identify the following:

- i. Describe the general objectives and activities that will guide the operation of the VOCA-funded project.
- ii. Describe any indirect services that will be supported by this project. Each indirect service must clearly provide evidence that:
  - a. Direct Services to crime victims cannot be offered without VOCA support of these expenses.
  - b. The agency has no other source of support for these activities.
  - c. Only a limited amount of VOCA funds will be used for these expenses.  
For example: Skill Trainings for VOCA-funded staff and volunteers; Supervision of VOCA-funded direct service providers; and VOCA-related program administration.
  - d. Public presentations as defined by VOCA are considered an indirect service and must be designed to help crime victims identify their own victimization and referral to services.

**Note:** For applicants providing services in multiple counties, please specify how direct and indirect services will be utilized in each county.

- i. VOCA Services – Select each appropriate service that will be funded through the project.
  - i. Select each service from the listing of VOCA-eligible services that will be funded through the project.
  - ii. Provide a detailed explanation of the services being supported through VOCA funding. This should be a narrative explaining how the applicant program provides each of the selected VOCA services as well as the funded position(s) responsible to provide the designated service(s).
  - iii. If the applicant is providing services to multiple counties, please select the services that will be provided by county and provide a detailed narrative of how services will be performed in each county.

## **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/Reporting Requirements:**

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

- a. Program Reporting: VOCA funding follows the same schedule as the federal fiscal year, October 1 through September 30. Program reports are due the 15<sup>th</sup> day following the end of each quarter in this cycle. Specifically, program reports will be due January 15, April 15, July 15, and October 15. Program reports are to be submitted in the Egrants system. A program report generated by the Efforts to Outcomes (ETO) database is required to be attached with the quarterly program report in Egrants.

**Please note:** Users will be required to complete the Performance Indicators section of

the quarterly program report in Egrants; however, no information is required. Simply click the "Save Complete" option in this section when prompted.

The VOCA performance measures utilize Pennsylvania-specific service definitions. Applicants will need to track these performance measures for their federal quarterly report. Only VOCA-specific measures funded with VOCA funds should be reported quarterly. A complete listing of the VOCA performance measures is provided in **Appendix B, VOCA Reporting Requirements.**

**Please note:** There are no anticipated changes with required VOCA performance measures and outcomes. Should any required changes occur throughout the grant cycle, subrecipients will receive written notice of the changes along with the effective date. In order to receive updates, please maintain accuracy with Program Contacts on the Main Summary Page of the grant.

Additional Information: Fiscal reports are due the 20<sup>th</sup> day following the end of each quarter in this cycle. Specifically, fiscal reports will be due January 20, April 20, July 20, and October 20. Fiscal reports are to be submitted in the Egrants system. Fiscal reporting requirements are discussed in Section #11 – "Administrative Requirements."

- b. Efforts to Outcomes (ETO) Database: All recipients of VOCA funding are required to submit their federal quarterly performance measurement reports to PCCD through the Efforts to Outcomes (ETO) Software System. Programs using the case management version of ETO will be able to use the VOCA report function that is built into the system to generate and submit the quarterly VOCA report to PCCD.

Agencies using a different data tracking system will need to compile the data required by the VOCA Quarterly Report and enter it into their "Aggregate" ETO site to generate a VOCA report for submission to PCCD.

In addition to compiling VOCA data to complete the quarterly report in Egrants, at the end of each fiscal year, September 30, subrecipients will complete narrative responses to annual report questions.

- c. Victims Services Satisfaction Survey (VS3): The "Victims Services Satisfaction Survey (VS3)" is an outcomes-based evaluation tool used for service recipients ages 14 and older to gather insights to their experiences with receiving VOCA services from your agency. The VS3 is designed for the crime victim to self-report the impact of services in addressing their needs through VOCA services provided from your organization. Measuring and evaluating outcomes demonstrates an agency's commitment to providing services that meet the needs of service recipients and produce intended impacts. Responses from the VS3 are collected electronically through an agency specific link/QR code. If necessary, paper copies of the VS3 can also be provided. VOCA recipients have access to reports in ETO that provide outcomes data from their agency.

All VOCA-funded programs (except for Child Advocacy Centers and Court Appointed Special Advocates) are required to:

- i. Distribute the VS3 at the conclusion of service provision to victims and significant others (ages 14 and older) who received VOCA-funded services;
- ii. Report the number of VS3's distributed;
- iii. Record the responses from any paper VS3's through the agency specific link;
- iv. Identify an agency "outcomes project manager" to be the key point of contact for VS3-related information; and

- v. Participate in VS3-related trainings provided by PCCD.

For specific questions regarding the VS3, please contact Terrance Williams, Victim Services Specialist at [terrancwil@pa.gov](mailto:terrancwil@pa.gov) or (717) 265-8496.

## 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:
  - i. Payments will not be released until all applicable special conditions on the grant award have been satisfied.
  - ii. 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.
  - iii. Automated Clearing House (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 15<sup>th</sup> day following the end of the quarter.
  - Fiscal reports are due quarterly on the 20<sup>th</sup> day following the end of the quarter.

- Late submission of programmatic and fiscal reports may delay payments and may adversely affect the risk level rating PCCD assigns to subrecipients.
  - 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.
- h. Information Technology (IT) Project Conditions: PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these [IT Conditions](#) on PCCD's website.

## 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: Contact Mercedes Vega of the Office of Victims' Services at (717) 265-8723 or [mervega@pa.gov](mailto:mervega@pa.gov).
  - Fiscal or budgetary questions: Contact Crystal Lauver at (717) 265-8525 or [crlauver@pa.gov](mailto:crlauver@pa.gov).
- b. Egrants Funding Announcement:  
Log into the Egrants system and search under the "Funding Announcement" tab for the announcement labeled "Victims of Crime Act 2025-2027 (Non-Competitive)."
- 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, March 14, 2025, by 11:59 PM.**

**\*\*NEW\*\* The grant application must be electronically signed within Egrants. To electronically sign the application, at least one person from your organization must have the E-signature role in Egrants. Please use the link below to access instructions which explain how to request the E-signature role.**

[E-signature Access Request Instructions](#)

[E-signature Access Request Form](#) (This must be attached to your access request in Egrants)

[How to Electronically Sign Your Grant Application](#) (You must be approved for the signatory role.)

**Victims of Crime Act 2025–2027 (Non-Competitive)****Appendix "A"**

<b>Applicant Agency</b>	<b>Counties Served</b>	<b>Yearly Allocation</b>
Adams County Commissioners	Adams	\$102,128
Young Women's Christian Association of Hanover Pennsylvania	Adams, York	\$576,639
Allegheny County Chief Executive Officer	Allegheny	\$217,498
CASA of Allegheny County	Allegheny	\$5,733
Center for Victims	Allegheny	\$1,318,088
Crisis Center North, Inc.	Allegheny	\$488,981
Pittsburgh Action Against Rape	Allegheny	\$1,033,593
Women's Center & Shelter of Greater Pittsburgh	Allegheny	\$1,204,669
Neighborhood Legal Services Association	Allegheny, Beaver, Butler, Lawrence	\$613,516
A Child's Place PA	Allegheny, Beaver, Fayette, Washington, Westmoreland	\$167,104
Alle-Kiski Area Hope Center	Allegheny, Westmoreland	\$507,208
Helping All Victims In Need Inc	Armstrong	\$233,893
Beaver County Commissioners	Beaver	\$105,017
Women's Center of Beaver County	Beaver	\$360,802
Your "Safe Haven" Inc.	Bedford	\$128,367
Berks County Commissioners	Berks	\$131,862
CASA of Berks County	Berks	\$45,183
SAFE Berks	Berks	\$1,136,592
Community Justice Project	Berks	\$42,928
MidPenn Legal Services	Berks, Blair, Clearfield, Cumberland, Franklin, Fulton, Huntingdon, Lancaster, Lebanon, Schuylkill	\$646,342
Blair County Commissioners	Blair	\$100,193
Family Services, Incorporated	Blair	\$321,072
Abuse and Rape Crisis Center	Bradford	\$221,528
The Children's House	Bradford	\$70,243
A Woman's Place	Bucks	\$672,985
Network of Victim Assistance	Bucks	\$1,299,520
Legal Aid of Southeastern Pennsylvania	Bucks, Montgomery, Delaware, Chester	\$535,140
Butler County Alliance for Children	Butler	\$104,695
Victim Outreach Intervention Center, Inc.	Butler	\$483,362
Cambria County Child Advocacy Center, Inc	Cambria, Bedford	\$111,871
Victim Services, Inc.	Cambria, Somerset	\$795,178
Centre Safe	Centre	\$577,197
Domestic Violence Center of Chester County	Chester	\$786,014
The Crime Victims' Center of Chester County, Inc.	Chester	\$649,289
Stop Abuse For Everyone	Clarion	\$66,289
PASSAGES, Inc	Clarion, Clearfield, Jefferson	\$207,891
Clearfield County Commissioners	Clearfield	\$67,912
Community Action, Inc.	Clearfield, Jefferson	\$147,877

<b>Applicant Agency</b>	<b>Counties Served</b>	<b>Yearly Allocation</b>
Clinton County Women's Center, Inc.	Clinton	\$156,828
Beyond Violence Inc	Columbia	\$34,098
Columbia County Commissioners	Columbia	\$27,128
Women's Center	Columbia, Montour	\$226,514
Women's Services, Inc.	Crawford	\$304,320
Cumberland County Commissioners	Cumberland	\$220,550
Young Women's Christian Association of Carlisle, PA	Cumberland	\$210,185
UPMC Pinnacle Hospitals	Cumberland, Dauphin, Lebanon, Perry	\$291,352
Domestic Violence Services of Cumberland & Perry Counties	Cumberland, Perry	\$214,233
Dauphin County Commissioners	Dauphin	\$482,844
YWCA of Greater Harrisburg	Dauphin, Perry	\$609,135
Delaware County Victim Assistance Center	Delaware	\$859,992
Domestic Abuse Project of Delaware County, Inc.	Delaware	\$466,887
Family Support Line of Delaware County, Inc.	Delaware	\$306,297
CASA Youth Advocates, Inc.	Delaware, Chester	\$401,572
CAPSEA Inc (Citizens Against Physical, Sexual and Emotional Abuse, Inc)	Elk, Cameron	\$163,636
Children's Advocacy Center of Erie County, Inc.	Erie	\$1,881
Crime Victim Center of Erie County, Inc.	Erie	\$588,672
Protection From Abuse Coordinated Services, Inc.	Erie	\$150,066
Safe Journey	Erie	\$212,221
Safenet: Domestic Violence Safety Network, Inc.	Erie	\$101,622
Community Resources of Fayette County, Inc.	Fayette	\$176,064
Women In Need	Franklin, Fulton	\$563,113
Greene County Commissioners	Greene	\$42,836
Huntingdon House A Program for Victims of Domestic Violence	Huntingdon	\$158,703
Alice Paul House	Indiana	\$245,947
The Care Center of Indiana County	Indiana	\$95,583
Jefferson County Commissioners	Jefferson	\$3,230
Juniata County Commissioners	Juniata	\$31,154
Lackawanna County Commissioners AAA Office	Lackawanna	\$132,218
Lackawanna County Commissioners DA's Office	Lackawanna	\$198,368
Women's Resource Center, Inc.	Lackawanna, Susquehanna	\$608,453
ADVOZ	Lancaster	\$58,932
CASA of Lancaster County Inc DBA CASA of Lancaster County	Lancaster	\$43,823
Community Action Partnership of Lancaster County	Lancaster	\$578,343
Lancaster County Commissioners	Lancaster	\$172,016
Lancaster General Hospital	Lancaster	\$167,229
Young Women's Christian Association of Lancaster	Lancaster	\$530,048
Children's Advocacy Center of Lawrence County	Lawrence	\$157,902



<b>Applicant Agency</b>	<b>Counties Served</b>	<b>Yearly Allocation</b>
ARISE Lawrence County	Lawrence	\$287,498
Domestic Violence Intervention of Lebanon County, Inc.	Lebanon	\$82,734
Lebanon County Commissioners	Lebanon	\$117,318
Sexual Assault Resource & Counseling Center of Lebanon County	Lebanon, Schuylkill	\$243,020
Crime Victims Council of Lehigh Valley, Inc.	Lehigh, Northampton	\$741,000
Turning Point of Lehigh Valley, Inc.	Lehigh, Northampton	\$654,370
Valley Youth House Committee, Inc	Lehigh, Northampton	\$208,281
North Penn Legal Services, Inc.	Lehigh, Northampton	\$137,170
Luzerne County Child Advocacy Center	Luzerne	\$199,694
Domestic Violence Service Center, Inc.	Luzerne, Carbon, Wyoming	\$670,914
Victims Resource Center	Luzerne, Carbon, Wyoming	\$632,220
Young Women's Christian Association of Northcentral Pennsylvania	Lycoming	\$406,450
CASA of McKean County	McKean	\$39,938
Young Women's Christian Association of Bradford PA	McKean	\$155,624
AWARE, Inc.	Mercer	\$435,428
Mifflin County Commissioners	Mifflin	\$59,870
The Abuse Network, Inc.	Mifflin, Juniata, Huntingdon	\$249,234
Monroe County Commissioners	Monroe	\$149,408
Women's Resources of Monroe County, Inc.	Monroe	\$411,651
Child Advocacy Center of Montgomery County	Montgomery	\$188,234
Laurel House	Montgomery	\$398,022
The Lincoln Center for Family and Youth	Montgomery	\$815,930
Victim Services Center of Montgomery County, Inc.	Montgomery	\$522,314
Women's Center of Montgomery County	Montgomery	\$452,754
Shanthi Project	Northampton	\$14,820
Geisinger Clinic	Northumberland, Snyder, Union, Columbia, Montour, Lycoming	\$95,640
Central Division Victim Services	Philadelphia	\$424,020
Anti-Violence Partnership of Philadelphia	Philadelphia	\$897,781
Center for Advocacy for the Rights & Interests of the Elderly	Philadelphia	\$462,094
Children's Hospital of Philadelphia	Philadelphia	\$133,996
Congreso de Latinos Unidos, Inc.	Philadelphia	\$800,928
Concilio de Organizaciones Hispanas	Philadelphia	\$167,168
Drexel University	Philadelphia	\$149,476
E.M.I.R. - Every Murder Is Real	Philadelphia	\$254,599
HIAS & Council Migration Services Inc. DBA HIAS PA	Philadelphia	\$545,601
Lutheran Social Mission Society DBA Lutheran Settlement House	Philadelphia	\$475,614
Mothers In Charge	Philadelphia	\$241,564

<b>Applicant Agency</b>	<b>Counties Served</b>	<b>Yearly Allocation</b>
Nationalities Service Center of Philadelphia	Philadelphia	\$495,618
Northeast Philadelphia Victim/Witness Service	Philadelphia	\$215,859
Northwest Victim Services	Philadelphia	\$204,955
Philadelphia Children's Alliance	Philadelphia	\$424,990
Philadelphia City Treasurer	Philadelphia	\$383,487
Philadelphia Corporation For Aging	Philadelphia	\$369,003
Support Center For Child Advocate	Philadelphia	\$672,998
Temple University-Of The Commonwealth System Of Higher Education	Philadelphia	\$400,425
Uplift Center for Grieving Children	Philadelphia	\$95,132
Victim/Witness Services of South Philadelphia, Inc.	Philadelphia	\$291,107
WOAR - Philadelphia Center Against Sexual Violence	Philadelphia	\$308,153
Women Against Abuse, Inc.	Philadelphia	\$1,208,075
Women In Transition, Inc.	Philadelphia	\$310,704
SeniorLAW Center	Philadelphia, Bucks, Chester, Delaware, Montgomery	\$1,454,913
Children's Crisis Treatment Center	Philadelphia, Montgomery	\$98,626
Pike County Commissioners	Pike	\$62,539
A Way Out	Potter	\$143,608
Schuylkill County Commissioners	Schuylkill	\$16,547
Schuylkill Women in Crisis	Schuylkill	\$363,942
Transitions of PA	Snyder, Union, Northumberland	\$645,655
Pennsylvania Coalition Against Domestic Violence	Statewide	\$354,697
Respect Together (Language Access)	Statewide	\$296,568
Respect Together (Legal Assistance)	Statewide	\$367,042
Pennsylvania Office of the Victim Advocate	Statewide	\$531,463
Mothers Against Drunk Driving-PA State Office	Statewide	\$171,450
Friends of Farmworkers, Inc.	Statewide	\$219,174
Pennsylvania Immigration Resource Center (PIRC) - York	Statewide	\$366,976
Pennsylvania CASA Association	Statewide	\$46,569
Sullivan County Victim Services	Sullivan	\$103,136
Family Service Association of Northeastern Pennsylvania	Susquehanna, Wyoming	\$84,507
Haven of Tioga County	Tioga	\$86,647
Family Service & Children's Aid Society of Venango County	Venango	\$149,848
The Safe Place	Warren, Forest	\$160,373
Washington County Commissioners	Washington	\$121,323
Southwestern Pennsylvania Legal Services	Washington, Fayette, Greene	\$123,212
The C.A.R.E. Center, Inc.	Washington, Greene	\$217,904
Domestic Violence Services of Southwestern Pennsylvania	Washington, Greene, Fayette	\$653,333
Victims' Intervention Program	Wayne, Pike	\$353,846

<b>Applicant Agency</b>	<b>Counties Served</b>	<b>Yearly Allocation</b>
Blackburn Center	Westmoreland	\$915,031
Westmoreland County Commissioners	Westmoreland	\$95,100
Turning Point Women's Counseling and Advocacy Center	York	\$72,682
York County Children's Advocacy Center	York	\$117,427
Young Women's Christian Association of York	York	\$945,124
<b>TOTAL</b>		<b>\$53,920,539</b>

## VOCA Reporting Requirements

VOCA recipients must keep confidential records on each crime victim that receives services. There is a required set of data known as Victim Assistance Program Performance Measures that must be reported to PCCD on a quarterly basis. PCCD also conducts program audits on a random basis and VOCA recipients will be asked to provide data backup to reaffirm the data reported to PCCD. At a minimum, the information on the following pages must be recorded and retained for VOCA reporting purposes.

### Data Proration

PCCD has received guidance that the federal Office for Victims of Crime (OVC) and the federal Office of Inspector General (OIG) expect states to ensure that VOCA-funded programs collect and report victims served and services provided in a way that they are able to distinguish VOCA grant funded versus non-VOCA grant funded victims and services. This guidance is an effort to provide a more accurate measure of the activities supported by VOCA, as well as the direct impact of federal funding on services to victims.

To that end, PCCD’s Office of Victims’ Services (OVS) and OVC recognize that tracking victims and the provision of services to victims with VOCA funds, separately from other funding sources is not always possible. As a result, OVC has provided states with information that outlines the use of data proration for program reporting. OVS has developed three different proration strategies that agencies can use to determine if proration is necessary and if so, which strategy is best for the agency.

1. Proration based on direct services staff salary,
2. Proration based on direct victim services budget, or
3. Proration based on total victim services program budget.

Detailed documentation regarding the above strategies and how they can be implemented has been provided by PCCD to all VOCA funded victim service agencies.

## Victims Served

A **Victim** is a person who has suffered physical, sexual, financial or emotional harm as the result of a crime. They can be a primary or secondary (significant other) victim of the crime. A Victim is considered **NEW** only one time during the entire fiscal year. The first reporting period that the Victim received VOCA services from your agency, they are reported as **NEW**. If they receive VOCA services from your agency in a subsequent quarter, they will be counted as **CONTINUING**. Even if a Victim returns with a different Victimization Type in the same fiscal year, they are counted as **Continuing**.

Effective October 1, 2022, PCCD has established October 1<sup>st</sup> as the start of a new fiscal year for VOCA reporting purposes, regardless of the start date of a VOCA funded project. Everyone is considered NEW at the beginning of the new fiscal year.

<u>Victims Served During Report Period</u>	<u>Number of Victims</u>
Enter the <b>TOTAL</b> number of Victims served during the reporting period. <i>(Includes New and Continuing Victims receiving VOCA funded services.)</i>	
Enter the number of <b>NEW</b> Victims who received services for the first time during the reporting period. <i>(Includes only New Victims receiving VOCA funded services. For the first reporting period, all service recipients are considered NEW.)</i>	

## Victim Demographics

Provide demographic information for each **NEW** Victim only. Do not report demographic information for returning Victims. The total number of Victims in each demographic category should equal the number of **NEW Victims** reported. If you enter a Victim under the category of **Not Reported**, you are indicating that the Victim did not provide you with the requested information.

<u>CATEGORY</u>	<u>POPULATION</u>	<u># of New Victims</u>
A. Race/Ethnicity  <i>Individuals who self-report in more than one race and/or ethnicity should be counted in the "Multiple Races" category.</i>	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		
<b>TOTAL</b>		
<u>CATEGORY</u>	<u>POPULATION</u>	<u># of New Victims</u>
B. Gender	Male	
	Female	
	Other	
	Not Reported	
<b>TOTAL</b>		
<u>CATEGORY</u>	<u>POPULATION</u>	<u># of New Victims</u>
C. Age	0-12	
	13-17	
	18-24	
	25-59	
	60 and older	
	Not Reported	
<b>TOTAL</b>		

## Victimization Type & Special Classification

<u>CATEGORY</u>	<u>VICTIMIZATION TYPE</u>	<u># of Victims</u>
<p>A. Victimization</p> <p><i>This is a list of the types of victimizations that are eligible to receive VOCA funded services.</i></p> <p><i>Enter a count for each victimization type that corresponds with the <b>TOTAL Number of Victims Served</b> during the reporting period.</i></p> <p><i>An individual may be counted in more than one victimization type if they were a victim of multiple crimes during the reporting period.</i></p> <p><i>Do not count an individual more than once for the same victimization type.</i></p>	Adult Physical Assault	
	Adult Sexual Assault	
	Adults Sexually Abused/Assaulted as Children	
	Arson	
	Bullying (Verbal, Cyber, Physical)	
	Burglary	
	Child Physical Abuse or Neglect	
	Child Pornography	
	Child Sexual Abuse/Assault	
	Domestic Violence	
	DUI	
	Elder Abuse or Neglect	
	Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required for OTHER)	
	Human Trafficking: Labor	
	Human Trafficking: Sex	
	Identity Theft/Fraud/Financial Crime	
	Kidnapping (non-custodial)	
	Kidnapping (custodial)	
	Mass Violence (domestic/International)	
	Other: Property Crime	
	Other: Vehicular Crime (e.g. Hit and Run)	
	Other: Recklessly Endangering Another Person	
	Other: Terroristic Threats	
Other: Theft		
Robbery		
Stalking/Harassment		
Survivors of Homicide Victims		
Teen Dating Violence		
Terrorism (Domestic/International)		
<b>TOTAL</b>		
<p>B. Multiple Victimization</p> <p><i>If an individual(s) was counted in more than one victimization type above during the reporting period, they would be counted here.</i></p>	<p><b>How many Victims presented with more than one victimization during the quarterly reporting period?</b></p>	

<b>CATEGORY</b>	<b>SPECIAL CLASSIFICATION</b>	<b># of Victims</b>
C. Special Classification of Individuals  <i>Enter the Number of Victims who <u>Self-Identify</u> in one or more of the categories.</i>	Deaf/Hard of Hearing	
	Homeless	
	Immigrants/Refugees/Asylum Seekers	
	LGBTQ	
	Veterans	
	Victims with Disabilities: Cognitive/ Physical /Mental	
	Victims with Limited English Proficiency	
<b>TOTAL</b>		

## **Direct Services**

**Victim Compensation Assistance Instructions:** Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application.

*Note: Simply providing an individual with an application does NOT qualify as assistance.*

<b><u>VICTIM COMPENSATION ASSISTANCE</u></b>		<b><u>Number Assisted</u></b>
Enter the number of Victims assisted with a Victim Compensation Application during the reporting period.		
<b>A. Information &amp; Referral</b>		<b><u># of Individuals</u></b>
<i>Includes both in-person and telephone contact.</i>	Enter the Total number of <b><u>Victims</u></b> who received this service during the quarterly reporting period.	
	<b><u>Subcategories</u></b>	<b><u># of times Provided</u></b>
<i>Enter the Number of <b><u>times</u></b> these services were provided in each of these subcategories during reporting period.</i>	A1. Information about the Criminal Justice Process	
	A2. Information about Victim's Rights, Victim's Compensation, how to obtain notifications, etc.	
	A3. Referral to other victim service programs.	
	A4. Referral to other service providers and/or resources.	
<b>B. Personal Advocacy/ Accompaniment</b>		<b><u># of Individuals</u></b>
	Enter the Total number of <b><u>Victims</u></b> who received this service during the reporting period.	
	<b><u>Subcategories</u></b>	<b><u># of times Provided</u></b>



Enter the Number of <b><u>times</u></b> these services were provided in each of these subcategories during reporting period.	B1. Victim advocacy/accompaniment to emergency medical care.	
	B2. Victim Advocacy/Accompaniment to medical forensic exam.	
	B3. Law enforcement interview advocacy/accompaniment.	
	B4. Individual Advocacy	
	B5. Performance of Forensic Interview	
	B6. Immigration Assistance	
	B7. Intervention with Employer, Creditor, Landlord, or Academic Institution	
	B8. Child or dependent care assistance	
	B9. Transportation Assistance	
	B10. Interpreter Services	
<b>C. Emotional Support or Safety Services</b>		<b><u># of Individuals</u></b>
	Enter the Total number of <b><u>Victims</u></b> who received this service during the reporting period.	
	<b><u>Subcategories</u></b>	<b><u># of times Provided</u></b>
Enter the Number of <b><u>times</u></b> these services were provided in each of these subcategories during reporting period.	C1. Crisis Intervention ( <i>in person, includes safety planning</i> )	
	C2. Hotline/Crisis Line Counseling	
	C3. Individual Counseling	
	C4. On-scene crisis response ( <i>community response</i> )	
	C5. Therapy	
	C6. Support Groups	
	C7. Emergency Financial Assistance	
<b>D. Shelter/Housing Services</b>		<b><u># of Individuals</u></b>
	Enter the Total number of <b><u>Victims</u></b> who received this service during the reporting period.	
	<b><u>Subcategories</u></b>	<b><u># of times Provided</u></b>
Enter the Number of <b><u>NIGHTS</u></b> domestic violence victims stayed in your facility during the reporting period.	D1. Emergency Shelter or Safe House	
	D2. Transitional Housing	
	D3. Relocation Assistance ( <i>Enter the Number of <b><u>times</u></b> Relocation Assistance was provided during reporting period.</i> )	
<b>E. Criminal/Civil Justice System Assistance</b>		<b><u># of Individuals</u></b>
	Enter the Total number of <b><u>Victims</u></b> who received this service during the reporting period.	
	<b><u>Subcategories</u></b>	<b><u># of times Provided</u></b>

Enter the Number of <b>times</b> these services were provided in each of these subcategories during reporting period.	E1. Notification of criminal justice events	
	E2. Victim Impact Statement Assistance	
	E3. Assistance with Restitution	
	E4. Civil legal attorney assistance in obtaining protection or restraining order	
	E5. Civil legal attorney assistance with family law issues (custody, visitation, or support)	
	E6. Other Emergency Justice Related Assistance	
	E7. Immigration Attorney Assistance	
	E8. Prosecution Interview Advocacy/Accompaniment	
	E9. Law enforcement interview advocacy/accompaniment	
	E10. Criminal advocacy accompaniment	
	E11. Other legal advice and/or counsel	

## **Public Presentations**

Victim Service Programs are allowed to use VOCA funding to provide Public Presentations. A Public Presentation does not include prevention education activities. The purpose of the Public Presentation is to help crime victims self-identify and refer them to available resources.

<b><u>PUBLIC PRESENTATIONS</u></b>	<b><u># Provided</u></b>
Enter the number of Public Presentations that were provided during the reporting period.	

## **Annual Reporting Questions**

You will be asked to respond to the following questions on an annual basis during the July – September reporting period.

<b><u>Annual Report Questions</u></b>
Provide the number of requests for services that were unmet because of organizational capacity issues. <i>(Explanation required.)</i>
Enter the number of VS3 Surveys that were Distributed.
Enter the number of VS3 Surveys that were Completed.
Provide a narrative explaining any challenges your agency faced during the course of the annual reporting period.
Describe some of the services that victims needed but you could not provide.

What were the challenges that prevented you from providing those services?

## **DEFINITIONS: Victimization Types**

<b><u>Victimization Type</u></b>	<b><u>Definition</u></b>
<b>Adult Physical Assault</b> <i>(Includes Simple Assault and Aggravated Assault)</i>	<p><b><u>Aggravated:</u></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><u>Simple:</u></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>
<b>Adult Sexual Assault</b>	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.
<b>Adults Sexually Abused/Assaulted as Children</b>	Adult survivors of sexual abuse and/or assault suffered while they were children.
<b>Arson</b>	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.
<b>Bullying (cyber, physical, or verbal)</b>	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.
<b>Burglary</b>	The unlawful entry of a structure to commit a felony or theft.
<b>Child Physical Abuse or Neglect</b>	<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 lack of supervision</p>

	or failure to provide essentials to life including adequate medical care.
<b>Child Pornography</b>	Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by 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.
<b>Child Sexual Abuse/Assault</b>	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.
<b>Domestic Violence</b>	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.
<b>DUI</b>	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.
<b>Elder Abuse or Neglect</b>	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.
<b>Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other</b> (Explanation Required)	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.
<b>Human Trafficking: Labor</b>	Involuntary servitude. Using any scheme, plan, or pattern intended to cause the individual to believe that, they do not perform the labor, services, acts or performances, that individual or another individual will suffer serious harm or physical restraint.

<b>Human Trafficking: Sex</b>	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.
<b>Identity Theft/Fraud/Financial Crime</b>  <i>Most crimes against businesses can be counted as a Financial Crime in this category.</i>	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 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.
<b>Kidnapping (Non-custodial)</b>	Occurs when someone unlawfully seizes/ confines, decoys, abducts, or carries away another person and holds for ransom or reward; shield or hostage.
<b>Kidnapping (Custodial)</b>	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.
<b>Mass Violence (domestic/International)</b>	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.
<b>Other: Property Crime</b>	Property is stolen or destroyed, without the use or threat of force against the victim. This may include vandalism.
<b>Other: Vehicular Crime (e.g. Hit and Run)</b>	May include hit-and-run crimes, carjacking, and other vehicular assault that is not DUI related.
<b>Recklessly Endangering Another Person</b>	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.
<b>Robbery</b>	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.
<b>Stalking/Harassment</b>  <i>OVC is requiring that Stalking &amp; Harassment be recorded under one category.</i>	<b>Stalking:</b> 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.

	<p><b>Harassment:</b> 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.</p>
<b>Survivors of Homicide Victims</b>	Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.
<b>Teen Dating Violence</b>	Known as Adolescent Relationship Abuse. Intimate partner violence or violence in a dating relationship, perpetrated against someone who is under the age of 18.
<b>Terrorism: Domestic</b>	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.
<b>Terrorism: International</b>	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.
<b>Terroristic Threats</b>	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.
<b>Theft</b>	Unlawful taking of moveable property of another person.

## **DEFINITIONS: Direct Services**

<b>A. Information &amp; Referral</b>	Contact with victims to identify services offered and support available by victim service agencies and other community agencies. This includes the following activities:
A1. Information about the Criminal Justice Process	Informing victims about the criminal justice system and process. Could include information on how to file a police report and/or how a case might progress through the legal system. Includes explanation of legal terminology, post-sentencing services, notifications, and information about property return.
A2. Information about Victim Rights, how to obtain notifications, etc.	Information about victim rights, information about victims' compensation, and/or how to obtain notifications regarding key proceeding dates, and information about SAVIN Notification System.
A3. Referral to other victim service programs	Referral to other victim service programs. This could occur if another agency is better able to provide the type of service needed, developmentally or culturally appropriate services, or services that better correlate with the offense experienced.
A4. Referral to other services, supports, and resources	Referring to other services to meet a victim's needs. Includes assessment of service needs, provisions of referrals, or providing victims with information and contacts to obtain services on their own.
<b>B. Personal Advocacy &amp; Accompaniment</b>	Personal Advocacy refers to assistance with addressing the immediate practical problems created by the victimization. This includes:
B1. Victim Advocacy/Accompaniment to emergency medical care.	Emergency Medical Advocacy/Accompaniment to an emergency healthcare facility to provide emotional and/or physical support during medical care.  This <u>excludes</u> FRE accompaniment but may include accompaniment to a medical provider using a light source to help determine if strangulation occurred.
B2. Victim Advocacy/Accompaniment to medical forensic exam.	Medical Forensic Exam Advocacy/Accompaniment to a healthcare facility to provide emotional and/or physical support during the forensic examination.  This is a service that is only provided to the direct victim of a sexual assault related crime, not a significant other.
B3. Law enforcement interview advocacy/accompaniment.	Coordinating and/or helping a victim prepare for an interview with law enforcement. This includes emotional and/or physical support during interviews with law enforcement.

B4. Individual Advocacy	Advocating on behalf of the service recipient with others (beyond providing information or a referral). This may include assistance recovering property collected as evidence, assistance managing practical issues created by the victimization, accompanying the victim to appointments with social services, providing Case Management.
B5. Performance of Medical or Non-Medical Forensic Exam or Interview, or Medical Evidence Collection	Forensic Exam and medical evidence collection for victims that is performed by specially trained examiners, such as Sexual Assault Nurse Examiners.  -OR-  Conducting a forensic interview by a professional trained in an NCA approved Forensic Interview model. The purpose is to elicit a child's unique information when there are concerns of possible abuse.
B6. Immigration Assistance	Non-attorney assistance for refugee and immigrant victims with specific immigration issues. This may include supportive services to help obtain special visas, continued presence application, and other immigration relief, etc.
B7. Intervention with employer, creditor, landlord, or academic institution	Advocating for a victim to secure rights, remedies, and services from non-criminal justice system providers on behalf of a victim. This includes responding to requests for records from other service providers, intervening with employers, school administrators, creditors, bill collectors, and landlords on behalf of the victim. This also includes advocacy to help the victim maintain financial and/or academic stability in the aftermath of a victimization.
B8. Child or dependent care assistance	Providing childcare OR assistance in Securing child or dependent care for counseling, criminal justice proceedings, or other appointments that pertain to the victimization.  Agency staff may actively assist with securing suitable care, agency staff may provide the childcare, or the agency may provide monetary assistance with payment of childcare in order for victim to attend appointments or a proceeding pertaining to the victimization.
B9. Transportation Assistance	Transportation to assist the victim with attending appointments, criminal/juvenile justice proceedings, and other proceedings relevant to the victimization.  May include coordination of transportation, costs associated with transportation (including rideshare services such as Uber, Lyft, etc.), or agency provided transportation.



B10. Interpreter Services	<p>Includes interpreting for non-English speaking, deaf or hard of hearing, or limited English proficiency.</p> <p>This includes translation/interpretation by third party services, texting, or distributing translated documents, as well as interpretation/translations provided via staff/volunteers.</p>
<b>C. Emotional Support or Safety Services</b>	Specialized services and activities that provide victims emotional support, empathetic listening, and guidance to meet their needs. These include:
C1. Crisis Intervention ( <i>in person, includes safety planning</i> )	Communicating among professionals and victims regarding activities resulting from the victimization. Refers to specialized in-person emotional support. Includes actions necessary to expedite a case for victim protection, initiation of legal actions needed to protect the victim such as probation revocation, etc.
C2. Hotline/Crisis Line Counseling	<p>Crisis intervention counseling provided via hotline/telephone, virtually, or through a secured chat feature or mobile application, that is provided by a counselor/advocate to provide emotional support, guidance, and counseling.</p> <p>Individuals may be identified or may be anonymous contacts.</p>
C3. Individual Counseling	One-to-one trauma informed interaction, via in-person, telephone or virtually, by a counselor/advocate provided to victims in response to the victimization. Interaction can include goal planning as it relates to the victimization.
C4. On-scene crisis response ( <i>community response</i> )	Trained crisis responder who responds individually or as part of a team, to assist an individual(s) or a community that may have suffered trauma in the aftermath of a criminal event (e.g. KCIT response). These services must occur at the scene of a crime, immediately after a crime, or become immediately necessary due to the crime.
C5. Therapy	Specialized, intensive professional psychological/psychiatric treatment for individuals, couples, and family members that is designed to meet the needs of crime victims. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy. Types of therapy can include alternative models such as art, healing-yoga, writing, and play. Also allows for Substance Abuse Treatment if determination can be made that substance abuse is the direct result of the victimization. Please refer to Therapy Standard for additional guidance.

C6. Support Groups	Providing or facilitating supportive group activities led by staff, volunteer or peer. This can include group counseling sessions, peer support groups, or other groups that bring victims together to aid in the healing process.
C7. Emergency Financial Assistance	<p>Refers to payment for emergency transportation, emergency food, emergency shelter, emergency clothing, and emergency safety measures (boarding up victims' broken windows and replacing/repairing locks destroyed in the commission of a crime).</p> <p>Emergency funding can be used to pay for medications (prescription and non-prescription) and durable medical equipment (wheelchairs, crutches, hearing aids, eyeglasses) if they were damaged due to the crime or victims had to leave them behind and they cannot be funded through an alternative source within 48-hours of the crime.</p> <p>Costs of short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their homes when the offender/caregiver is removed.</p> <p>(See Emergency Financial Assistance Standards for requirements.)</p>
<b>D. Shelter/Housing Services</b>	Shelter/Safe House refers to offering specialized short-term and long-term housing and related victimization support services for victims and members of their families following victimization.
D1. Emergency Shelter or Safe House	<p>Temporary emergency housing provided to victims and members of their family following victimization. May include an agency provided shelter, costs for hotel accommodations, etc.</p> <p>Costs of short-term (up to 45 days) emergency shelter for elderly or disabled victims when domestic violence shelters may not be able to provide the appropriate level of care and a nursing home, adult foster care, or group home placement is needed for adults with no other safe, short-term residence.</p>
D2. Transitional Housing	Housing that is provided to victims who need more time to stabilize themselves before living independently. Designed to promote self-sufficiency and help victim work towards economic stability. (See Transitional Housing standard for requirements.)

	Note: <u>Referrals</u> to transitional housing should be counted under section “A – Information and Referral”.
D3. Relocation Assistance	<p>Assisting crime victims with locating long-term housing, regardless of distance, based on safety needs. Necessary for safety and well-being due to circumstances of victimization. Includes providing reasonable moving expenses; housing security deposits; rental expenses; and utility startup costs identified with a line item in the agency’s VOCA budget to pay for the expenses. (See Relocation standard for requirements.)</p> <p>Can also include an advocate working with a crime victim to identify relocation needs and developing a relocation plan (location, budget, etc.) but using non-VOCA funds to pay for the relocation expenses. (More comprehensive than providing Referrals or Individual Advocacy.)</p>
<b>E. Criminal/Civil Justice System Assistance</b>	<b>Criminal/Civil Justice System Assistance Includes the following activities:</b>
E1. Notification of criminal justice events	<p>A procedural service of providing notification to crime victims of any criminal justice event occurring as a result of their criminal or juvenile case. May include notification of hearings and appearances, defendant’s release from jail, case status, bond hearings, disposition options, appellate decisions, etc.</p> <p>This includes assisting victims in contacting Office of the Victim Advocate (for those under probation/parole and incarcerated at Department of Corrections), community supervision, county jails, etc. to get information of any changes in the convicted defendant’s status.</p>
E2. Victim Impact Statement Assistance	Assistance in preparation of a statement that details the physical, psychological and economic effects of the crime on the victim and the victim’s family, and assistance submitting their statement. This also includes preparing supporting letters, registering for impact panels, facilitating participation in pardons/clemency hearings, etc.
E3. Assistance with Restitution	Assisting victims in requesting restitution when collection efforts are not successful. May include compiling expenses incurred as a result of the crime and advocating for restitution on behalf of the crime victim.
E4. Civil legal attorney assistance in obtaining protection or restraining order	Services provided by an attorney to victims of domestic violence, sexual assault, child abuse, dating violence, stalking, human trafficking, or elder abuse. These services include helping a crime victim obtain a Protection from Abuse Order, Sexual Violence Protection Order, Protection

	from Intimidation Order, and other protective orders, as well as follow-up hearings associated with finalizing such order.
E5. Civil legal attorney assistance with family law issues (custody, visitation, or support)	Services provided by an attorney, where reasonable and where the need for such services arises as a direct result of the victimization. Such legal services may include financial exploitation, custody, housing disputes, public utilities termination, public benefit hearing/terminations, vacating/expunge convictions or similar actions for victims of human trafficking, assistance in criminal proceedings to assert safety, privacy or other interests as victims.
E6. Other Emergency Justice Related Assistance by Victim Advocates (non-legal assistance)	Actions directly connected to family violence cases that are taken to ensure the health and safety of the victim. This includes filing Emergency Protection From Abuse orders, Emergency Sexual Violence Protection orders, injunctions, elder abuse petitions, child abuse petitions, and other protective orders. Assistance with filing for emergency custody/visitation rights is eligible only if directly connected to a family violence case.
E7. Immigration Attorney Assistance	Attorney or DOJ Accredited Representative providing assistance for refugee and immigrant victims with specific immigration issues such as obtaining a visa. May include Assistance with special visas, continued presence application, and other immigration relief, etc.
E8. Prosecution Interview Advocacy/Accompaniment	Providing emotional support and/or physical accompaniment in preparation for and/or during interviews with prosecutors or other agents for prosecutorial investigation.
E9. Law Enforcement Interview Advocacy/Accompaniment	<u>Attorney</u> provided emotional support and/or physical accompaniment in preparation for and/or during interviews with law enforcement.
E10. Criminal Advocacy/Accompaniment	Advocate providing support, accompaniment, assistance, and/or advocacy to victims at any stage of the criminal or juvenile justice process. This includes filing an initial police report, testimony, post-sentencing services, and support.
E11. Other Legal Advice and/or Counsel	Legal Advice not captured in the above provided by an attorney to victims of crime. This could include converting <i>ex-parte</i> protection order to permanent orders, eviction or adversary employment actions arising from the victimization, or responding to requests for records by the courts. Civil matters related to the victimization are also included (custody, dependency, juvenile court actions, etc.).

## **DEFINITIONS: Demographics**

<b>Demographic</b>	<b>Definition</b>
<b>American Indian or Alaska Native</b>	Refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian Groups.
<b>Asian</b>	Refers to a person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian”, “Chinese”, “Filipino”, “Korean”, “Japanese”, “Vietnamese”, and “Other Asian” or provided other detailed Asian responses.
<b>Black or African American</b>	Refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “black, African American, or Negro” reported entries such as African American, Kenyan, Nigerian, or Haitian.
<b>Hispanic or Latino</b>	Refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: Mexican, Puerto Rican, or Cuban. This also refers to those who indicate that they are “another Hispanic, Latino or Spanish origin”. People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those whose origins are from Spain, Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms “Hispanic”, “Latino”, and “Spanish” are used interchangeably.
<b>Multiple Races</b>	Refers to a person that my self-identify in more than one race or ethnicity category.
<b>Native Hawaiian or Other Pacific Islander</b>	Refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian”, “Guamanian or Chamorro”, “Samoan”, and “Other Pacific Islander” or provided other detailed Pacific Islander responses.
<b>White</b>	Refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes peopled who indicated their race(s) as “White” or reported entries as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.
<b>Other Race</b>	Includes all other responses no included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories as described above.