



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: January 17, 2020
Subject: 2019/20 Justice Assistance Grant (JAG) Local Initiatives Funding
To: Interested Parties
From: Michael D. Pennington
Executive Director

The Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of approximately \$7 million in federal Byrne Justice Assistance Grant (JAG) funds.

Under this solicitation, funds are being made available to support selected Goals, Objectives, and Activities identified in the PCCD 2016-2020 Strategic Framework. Funded projects will be in support of the following objectives:

- Increase the efficacy of state and local planning efforts through interagency planning and collaboration;
- Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime;
- Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders;
- Promote and support the use of evidence-based programs and practices;
- Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives;
- Promote the implementation of reentry programs and practices;
- Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence;
- Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information; and
- Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.

Eligible applicants are local units of government and private non-profit organizations.

Applications must be submitted in PCCD's Egrants system no later than March 27, 2020.

Your interest in the JAG Single Solicitation for Local Initiatives is greatly appreciated.



2019/20 Byrne Justice Assistance Grant (JAG)

Single Solicitation for Local Initiatives

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

Recommended [Egrants Agency Registration](#) Date:
February 14, 2020

Recommended [Egrants User Registration](#) Date:
February 28, 2020

Mandatory SAM Registration Deadline:
March 13, 2020

[Federal Application Registration Process](#)

Mandatory Egrants Application Deadline:
March 27, 2020

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

PCCD Program Staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: ra-pccd-ocisi@pa.gov with "2019/20 Byrne Justice Assistance Grant (JAG)" in the subject line. All questions regarding this funding announcement must be received by close of business on March 18, 2020. PCCD Staff will post responses to questions, as they are received, on [PCCD's website](#). Select the appropriate funding announcement to view questions and answers.

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.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Funding Stream: Byrne Justice Assistance Grant (JAG) funds

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Funding Announcement Title: 2019/20 Byrne Justice Assistance Grant (JAG) Single Solicitation for Local Initiatives

Funding Stream: Federal Byrne Justice Assistance Grant (JAG) Funds

Submission Requirements for Applications:

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant's adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on Friday, March 27, 2020 by 11:59 p.m.
- **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 until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. Successful applications will be presented for consideration at the September 9, 2020 Commission meeting.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.
Administrative Rejection of an application will occur for any of the following:
 1. Submitting more than one application per PCCD Objective. While applicants may submit more than one application, they may only submit one per Objective. It is the responsibility of the applicant organization to coordinate its submissions. Note: if more than one application is submitted by the applicant agency per objective, all of the applicant's applications within that Objective will be administratively rejected.
 2. Requesting more funds than the maximum amount allowable per application.
- **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.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) serves as the State Administering Agency (SAA) for federal Byrne Justice Assistance Grant (JAG) funds provided by the U.S. Department of Justice, Office of Justice Programs (OJP). The 2019/20 JAG Single Solicitation for Local Initiatives serves as a single, all-inclusive funding announcement for Pennsylvania's formula JAG funding for Federal Fiscal Year 2019 and 2020.

This 2019/20 JAG Single Solicitation for Local Initiatives Funding Announcement requests applications from eligible governmental and non-governmental agencies and organizations wishing to implement projects and programs that directly address the PCCD Objectives and Goals outlined in PCCD's approved [2016-2020 Strategic Framework](#).

It is highly recommended that any potential applicants review the funding announcement guidelines in full, print them, and use them as they develop an application for submission.

Significant Dates:

- **March 18, 2020** – Final date to submit questions regarding this announcement.
- **March 27, 2020** – Applications are due in PCCD's Egrants System.
- **April 6, 2020** – Notices sent for administrative rejection of applications.
- **September 9, 2020** – Applications are presented to the Commission for action.
- **October 1, 2020** – Project start date.

2. Funding Availability:

A total of approximately \$7 million in federal JAG funds is being announced to support this initiative. PCCD expects to fund 35 to 40 grants. There is no match requirement under this solicitation.

Applicants may apply for up to a maximum \$150,000 for the first year of their proposed project. Successful applicants will be eligible to apply for a second year of funding up to a maximum of 70% of their year one award. Receipt of year one funding does not guarantee that an applicant will receive year two funding. To secure a year two award, applicants must demonstrate project impact and/or implementation progress and will be directed to a specially designed continuation application format in the PCCD Egrants System to guide them through what is required to apply to receive second year funds.

Continuation funding will NOT be made available beyond the second-year award.

PCCD will have approval of all final budgets. After the competitive process is completed, successful applicants should expect PCCD Staff to engage with them in finalizing budgets which could include the elimination or addition of budgeted items.

Award Letters will be emailed, 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.

3. Project Dates:

Contingent upon availability of funds, applications approved at the September 9, 2020 Commission meeting will be 12-month projects and have a start date of October 1, 2020 and an end date of September 30, 2021.

Successful applicants will be eligible to apply for second year awards up to a maximum of 70% of their year one award. Contingent upon availability of funds, year two applications approved at the September 2021 Commission Meeting will be 12-month projects and have a start date of October 1, 2021 and an end date of September 30, 2022.

4. Eligible Applicants:

Eligible applicants include local units of government (including counties) and non-profit organizations. Colleges and universities are considered non-profit organizations and are eligible to submit an application. State agencies are **NOT** eligible to apply for these funds. Applicants may NOT submit more than one application per PCCD Objective. While applicants may submit more than one application, they may only submit one per Objective. It is the responsibility of the applicant organization to coordinate its submissions.

Funding is available for the implementation of new projects only and not the expansion or improvement of existing projects.

Applicants must be in good standing with PCCD to be eligible for these funds.¹ The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

Partnerships

Applications to implement multi-organizational projects are encouraged, provided that one local unit of government (or in the case of non-profit organizations, one non-profit organization) serves as the applicant. Such applicants must include an executed Memorandum of Understanding (MOU) from the executive/administrative officer of each partnering organization. Applicants are encouraged to begin laying the groundwork for the MOU during the development of the application.

Non-profit organizations (including colleges and universities) are required to provide letters of cooperation from anticipated project partners – as well as a Local Jurisdiction Waiver from the local unit(s) of government of the jurisdiction(s) they will serve – as part of the application submission. Non-profit applicants must submit a Local Jurisdiction Waiver for every jurisdiction that will be served by their proposed project. A sample Local Jurisdiction Waiver can be found on the PCCD website at: [JAG Local Jurisdiction Waiver](#).

A unit of local government that signs a JAG Local Jurisdiction Waiver for a non-profit agency is NOT waiving their own rights to apply for JAG funds under this solicitation or future solicitations.

A unit of local government is not required to submit a Local Jurisdiction Waiver if the unit of local government is the applicant agency.

¹ 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.

5. Program Goals, Objectives and Anticipated Impact:

This funding announcement provides funding to eligible governmental and non-governmental agencies and organizations wishing to implement projects and programs that directly address the PCCD Objectives and Goals outlined in PCCD's [2016-2020 Strategic Framework](#). In determining where JAG Funds could achieve the greatest impact, the Commission approved targeting these funds to a select group of objectives within the Strategic Framework.

In addition to the Goals and Objectives in the PCCD Strategic Framework, there are a number of characteristics that should be represented in applications submitted for funding consideration:

- ❖ *Innovative approaches to solve current and future problems;*
- ❖ *Initiatives developed through collaborative planning efforts;*
- ❖ *Initiatives that pilot solutions to systemwide problems;*
- ❖ *Initiatives that create efficiencies and/or deliver services more effectively;*
- ❖ *Initiatives that are cost-effective, sustainable and replicable;*
- ❖ *Initiatives that are based on research or promising practices; and*
- ❖ *Public/private/philanthropic partnerships.*

***New for 2019/2020-SMART Goals**

A SMART goal is a carefully planned, clear and trackable objective. SMART is the acronym for Specific, Measurable, Achievable, Relevant, and Time-based. SMART goals are specific and measurable to address how the funded project will improve the administration of the criminal justice system. Goals are achievable and relevant to the problem statement and are time bound by a defined workplan/timeline. The inclusion of SMART goals is not a requirement for the initial application to PCCD.

Applicants selected for funding will be required to develop SMART goals as part of their project. SMART goals will be reviewed and approved by PCCD program staff prior to the distribution of funds.

6. Eligible Program Activities and Expenses:

Funds for the proposed program may be used to implement projects that support one or more of the Goals, Objectives, and Activities from the PCCD Strategic Framework identified below. Only projects in support of the Activities identified within this section are eligible for funding under this solicitation.

***New for 2019/2020 –Implementation of Evidence Based Practices**

The implementation of evidence-based programs (EBPs) is encouraged when an EBP exists. Applications submitted under Objectives 4, 5, and 7 that do not include the implementation of an EBP, will be required to provide an explanation, as part of the application, as to why the proposed project does not include the use of EBPs. Please reference Appendix B for the PCCD definition of an EBP. Applicants requesting funds to support non-EBP activities **must** provide a description indicating where the proposed program or activity falls on the continuum of confidence AND the anticipated project outcomes.

Goal I: To make communities safe through collaboration and targeted investments.

Objective 1. Increase the efficacy of state and local planning efforts through interagency planning and collaboration.

Activities:

- Provide support for county (CJAB) priorities;
- Provide support for new Communities That Care (CTC) sites;
- Support Police Department Regionalization;
- Support the development of alternatives to arrest in the community that improve public safety, which include programs/services for youth and adults; and
- Support of partnerships between public and private sector organizations working collaboratively to reduce crime and prevent victimization.

Objective 2. Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime.

Activities:

- Improve data sharing efforts between police departments and or between police departments and prosecution and probation/parole;
- Increase the number of law enforcement organizations connected via regional, statewide, and national justice information-sharing initiatives;
- Improve identification, processing, and prosecution of offenders through technology and latent evidence;
- Support the use of technology (e.g., GIS-mapping) that law enforcement can use to track crime and target prevention efforts;
- Support training programs connected to the intersection of behavioral health and criminal justice;
- Provide support for initiatives to reduce violent crime; and
- Provide support for youth and law enforcement forums or other initiatives to improve relationships between youth and law enforcement.

Objective 3. Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders.

Activities:

- Increase availability of affordable and supportive housing;
- Develop and/or implement programs to address behavioral health treatment needs in county jails and/or the community; and
- Implement diversion strategies at preliminary arraignment and/or support for the development of pre-entry or zero-entry strategies that improve public safety.

Objective 4. Promote and support the use of evidence-based programs and practices. (New for 2019/2020: Please refer to **Eligible Program Activities and Expenses** section for EBP and non-EBP related requirements.)

Activities:

- Implementation of evidence-based delinquency and violence prevention programs;
- Implementation of evidence-based practices designed to reduce recidivism;
- Support for trauma-informed care approaches to address the needs of diverse populations (includes gender responsiveness);
- Support the development of restorative justice strategies to increase offender accountability to the victim and the community;
- Support training and services for vicarious trauma and officer wellness for justice practitioners;

- Provide support for improvements to county probation services; and
- Provide support for evidence-based programs and practices that reduce gun violence.

Objective 5. Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives. (New for 2019/2020: Please refer **to Eligible Program Activities and Expenses** section for EBP and non-EBP related requirements.)

Activities:

- Support training on pretrial options and the development of effective pretrial programs;
- Support the successful implementation of pretrial/diversion alternatives to incarceration and juvenile placement including the development of pre-entry or zero-entry strategies that improve public safety;
- Provide support for problem solving courts;
- Provide support for promising approaches or research-based programs for dispositional alternatives; and
- Provide support for strategies to reduce racial and ethnic disparities in the juvenile and criminal justice system.

Objective 6. Promote the implementation of reentry programs and practices.

Activities:

- Support the development of appropriate community supervision, treatment plans, and services/programs to assist high-risk juvenile or adult offenders transitioning back to their communities;
- Support the development of reentry coalitions; and
- Support the implementation of initiatives identified in a Reentry Strategic Plan.

Goal II: To reduce the impact of crime on victims.

Objective 7. Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence. (New for 2019/2020: Please refer **to Eligible Program Activities and Expenses** section for EBP and non-EBP related requirements.)

Activities:

- Provide support for evidence-based, research-based, and promising approaches to prevent victimization; and
- Provide support for the evaluation of research-based and promising approaches to prevent victimization.

Goal III: To develop and share relevant expertise, resources and technical assistance both within the agency and with our external partners.

Objective 8. Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information.

Activities:

- Improve the accuracy and reliability of state, county and local criminal and/or juvenile justice data through the automated exchange of information and/or data quality initiatives; and
- Improve fingerprint collection among law enforcement.

Objective 9. Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.

Activities:

- Support forensic process improvements to include toxicology and blood analysis.

NOTES:

- Reentry Strategic Planning: Maximum awards of \$15,000 are available for applicants requesting support to develop local reentry strategic plans. These will be 12-month awards and will not be eligible for second year funding. Applications are eligible for funding under Goal I - Objective 6.
- Regional Police Departments: Applications to create or expand a Regional Police Department are eligible for funding under Goal I – Objective 1. Funding amounts and requirements are contained in **Appendix A** of this funding announcement.
- For purposes of this funding announcement, the term “evidence-based” is reserved for programs that have been tested in more than one scientifically rigorous study (such as randomized control trials) and have consistently been shown to work better than a placebo or no treatment/intervention. For more information about what constitutes an “evidence-based,” “research-based” or a “promising approach” program, please refer to **Appendix B**.

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

7. Ineligible Program Activities and Expenses:

The following items are not eligible for funding within any JAG purpose area and may result in an administrative rejection of the application:

- JAG funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.
- JAG funds may not be used directly or indirectly to provide for any of the following fixed assets or contracted matters unless the Bureau of Justice Assistance (BJA) certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:
 - Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
 - Luxury items;
 - Real estate; and
 - Construction projects (other than penal or correctional institutions).
- JAG funds may not be used to purchase food and/or beverages.

For additional information on expenditures prohibited under JAG, as well as expenditures that are permitted but “controlled,” along with the process for requesting approval regarding controlled items, refer to the [JAG Prohibited and Controlled Expenditures Guidance](#). Information also appears in the [JAG FAQs](#).

Other restrictions on use of funds – If a unit of local government submits an application for particular, defined types of expenditures, it must satisfy certain preconditions:

- To utilize JAG funds for Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV) purchases, applicants must follow controlled expenditures request instructions as well as adhere to the UAS Guidance found here: <https://www.bja.gov/Publications/BJA-UAS-Guidance.pdf>.

- To utilize JAG funds for Body-Worn Camera (BWC) equipment, or to implement or enhance BWC programs, applicants must provide to the Office of Justice Programs (OJP) a certification, that the applicant has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, training, etc. The certification can be found at: <https://www.bja.gov/Funding/BodyWornCameraCert.pdf>.
- Additionally, as contained in Act 22 of 2017, PCCD is authorized to condition funding or grants related to the implementation, use, maintenance or storage of BWCs or recordings from BWCs. All BWC initiatives awarded will be conditioned upon protocols, guidelines or written policies being substantially compliant with applicable recommendations of the Commission.
- To utilize JAG funds for DNA testing of evidentiary materials, any resulting **eligible** DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the Federal Bureau of Investigation [FBI]) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from the Bureau of Justice Assistance (BJA). In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS.
- To utilize JAG funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission [FCC] Waiver Order) the applicant should review [FY 2018 SAFECOM Guidance](#).

8. Required Egrants Sections/Documents:

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents – A successful application must be accompanied by the following:
 - The original, completed Signature Page (page 2 of the application);
 - Letter(s) of Commitment to participate from any entity that will work with you, partner with you, or be involved in the project you propose;
 - Letter(s) of Support from the County Criminal Justice Advisory Board for county-based projects under Goal 1- Objective 1;
 - Letter(s) indicating General Support for your proposal (optional); and
 - Local Jurisdiction Waiver Form(s) (if applicable).

9. Scoring:

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

Note: In addition to the reviewer ratings, PCCD takes into consideration factors such as the JAG Funding Characteristics (Section 6-Program Goals, Objectives and

Anticipated Impact), underserved populations, geographic diversity, applicant past performance, and available funding.

The following application sections in Egrants have a point value associated with them and will be scored as described below:

- a. Executive Summary** – (Maximum 5 points; length is limited to 5,000 characters; approximately one printed page)

All applicants must fill out the following script and paste into the executive summary section:

The name of applicant is requesting \$_____ to [provide a single sentence or two of what you are seeking to implement with your grant funding].
These funds will be used for the following: [provide bullet points of what the funds will be used for].

- b. Statement of Problem** – (Maximum 20 points; length is limited to 15,000 characters; approximately three printed pages)

Applicants are expected to outline proposals that will clearly offer services or programming that will advance the selected Activity within the selected Objective. Describe the problem that your project will address. Supporting data and facts **must** be provided and be specific to your project and relevant to the problem and your proposed request.

Note: If using a strategic plan **or collaborative planning effort** not developed by the applicant, describe how your proposal for these funds will help the local planning body achieve its objective(s).

- c. Project Description** – (Maximum 30 points; length is limited to 20,000 characters; approximately four printed pages)

This section establishes that the applicant has reviewed the program goals, objectives, and anticipated impact and has established a plan. Please address the following items as you describe the project in this section:

- Explain the implementation plan and methods to be used to accomplish the stated objectives. This description should include who will perform the work, what actions are proposed to accomplish these activities, timeframes for completing each activity, and any other details necessary to clearly establish how this project will be implemented.
- Describe the work that will be accomplished during the project period.
- Identify plans for subcontracting any part of the project, including the role to be performed by each subcontractor (if applicable).
- Describe internal quality assurance processes that will be used to monitor the implementation of this project.

- d. Collaborative Planning** – (Maximum 15 points; length is limited to 5,000 characters; approximately one printed page)

Applicants are required to describe how their proposed project aligns with local collaborative and/or strategic planning efforts. Attach the following items as applicable:

- The local planning body's Strategic Plan;
- Letters of Commitment to participate from any entity that will work with you, partner with you, or be involved in the proposed project;

- Letters of Support from the **requisite local planning body**;
- Letters indicating general support for your proposal;
- **Local planning body meeting minutes that refer to the need for the project; and**
- Other documentation demonstrating the project will address issues that had been identified through collaborative and/or strategic planning efforts.

Strategic/Collaborative Planning - To leverage the importance of collaborative planning in all system improvement efforts, applicants that document how their project will address issues identified through collaborative and/or strategic planning efforts will receive **preference**. In particular, special emphasis will be placed on projects developed in support of Criminal Justice Advisory Board Strategic Plans, STOP Team Strategic Plans, Reentry Coalition Strategic Plans, Cross System Mapping Plans, Communities That Care Strategic Plans, Juvenile Justice System Enhancement Team Plans, and Overdose Coalition/Taskforce Plans.

Note: Applications in support of collaborative bodies other than those mentioned by name above will be accepted, provided they can document how their project will address issues identified through local collaborative and/or strategic planning efforts.

Letters of Commitment to Participate – These letters must be signed by each cooperating entity that will work with you, partner with you, or otherwise be involved in the project proposed in your application. This type of letter must be on the letterhead of the cooperating entity, state an understanding of the role(s) that said entity has in the project, and that the entity agrees to participate in the project as it is outlined in your application.

Letters of Support – These letters should be written on the letterhead of the individual serving as Chair of the collaborative body, or entity that is expressing support for the proposal to be funded. **Where County Commissioners, County Chief Executive Officers, and City Treasurers are applicants, PCCD requires a Support Letter from their County Criminal Justice Advisory Board for any county-based project under Goal I - Objective 1.**

- e. Impact/Outcomes** – (Maximum 15 points; length is limited to 5,000 characters; approximately one printed page)

Describe how the proposed project will be measured; i.e., short-term and long-term outcomes, data collection and analysis, etc. Describe the alignment of the project with existing best practices or programs and provide citations as applicable. What is your expected project impact? Describe any next steps you see your results having on the **local collaborative planning process**.

- f. Budget Detail** – (Maximum 10 points)

As stated in 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 grant award.

The budget details section should identify what the funds will be used for and line items should be entered for each budgeted cost. Clearly identify all costs, including salary and benefits. Calculations should be clear and entered as the Egrants system requires in the budget detail section.

For any budgeted cost that is not self-explanatory, clearly explain the relationship between the budgeted costs and the proposed project activities/operation. Describe how the item will be used in the implementation of the proposed project. This section may include additional explanation of the computations stated in the Budget Detail section; however, computations provided within the line items should not be replicated in the justification field(s).

NOTE: PCCD will have final approval of all budgets and may require budget reductions.

g. Sustainability Plan – (Maximum 5 points; length is limited to 5,000 characters; approximately one printed page)

Applicants must enter into this process with the understanding that planning to sustain the program/project beyond PCCD grant funding is an integral part of the process. Describe a cogent sustainability plan that includes the following items:

1. Once grant funds expire, how will the project continue? Describe how current and ongoing support for the program/project is and will be generated.
2. Identify sources of financial support and provide commitments from key stakeholders necessary to successfully sustain the program/project; if these are not currently available, how will these be obtained?

Letters from organizations or agencies willing to provide financial commitment can be attached to this section.

10. Performance Measures:

a. Justice Assistance Grant (JAG) Data Collection Elements

Under this Funding Announcement, successful applicants are required to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the BJA in program guidance for the JAG Program.

BJA developed specific JAG Programmatic Measures that must be tracked and reported on for all applications awarded as part of this announcement. The programmatic performance measures are customized dependent upon the activity type(s) within each purpose area(s) supported under the awarded application. Applicants are not required to report on all JAG Programmatic Measures, only those that apply to your application. The full list of programmatic measures and other supporting documentation is available on the BJA website.

JAG measures for awards from fiscal years **2015 and beyond** can be found at https://bjapmt.ojp.gov/help/JAGDocs/01_JAGGeneralInformationQuestionnaire508.pdf

Successful applicants will be required to report on the JAG Programmatic Measures through the BJA Performance Measurement Tool (PMT) at the end of each calendar quarter. Training for the PMT will be made available through BJA; refer to the BJA Website (<https://bjapmt.ojp.gov>) for additional information or follow the link: <https://bjapmt.ojp.gov/help/JAGTraining.html>. PCCD will establish the award for successful applicants in the PMT identifying which activities apply to your award.

Within 20 days of the end of each calendar quarter, you will be required to access the PMT, enter the required performance measurement information, and submit the

report for review and approval. The PMT only pertains to BJA JAG data collection requirements. Any other reporting requirements associated with this Funding Announcement are identified elsewhere in this document; refer to those sections for details.

b. Other Performance Measures

Under this Funding Announcement, successful applicants are **required** to submit Quarterly Progress Reports to PCCD via the Egrants system. Subgrant recipients under this Funding Announcement will be **required** to accept and report on performance measures selected by the staff of the PCCD that will fulfill federal guidelines for the use of JAG Funding. Subgrant recipients may want to develop additional performance measures that are specifically related to the activities outlined in their application and may track and report all measures through the PCCD Egrants system.

11. 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**).

12. Administrative Requirements:

a. Egrants Agency and User Registration:

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

b. Fiscal Accountability:

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

c. Time and Effort Reporting:

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

d. Grant Payments:

- Payments will not be released until all applicable special conditions on the grant award have been satisfied.
- All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
- **ACH Payments:**
 - All payments to grant recipients will be made through ACH.

- Either before or at the time an application is submitted to PCCD, the applicant agency must [register as a Non-Procurement Vendor](#) with the Commonwealth of Pennsylvania.
- e. Federal Transparency Act Certification:**
This section is required for both state and federal funding streams. See the [Federal Application Requirements page](#) on PCCD's website for further information.
- f. Reporting Requirements:**
- Programmatic reports are due quarterly.
 - Fiscal reports are due quarterly.
 - Late submission of programmatic and fiscal reports may delay payments.
 - All reports must be submitted through the Egrants system.
- g. UCR Reporting:** Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (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.
- i. Required Certification Regarding 8 U.S.C. § 1373:**
Federal funding guidelines require that PCCD obtains a properly executed certification regarding compliance with 8 U.S.C. § 1373 from the proposed subrecipient prior to awarding any funds to a unit of local government.
- j. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE):**
Federal funding guidelines require that each applicant provide responses to the following questions as part of the application:
- Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
 - Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in the prior question?
 - If yes to either question above:
 - Please provide a copy of each law or policy.
 - Please describe each practice.
 - Please explain how the law, policy, or practice complies with section 1373.

Please note: Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

13. PCCD Contact Information and Resources:

- a. Staff Contacts:**
Staff are only able to clarify the funding announcement and are not be able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:
- E-mail your funding announcement questions to ra-pccd-ocjsi@pa.gov with "2019/20 JAG Single Solicitation Local Initiatives" in the subject line.
 - Questions must be received by close of business on **March 18, 2020**.

- All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.
- b. Egrants Funding Announcement:**
Log into the Egrants system and search under the "Funding Announcement" tab for 2019/20 JAG Single Solicitation Local Initiatives.
- 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.
- 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.

14. Mailing Information:

The application must be entered into Egrants **no later than Friday, March 27, 2020 by 11:59 PM.**

The original signature page and any additional required information that could not be submitted electronically must be **received or postmarked Wednesday, May 6, 2020** and either mailed or sent via express delivery services** to:

PA Commission on Crime and Delinquency
Attention: Grants Management

Vis U.S. Mail:
P.O. Box 1167
Harrisburg, PA 17108-1167

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

***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 are 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 by **Wednesday, May 6, 2020.

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

APPENDIX A – Police Department Regionalization

Introduction

This grant program is administered by the Pennsylvania Commission on Crime and Delinquency. The purpose of this grant is to improve the delivery of public safety services through intergovernmental cooperation, by facilitating the formation of full-time, full-service regional police departments.

Eligible Applicants

Applicants for the Regional Police Assistance Grant Program may be any municipality – a city, borough, township, home-rule municipality, or county. Applicants may also be a public or quasi-public body, or its representative, duly authorized to act on behalf of one or more municipalities. All applications must be accompanied by a fully executed Articles of Agreement.

Program Activities

This grant program provides financial aid to assist in the formation of new regional police departments and for established regional police departments that expand their department or services by adding an additional municipality(s).

Funding

Contingent upon availability, funding for the creation of a Regional Police Department or expansion will be awarded according to the following:

New Regional Police Departments:

The Articles of Agreement, between municipalities forming a regional department, **MUST** be executed in order to be eligible to apply for funding. New departments may be considered for up-to-three years of funding to support the Police Chief's salary and benefits according to the following:

- First year, a maximum of 50% of the Police Chief's salary, not to exceed \$50,000.
- Second year, a maximum of 50% of the Police Chief's salary, not to exceed \$50,000.
- Third year, a maximum of 50%, of the Police Chief's salary, not to exceed \$50,000.

Continuation applications are required each year and continued funding in years two and three is contingent upon acceptable performance in previous year(s) as well as the availability of funding.

Current Regional Police Departments:

Established regional police departments that expand their department or services by adding an additional municipality(s) may apply for additional funding in one of the following categories, not to exceed \$20,000 per occurrence:

A. Legal Expenses:

Associated with merging pensions, collective bargaining agreements or other labor related issues.

B. Law Enforcement Equipment:

Standardization of uniforms and equipment, to include: Patrol cars, car radios, portable radios, computer hardware, mobile computing, and desktop computers. This category includes the evaluation/assessment of equipment owned by the department joining the existing regional department. Additional items may be considered for inclusion after applicant discusses them with PCCD's staff.

C. Personnel:

Costs associated with hiring additional personnel needed to cover expanded patrol areas.

Examples:

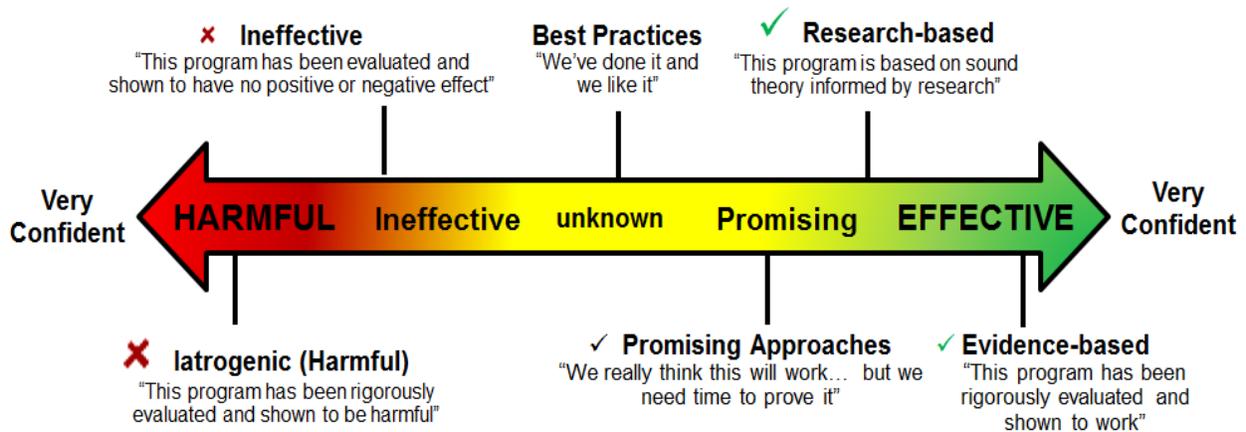
Scenario 1 - Two municipalities regionalize. They apply and receive \$50,000 per year for the first three years for the Chief's salary

Scenario 2 - An established regional police department has two new municipalities that want to join, at the same time. One of the requesting municipalities has a police department and would qualify for legal expense category. The second municipality does not have municipal police protection and could qualify under a different category. In this example, the regional police department could apply for \$40,000 (\$20,000 in each category).

APPENDIX B – What is “evidence-based”

What do we mean when we say a program is “evidence-based”?

Programs can be placed along a **continuum of confidence** based on their evidence or theory



How to identify where a program is on the continuum:

Read the research studies on the programs you are considering to determine the following:

- 1) Was effectiveness demonstrated in rigorous scientific evaluations?
 - Look for at least one randomized control trial.
- 2) Was effectiveness demonstrated in large studies with diverse populations or through multiple replications?
 - Look for two or more studies, studies that show impact with diverse populations, and studies done by independent researchers (aka not the developer of the model)
- 3) Did the study show significant and sustained effects?
 - Look for follow-up data showing that impacts were sustained at a minimum of 6 months post program.

If the answer is yes to all three of these questions then most likely the program you are reviewing falls in the green, evidence-based end of the continuum.

The EPISCenter represents a collaborative partnership between the Pennsylvania Commission on Crime and Delinquency (PCCD), and the Bennett Pierce Prevention Research Center, College of Health and Human Development, Penn State University. The EPISCenter is funded by PCCD and the PA Department of Human Services. This resource was developed by the EPISCenter through PCCD grant VP-ST-24368.



Another way to identify where a program falls on the continuum is to utilize a clearinghouse that has already done the review of the research and rated the program’s evidence of effectiveness.

Rating Source	Area of Focus	Website
Blueprints for Healthy Youth Development	Child welfare, juvenile justice	http://www.blueprintsprograms.com
California Evidence-Based Clearinghouse for Child Welfare	Child welfare	http://www.cebc4cw.org/
Coalition for Evidence-Based Policy	Social policy	www.coalition4evidence.org
CrimeSolutions.gov	Criminal justice	http://www.crimesolutions.gov/
National Registry of Evidence-based Programs and Practice	Substance abuse, mental health	http://www.samhsa.gov/nrepp
Promising Practices Network	Child welfare, juvenile justice, social programs	http://www.promisingpractices.net/programs.asp
What Works Clearinghouse	Education	http://www.ies.ed.gov/ncee/wwc/
What Works in Reentry Clearinghouse	Criminal justice	http://www.whatworks.csgjusticecenter.org

One particularly useful clearinghouse is the **PEW Charitable Trusts Results First Clearinghouse Database**. This is a one stop shop for accessing the many lists of evidence-based programs.

1. Go To: <http://www.pewtrusts.org/en/multimedia/data-visualizations/2015/results-first-clearinghouse-database>
2. Type in the key words for the program or type of program you are looking for
3. Compare ratings across various clearinghouses to determine which programs are rated most highly, most frequently.
4. Dig deeper for more information by hovering over the colored rating dots and clicking on learn more!

Please contact the EPISCenter for additional technical assistance: cook@episcenter.org