



DEPUTY SHERIFFS' TRAINING BULLETIN

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COMMONWEALTH OF PENNSYLVANIA

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PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

This is to bring Sheriffs up to date on PCCD's progress and plans for a statewide modernized and standardized concealed firearms license to carry system. This will help as Sheriffs consider ordering additional equipment and supplies, including printer ribbons and License To Carry (LTC) card blanks, for your present system.

The Pennsylvania Commission on Crime & Delinquency (PCCD) is required by PA Legislative Act 2005-66 to develop and deploy a statewide "modernized and standardized" license to carry system. The PCCD is working with its legislated partners the Pennsylvania State Police (PSP) and the Pennsylvania Sheriffs Association (PSA) to meet this mandate. To help PCCD consider the interests of the LTC Issuing Authorities (LTCIA), PCCD formed a LTC Advisory Committee. This committee includes sheriffs from nine counties, the Philadelphia Police Department Firearms Division, the PSA, the PSP, the PA Justice Network (JNET) and the PCCD. Together, the PCCD has researched a number of solutions. After much study and discussion the PCCD have decided the best way to serve the counties properly, meet the requirements of Act 2005-66, and work within the boundaries prescribed by the Commonwealth is to design, develop and deploy a central LTC system to serve all 67 LTC Issuing Authorities. The PCCD will take the lead to design, develop and deploy the new system. The PSP have agreed to host, operate and maintain the system once it is fully deployed and in production. The PCCD plans to begin work in August 2009 with a review of all requirements then proceed to design and develop the new system with planned completion in April 2010. Testing, documentation and training is scheduled for completion in July 2010. The PCCD expects the first counties to be using the new LTC system by August 2010. The new system must be operational in every county by May 10, 2011. This plan is subject to change.

As PCCD moves forward, PCCD is including provisions to protect the counties' independence of operation and their investments in LTC automation. Each LTCIA will operate independently and its data will be kept separate from other issuing authorities. The PSA will work with PCCD to ensure the counties are prepared and trained to use the new system. Each LTCIA will receive grant funds to modernize their local computer system to meet the new standards.

One of the items PCCD is still evaluating is the specification for printers to produce the new LTC card. The PCCD will announce the selected method for LTC card printing and the county rollout plan in November 2009. Until then, PCCD suggest counties limit their orders for their current LTC

card printers, LTC printer supplies and LTC card blanks to no more than the amount needed through July 2010.

The new LTC system will remove the burden of maintenance and support from the counties, reduce system costs and ensure the system remains modern and standard across the Commonwealth. Sheriffs' offices will have less paperwork. LTC records will be up to date for police inquiries, and officers will be able to trust the authenticity of the new, secured and standardized LTC card.

LTC GRANTS:

Each LTCIA will receive grant funds to modernize their local computer system to meet the new standards. The grant process is automated. Applications for the LTC funding will only be accepted via the PCCD Egrants system. **Hardcopy applications will not be accepted.** Applications will only be accepted from County Commissioner's Office or County Chief Executive Office.

ONLINE APPLICATIONS:

In order to receive notifications of grant funding opportunities, it is recommended that you register to receive email notifications through the PCCD Egrants system at https://www.pccdegmis.state.pa.us/pccd_egmis/Login.aspx. The system only requires an email address to accomplish this notification process. Please contact the Grant Coordinator for your County Commissioner's Office or County Chief Executive Office to be sure they are receiving the grant notifications.

Agencies, Project Directors, Financial Officers and Primary Contacts are required to be registered within the Egrants system prior to submission of the formal online application. All users must also have security access to a specific Grant ID number in order to access it for subsequent required quarterly reporting.

Egrants registration information for all users may be found at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5424&&PageID=496355&level=3&css=L3&mode=2>.

Users should access the actual registration site for Egrants at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5430&&SortOrder=3&level=2&parentid=5260&css=L2&mode=2>. Simply select the *Production Site, Register* link on the right side of the page and complete all mandatory fields. Individuals provide their own User ID and Password and then obtain an appropriate security role to the specific grant. Registration may be completed after the release of a funding announcement, if necessary.

Contact your grant coordinator for your County Commissioner or Executive Office grant coordinator if you have questions regarding security roles and access to grant documents or required reporting.

There is also an "Egrants Help Center" available on the PCCD Egrants Production site which includes a Tutorial and Quick Start Guides that walk you through the Egrants system with text and

screen shots, Frequently Asked Questions and a Glossary.

Additionally, please note: The Commonwealth makes payments to grant recipients through ACH. When your application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Central Vendor Management Unit at 717-214-0140 (Fax) or by mail to the Central Vendor Management Unit, Bureau of Financial Management, Verizon Tower – 6th Floor, 303 Walnut Street, Harrisburg, PA 17101-1830. The Electronic Funds Transfer Payment Enrollment Form may be found on PCCD's website at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5429&&PageID=496357&level=3&css=L3&mode=2>.

There are still details to be resolved and there is room for discussion and change. The PCCD looks to the LTCIA's as the people best qualified to help us together achieve success. For more information, or to share a concern or a suggestion, please contact Mr. John Pfau, Manager, Bureau of Training Services, PCCD at jpfau@state.pa.us or 717-265-8546.

