




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: October 19, 2023  
Subject: Recruitment Incentives for Law Enforcement  
To: Interested Parties  
From: Michael Pennington  
Executive Director



The Office of Justice Programs (OJP) of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of funding under the Recruitment Incentives for Law Enforcement solicitation as supported by funding available through the Local Law Enforcement Support (LLES) Grant Program established under [Act 54 of 2022](#). The targeted focus of this solicitation is to support officer recruitment efforts.

Based on current funding availability, PCCD estimates being able to support the hiring/recruitment of approximately 2,000 new fulltime officers statewide during this solicitation opportunity.

A total of approximately \$14 million in federal American Rescue Plan Act (ARPA) Funding is being announced to support this initiative. Per the requirements of Act 54, PCCD is required to prioritize funding to areas with high rates of violent crime or low clearance rates.

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). The Help Desk is available Monday through Friday, 8:00 AM to 4:00 PM.



## Office of Justice Programs

### **Recruitment Incentives for Law Enforcement**

**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.

**This solicitation will remain open from October 19, 2023 until all funding has been committed.**

**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.**

**Applicants are strongly encouraged to utilize PCCD's [GENERAL APPLICATION GRANT GUIDES](#) on our website for assistance in navigating the Egrants registration and application process.**

**PCCD program staff may only respond to questions to clarify the funding announcement. Staff cannot respond to questions regarding specific project proposals. Questions must be sent via email to: [ra-pccd-ocjsi@pa.gov](mailto:ra-pccd-ocjsi@pa.gov) with Recruitment Incentives for Law Enforcement in the subject line. 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](mailto:RA-eGrantsSupport@pa.gov).**

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**Funding Stream: Local Law Enforcement Support (Federal ARPA Funding)**

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**Funding Announcement Title: Recruitment Incentives for Law Enforcement**

**Funding Stream: Local Law Enforcement Support (Federal ARPA Funding)**

**Submission Requirements for Applications:**

- **Scoring** – All applications received will be reviewed based on the applicant’s adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications will be reviewed in regular batches as received on a rolling basis. The first batch of applications, which will only include applications received by 11:59 PM on November 13, 2023, will be reviewed prior to the December 13, 2023 Commission meeting and will be presented for consideration at that Commission meeting. Regular batch review and awarding of grants under this solicitation will continue until such time as all funding is committed. Once all funding is committed, this solicitation shall close.
- **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 until 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 is not considered complete until PCCD has received the original signature page, as well as any other required documents.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.
- **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. Applicants may also select other keywords that apply specifically to their application.

Keywords: Law Enforcement

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Recruitment Incentives for Law Enforcement solicitation as supported by funding available through the Local Law Enforcement Support (LLES) Grant Program established under [Act 54 of 2022](#). The targeted focus of this solicitation is to support officer recruitment efforts. Per the requirements of Act 54, PCCD is required to prioritize funding to areas with high rates of violent crime or low clearance rates.

Based on current funding availability, PCCD estimates being able to support the hiring/recruitment of approximately 2,000 new fulltime officers statewide during this solicitation opportunity.

**2. Funding Availability:**

As of October 19, 2023, total of approximately \$14 million in federal COVID Relief – American Rescue Plan Act (ARPA) is available through the FY22-23 state budget to support this initiative. This amount may increase as previously awarded projects come to an end.

Application budget requests should be crafted based on **actual need** to fill current or expected fulltime officer vacancies and adhere to the respective \$7,000 or \$5,000 cap per current vacancy, as noted in the Eligible Program Activities and Expenses section below. Please see the Budget Detail section for more information about developing the budget request.

Applicants should be aware that PCCD staff will review grant request totals under this solicitation against the maximum award amount allowed by Act 54 of 2022. Budgets that exceed the maximum award limit (i.e., any total award to an eligible law enforcement agency under this solicitation and their FY22-23 LLES Grant award, if applicable) shall be addressed if an award is recommended.<sup>1</sup>

PCCD is not liable for costs incurred prior to the official start date of the award.

**3. Project Dates:**

Applications will be reviewed in regular batches as received on a rolling basis. The first batch of applications, which will only include those received by 11:59 PM on November 13, 2023, will be reviewed prior to the December 13, 2023 Commission meeting and will be presented for consideration at that Commission meeting. Additional awards will be announced throughout 2024 until such time as all funding is committed. Once all funding is committed, this solicitation shall close.

Project start dates may begin as early as the application is initially submitted by the applicant but no later than October 31, 2024. The project end date shall be no later than June 30, 2025. PCCD staff will work directly with successful applicants on the official start date of the project.

Due to federal ARPA funding requirements, applicants should not depend on the ability to extend the project period.

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<sup>1</sup> See Appendix A for the general breakdown of maximum awards allowed by Act 54.

#### 4. Eligible Applicants:

Eligibility for these funds is open to:

- **Local law enforcement agency**, defined by Act 54 as a public agency of a political subdivision having general police powers and charged with making arrests in connection with the enforcement of the criminal or traffic laws;
- **Campus police or university police** as used in section 2416 of the act of April 9, 1929 (P.L.177, No.175), known as The Administrative Code of 1929, certified by the Office of Attorney General as a criminal justice agency under the definition of "criminal justice agency" in 18 Pa.C.S. § 9102 (relating to definitions).;
- **Railroad or street railway police** departments formed with officers commissioned under 22 Pa.C.S. Ch. 33 (relating to railroad and street railway police) or any prior statute providing for the commissioning.;
- **Airport authority police** departments, including the Harrisburg International Airport Police; and
- **County park police** under section 2511(b) of the County Code.

Consistent with determinations made during the review of the FY22-23 LLES Grant Program, sheriff's offices, constables, K-12 school police, nonsworn campus police departments, and county adult and juvenile probation and parole departments are not eligible entities under this solicitation. Only agencies that fit squarely within one of the legal definitions above should make application and application is to be made only for the vacancies within that agency. **PCCD will not accept joint or combined agency applications under this solicitation.**

Further, any eligible municipal police department not regionalized during the application period is eligible to make separate applications under this solicitation. If an applicant or applicants are issued an award and are regionalized during the project period, PCCD staff will work with the applicant(s) on the appropriate administration of the grant(s).

Applicants must be in good standing with PCCD to be eligible for these funds.<sup>2</sup> Applicants must also be in compliance with [Section 504 of the Uniform Crime Reporting Act](#), which requires that to be eligible for PCCD funding, law enforcement agencies must submit monthly crime statistics to the Pennsylvania State Police. 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.

#### 5. Eligible Program Activities and Expenses:

Funds for this solicitation are explicitly to support Act 120 training and recruitment activities for law enforcement officers that will take place between October 19, 2023 and June 30, 2025. Eligible program activities and expenses are strictly limited to the following:

- 1) Option 1:** Local law enforcement agencies that currently have fulltime officer vacancies or known upcoming fulltime vacancies (e.g., known retirements and/or accepted resignations) between October 19, 2023 and June 30, 2025 and do not currently budget

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<sup>2</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. Applicants do not need a prior funding history with PCCD to be eligible.

or supply funding to cover the cost of Act 120 training will be eligible for up to \$7,000 per fulltime officer vacancy to cover the costs associated with the Act 120 training\*;

**OR**

- 2) Option 2:** Local law enforcement agencies that currently have fulltime officer vacancies or known upcoming fulltime vacancies (e.g., known retirements and/or accepted resignations) between October 19, 2023 and June 30, 2025 and currently budget or supply funding to cover the cost of Act 120 training, or who hire officers who are already Act 120 trained, are eligible to apply for stipends, signing bonuses, or marketing efforts to recruit fulltime officers, capped at \$5,000 per fulltime officer.

\*Costs associated with Act 120 training include tuition, application fee, psychological evaluation, cadet uniform and equipment costs, housing, and meal plan. Applicants are encouraged to take advantage of the Municipal Police Officer Education and Training Commission (MPOETC)'s partial tuition and salary reimbursement process (see [Grant Reimbursement](#) for details), but be mindful not to seek reimbursement from MPOETC for funding received for training purposes under this solicitation.

Any requests for technology or IT improvements, hardware or software equipment, nonsworn personnel costs, retention bonuses, officer salary or benefits, officer wellness programs, policy development, evidence-based practices or trainings outside the scope of Act 120 training shall be deemed ineligible for this solicitation. Please refer to the upcoming funding opportunities to possibly address these activities or items.

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

## **6. 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 executed Signature Page (page 2 of the application).
  - See instructions for other documents to require as appropriate.

## **7. 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.

Applicants with high rates of violent crime or low clearance rates as determined by Uniform Crime Reporting and National Incident Based Reporting System data will receive priority consideration in funding. **If you have not provided this data to PSP as required by [law](#), you may not be eligible to receive funding.**

Violent crime rates and clearance rates, as calculated based on the data provided by the applicant from the PA UCRS website, combined with the applicant's articulation of need and fulltime officer vacancy rate, will result in an overall grant score. In addition to reviewers' scores, other factors that may be considered include geographic diversity, the applicant's

compliance history with fiscal and program reporting, their historical success in implementing PCCD-funded programs/initiatives that met their intended goals, receipt of prior LLES Grant Program funding to support recruitment efforts, and available funding.

The following application sections in Egrants will be required as described below:

a. **Executive Summary (0 Points, not scored)**

All applicants must fill out the following script and paste it 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].

Please note that responses in this section may be used in PCCD grant summaries or be posted publicly. Plain language that clearly describes the intent of the project is most effective.

b. **General Information (50 Points)**

All applicants shall provide the following information:

- a. The applicant's ORI.
- b. Regional police departments must list all municipalities for which they provide coverage.
- c. Number of fulltime sworn law enforcement personnel.
- d. Number of vacant, budgeted, fulltime sworn law enforcement positions (in other words, how many vacant positions the applicant could fill, if there were people to fill them). *Please note that an officer vacancy is defined as a budgeted fulltime officer position that is currently vacant OR a retirement or separation that is known/certain to occur between October 19, 2023 and June 30, 2025.***
- e. Average number of applications received per posting to fill a vacancy during the period of January 1, 2021 – October 19, 2023.
- f. Three-year average budget of the law enforcement agency.
- g. *The applicant's total actual/substantiated crimes and clearances for the crime index offenses (i.e., murder, nonnegligent manslaughter, rape, robbery and aggravated assault) for each calendar year including 2019, 2020, and 2021. This information shall be gathered from the [PA UCRS website](#) and provided as described in Appendix B. Failure to follow the process for collecting and providing this information as described in Appendix B may result in funding ineligibility.***

c. **Project Description (25 Points)**

In this section, applicants will be required to provide the following:

- A short description of the current status of the law enforcement agency's sworn complement, including any concerns about current sworn complement vacancies and upcoming known fulltime retirements or separations scheduled between October 19, 2023 to June 30, 2025.
- Select which Option (see Eligible Activities section) under this solicitation that is applicable to their agency.



- If selecting Option 1 under eligible activities, provide a short description and rationale as to why the applicant is supporting Act 120 training.
- If selecting Option 2 under eligible activities, provide a short description and rationale for providing funding to support stipends, signing bonuses, or marketing efforts to recruit new fulltime officers.
- Acknowledge that the expectation is that officers taking advantage of any training, stipend, or signing bonus remain in the position with the respective local law enforcement agency for at least one year, in good standing, and describe how the agency intends to ensure this expectation is met.

d. **Budget Detail (25 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 detail section should identify what the funds will be used for and line items should be entered for each budgeted cost. 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).

**Budgets should be developed based on actual need to fill fulltime officer vacancies and adhere to the respective \$7,000 or \$5,000 cap per officer vacancy, as noted in the Eligible Program Activities and Expenses section above. An officer vacancy is defined as a budgeted fulltime officer position that is currently vacant OR a retirement or separation that is known/certain to occur between October 19, 2023 and June 30, 2025.**

**Option 1 Budget Detail Example.** If the applicant is selecting Option 1 to cover Act 120 training costs, the applicant should develop their budget within the Supplies & Operating Expenses category. Applicants should include the total number of fulltime officer vacancies and multiply that number against the funding requested (i.e., a maximum of \$7,000 per officer vacancy):

$$\# \text{ of fulltime officer vacancies} \times \$7,000 = \text{XXXX}$$

Within the justification box of the Supplies & Operating Expenses budget detail section, applicants should indicate what funding will be used for, such as covering Act 120 tuition costs, application fees, psychological evaluations, or partially offsetting any other related administrative needs (e.g., housing, meal plan) for Act 120 training.

**Option 2 Budget Detail Example.** If the applicant is selecting Option 2 to address stipends, signing bonuses, or marketing efforts to recruit new fulltime officers, stipends or signing bonus budget information should be included in the Personnel category. Applicants should include the total number of officer vacancies and multiply that number against the funding requested (i.e., a maximum of \$5,000 per new officer vacancy):

$$\# \text{ of fulltime officer vacancies} \times \$5,000 = \text{XXXX}$$

Within the justification box of the Personnel budget detail section, please indicate what funding will be used for, such as a stipend or signing bonus.

If the applicant is pursuing marketing or recruiting activities under Option 2, the applicant should consider utilizing the consultant or supplies & operating expenses sections, as appropriate. Provide a detailed description of the marketing or recruiting activity within the appropriate justification box.

Please note that all stipends, signing bonuses, and marketing/recruitment efforts are capped within Option 2, collectively, at \$5,000 per officer vacancy. Applicants may apply for both stipends/signing bonuses and marketing efforts, but budgets cannot exceed the \$5,000 cap per fulltime officer vacancy. For example, if an applicant has 20 fulltime vacancies, the maximum budget they may apply for is \$100,000 (i.e., 20 x \$5000 = \$100,000). If they opt to budget \$50,000 for marketing efforts, they should limit any stipends or signing bonuses per new officer to \$2500 (i.e., 20 x \$2500 = \$50,000) in order to stay within their budgetary cap. If awarded, applicants with budgets that exceed this cap per new fulltime officer shall be instructed to reduce their budgets accordingly.

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

• **Required Attachments (Not Scored)**

- All applicants shall include documentation (i.e., a letter by the chief of the applying local law enforcement agency or manager or other authorized officer of the municipality) certifying the known/certain retirements and fulltime vacancies that they are seeking funding to support under this solicitation.
- All applicants are required to upload a "Return A" report downloaded from the PA UCRS webpage for calendar years 2019, 2020, and 2021 as described in Appendix B. Failure to do so may result in funding ineligibility.

**8. Performance Measures:**

Under this funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements as prescribed by PCCD and federal or state guidelines. Because projects are anticipated to vary widely, PCCD will rely on the applicant to articulate in their application the data that they will collect to show the impact of their projects and will work with the awarded grantees to establish corresponding performance metrics. Subgrant recipients under this Funding Announcement **will be required** to report outcome data to PCCD on the deliverables described in the application via Quarterly Progress Reports in PCCD's Egrants system for the full term of the grant period through June 30, 2025.

a. **Quarterly Measures reported as of the end date of the quarter:**

- a. Number of fulltime sworn law enforcement personnel
- b. Number of vacant, budgeted, fulltime sworn law enforcement positions (in other words, how many vacant positions the applicant could fill, if there were people to fill them)
- c. Number of applicants received for each vacant position posted
- d. Number of applicants indicating the position would be their first in law enforcement
- e. Number of new fulltime sworn law enforcement officers hired in the quarter supported by this funding

- f. If applicable, number of individuals who began Act 120 training in this quarter, supported by this funding
- g. Number of new officers hired that were previously employed fulltime by another local law enforcement agency located within Pennsylvania
- h. If applicable, number of marketing events conducted; number of participants in the marketing events; and number of applicants resulting from the event if soliciting applicants during the event.

## **9. 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 proposals 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).

## **10. 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:

a. Payments will not be released until all applicable special conditions on the grant award have been satisfied.

b. 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.

### c. 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 Uniform Crime Report (UCR) data and is participating in this project must submit UCR (or NIBRS) data to the Pennsylvania State Police as required by [Section 504 of the Uniform Crime Reporting Act](#). If a required entity is not submitting UCR (or NIBRS) data, the agency may be ineligible for funding.

## 11. PCCD Contact Information and Resources:

a. Staff Contacts:

Staff are only able to clarify the funding announcement and are not 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](mailto:ra-pccd-ocjsi@pa.gov) with "Recruitment Incentives for Law Enforcement " in the subject line.
- 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 "Recruitment Incentives for Law Enforcement ."

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 applications 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.

## 12. Submission Information:

Applications will be reviewed in regular batches as received on a rolling basis. The first batch of applications, which will only include those received by 11:59 PM on November 13,

2023, will be reviewed prior to the December 13, 2023 Commission meeting and will be presented for consideration at that Commission meeting. **This solicitation will continue to be open to accept applications until such time as all funding is committed.** Additional awards will be announced throughout 2024 until such time as all funding is committed.

The executed signature page (page 2 of the application) must be uploaded to the Project Summary section of your application. A guide to assist you with this is available on our website at [Signature Page Instructions](#).

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

**APPENDIX A**  
**Maximum Limitation Amounts**

Per Act 54, awards issued under the Local Law Enforcement Support Grant Program cannot exceed the amounts listed below. Municipality size is determined based on the 2020 census population of the municipality that the applicant serves.

Maximum Award Amount	
Municipality Size/Population	Max Award Amount
City of first class <sup>3</sup>	\$ 25,000,000
City of second class	\$ 20,000,000
Municipality size greater than 55,000	\$ 10,000,000
Municipality size between 18,000 - 55,000	\$ 5,000,000
Municipality under 18,000	\$ 1,000,000
Transit Agency or Campus Police	\$ 5,000,000
Airport Police or County Park Police	\$ 500,000

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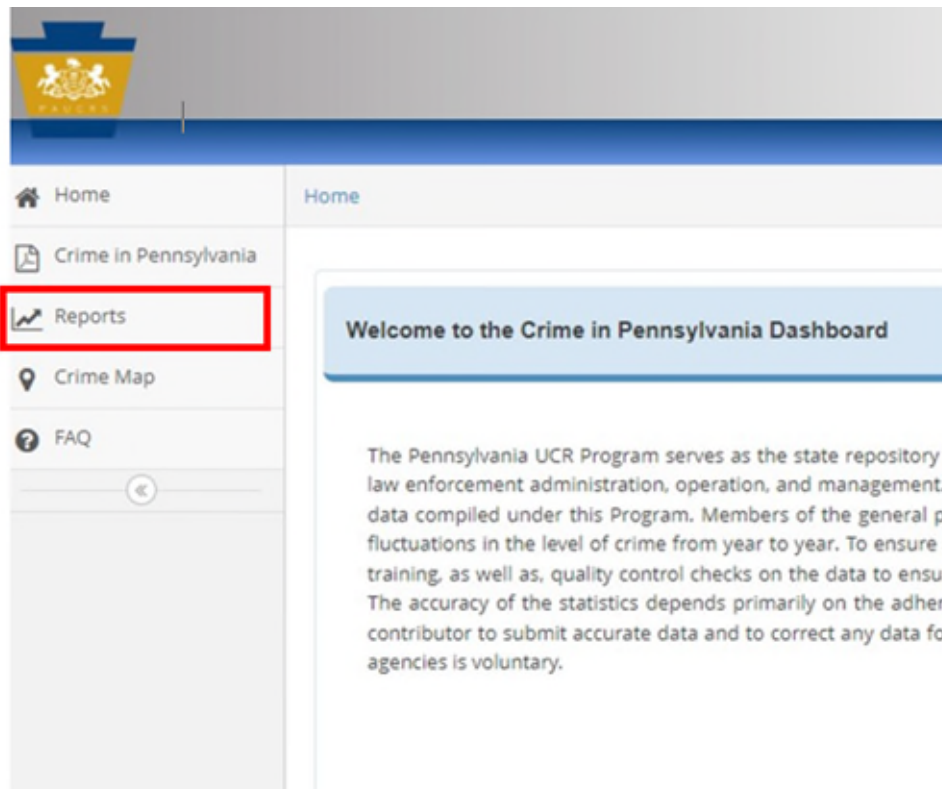
<sup>3</sup> **NOTE:** A law enforcement agency that already received the maximum award available under the FY22-23 LLES Grant Program may apply under this solicitation; however, as the total award to a single entity under the LLES Grant Program cannot exceed the maximum set by law, if an applicant is recommended for an award under this solicitation, they will be required to work with PCCD staff to reconcile their awards.

## APPENDIX B Instructions for Providing Violent Crime and Clearance Data

1. Go to the public facing PA UCR website at [www.ucr.pa.gov/PAUCRSPUBLIC](http://www.ucr.pa.gov/PAUCRSPUBLIC). NOTE: While there is also a credentialed version of PA UCR, the public version is accessible without a password and can be accessed by anyone at any time.



2. Click on the "Reports" tab on the left-hand side of the page.



3. Select "Annual SRS Summary Report."



4. This will bring up the page that allows you to enter ALL report parameters:





5. Input the appropriate Start Month-Year and End Month-Year. You will need to run **THREE SEPARATE REPORTS** (as opposed to one report covering all three years).
- a. January 2019-December 2019
  - b. January 2020-December 2020
  - c. January 2021-December 2021

Annual SRS Summary Report

Start Month-Year:

End Month-Year:

6. In the “Report by” field, select “Agency”

Annual SRS Summary Report

Start Month-Year:

Report By:

Report Type:


7. In the “Agency” field, select the ORI for your law enforcement Agency. This is the Agency applying for funding and the ORI supplied for this funding application should be the SAME ORI you use to run your report. **If you do not report into PA UCRS or do not have an ORI you are NOT eligible for funding.**

End Month-Year:


Agency:

8. In the "Report Type" field select "Return A"


Annual SRS Summary Report

Start Month-Year: Jan - 2019 

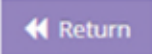
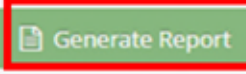
Report By: Agency 

Report Type: Return A 


9. Once all of the parameters are correct, click "Generate Report" (Green button on lower right).  
Note: Please ensure that YOUR agency is the only agency in the agency field.

End Month-Year: Dec - 2019 

Agency: PA0012300 - CARROLL VALLEY BOROUGH ✕ |

10. You should see a report appear that looks like this. Please double check the agency name and the beginning and ending date to ensure accuracy. The highlighted metrics are the ones you will use to report violent crime and the associated arrests.



## SRS Summary Report

Beginning Date: 01/01/2019      Ending Date: 12/31/2019

Printed On: 10/10/2023

Page 1 of 1

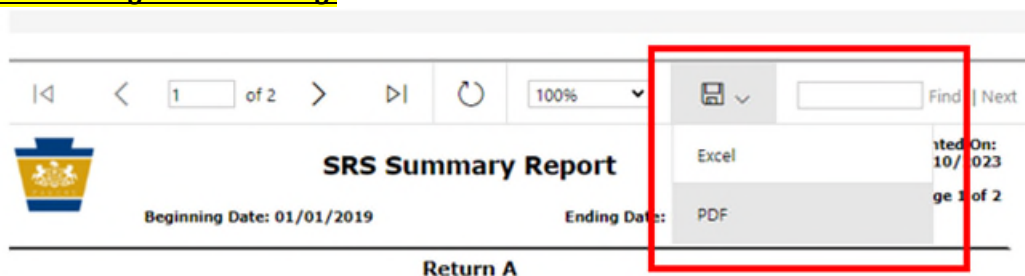
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**Return A**

Agency: Anytown USA

Classification of Offenses	Offenses Reported	Unfounded	Actual Offenses	Tot. Offenses Cleared	Clearances Involving
Murder/NonNegligent Homicide(Total)	1	0	1	1	0
Manslaughter by Negligence(Total)	0	0	0	0	0
Rape(Total)	4	0	4	4	1
Rape	4	0	4	4	1
Attempted Rape	0	0	0	0	0
Robbery(Total)	35	0	35	19	4
Robbery - Firearm	17	0	17	11	2
Robbery - Knife or Cutting Instrument	2	0	2	0	0
Robbery - Other Dangerous Weapon	3	0	3	2	0
Robbery - StrongArm(Hands,Fists,Feet,etc)	13	0	13	6	2
Assault(Total)	37	0	37	35	0
Assault - Firearm	3	0	3	2	0
Assault - Knife or Cutting Instrument	10	0	10	9	0
Assault - Other Dangerous Weapon	4	0	4	4	0
Assault - StrongArm(Hands,Fists,Feet,etc)	20	0	20	20	0
Burglary(Total)	111	0	111	26	3
Burglary - Forcible Entry	53	0	53	11	2
Burglary - Unlawful Entry(No Force)	38	0	38	15	1
Burglary - Attempted Forcible Entry	20	0	20	0	0

11. Using the “Save” function, you must download either a PDF or Excel copy of this report for each calendar year 2019, 2020, and 2021. Each of these reports MUST be uploaded into the “Required Attachments” section of the Egrants application. **If these reports are not supplied, you may be deemed ineligible for funding.**



12. Using the information highlighted within the 2019, 2020 and 2021 Return A reports (see step 10 above), you will be required to type that information into chart provided in Egrants (sample below). PCCD will use this information to calculate your violent crime and clearance rate, so it is vitally important that the information that you provide is accurate.

2019									
Actual Offenses					Total Offenses Cleared				
Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault	Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault
2020									
Actual Offenses					Total Offenses Cleared				
Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault	Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault
2021									
Actual Offenses					Total Offenses Cleared				
Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault	Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault

**Example:**

Using the Return A Report above for the “Anytown USA” sample in Section 10, the 2019 chart below should look like this:

2019									
Actual Offenses					Total Offenses Cleared				
Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault	Murder	Nonnegligent Manslaughter	Rape	Robbery	Aggravated Assault
1	0	4	35	37	1	0	4	19	35