

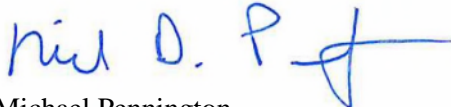


COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: May 14, 2024

Subject: 2024 County Reentry Strategic Planning

To: Pennsylvania County Reentry Coalitions Seeking to Create or Update a Countywide Reentry Strategic Plan



From: Michael Pennington
Executive Director

The Pennsylvania Commission on Crime and Delinquency's (PCCD) Office of Justice Programs announces the availability of \$150,000 in 2024 County Reentry Strategic Planning funds. Under this solicitation, federal funds are being made available to support County Reentry Coalitions seeking to create or update a countywide reentry strategic plan.

Funding is available to Pennsylvania county governments and non-profit organizations that convene a County Reentry Coalition. Funds for the proposed program shall be used to support the creation and/or updating of a countywide reentry strategic plan.

Applications must be submitted in PCCD's Egrants system no later than 11:59 P.M. on Tuesday, June 25, 2024. For full application requirements, applicants are encouraged to read and print the narrative funding announcement and use it as a guide to complete their applications in the Egrants system.

The funding guidelines provide the necessary information to complete this application. Any questions must be sent via email to: RA-PCCD-OCJSI@pa.gov with "2024 County Reentry Strategic Planning" in the subject line. All questions regarding this funding announcement must be received by close of business on June 18, 2024.

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Your interest in this initiative is greatly appreciated.



Office of Justice Programs

2024 County Reentry Strategic Planning

Fiscal Year 2024 Solicitation

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

Recommended [Egrants Agency Registration](#) Date:

May 24, 2024

Recommended [Egrants User Registration](#) Date:

May 24, 2024

Mandatory Egrants Application Deadline:

June 25, 2024

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 staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: RA-PCCD-OCJSI@pa.gov with "2024 County Reentry Strategic Planning" in the subject line. All questions regarding this funding announcement must be received by close of business on June 18, 2024. 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
Office of Justice Programs

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

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: 2024 County Reentry Strategic Planning

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 **Tuesday, June 25, 2024**.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD’s website](#) under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday, 8:00 AM to 4:00 PM, and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the executed signature page, as well as any other required documents. Successful applications will be presented for consideration at the September 11, 2024 Commission meeting.
- **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: reentry; strategic planning

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. Overview:

The Pennsylvania Commission on Crime and Delinquency's (PCCD) Office of Justice Programs (OJP) is now accepting applications for 2024 County Reentry Strategic Planning Grants. The OJP provides technical assistance to County Reentry Coalitions as they establish reentry strategic priorities that will assist county, state, and federal returning citizens as they transition back to their communities, while maintaining public safety. These funds will allow County Reentry Coalitions to create and/or update a countywide reentry strategic plan that adheres to PCCD's [Reentry Coalition Minimum Operating Standards](#). Reentry strategic plans must be data-driven and should include an assessment of offender policies/practices upon arrest; identify risk and needs assessment tool outcomes, if used; identify partnering reentry service providers; identify gaps in reentry services; and have strategies that address housing, drug and alcohol, mental health, education, employment, and other services that assist returning citizens and their families. Preference will be given to counties who have not previously developed a reentry strategic plan.

The goal of the 2024 County Reentry Strategic Planning grants is to encourage County Reentry Coalitions to create or update reentry strategic plans using the community collaborative approach. Local reentry efforts must demonstrate partnerships as outlined in PCCD's Reentry Coalition Minimum Operating Standards. Reentry strategic plans will be a guide for implementation of programs and projects that will assist in the successful transition of county, state, and federal returning citizens back into their communities.

The anticipated impact resulting from this solicitation include County Reentry Coalitions developing a three to four-year reentry strategic plan that includes an assessment of reentry service providers; gaps in reentry services; strategies for housing; drug and alcohol treatment; mental health treatment; education; employment, and other needed services to assist returning citizens and their families. Upon completion, reentry strategic plans must be submitted to PCCD by the end of the project period.

2. Funding Availability:

A total of \$150,000 in federal Byrne Justice Assistance Grant (JAG) funds is being announced to support this initiative. PCCD expects to fund 10 grants with budgets not to exceed \$15,000 over the 12-month project period.

Award letters will be available in Egrants after the applications are approved.

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

3. Project Dates:

Applications approved at the September 11, 2024 Commission meeting will be 12-month projects and have a start date of October 1, 2024 and an end date of September 30, 2025.

4. Eligible Applicants:

County governments and non-profit organizations that convene a County Reentry Coalition are eligible for these funds. Priority consideration will be given to applications from

counties that do not have a reentry strategic plan. Counties with an existing reentry strategic plan may apply for funding to update their plan.

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.

5. Eligible Program Activities and Expenses:

Funds for the proposed program shall be used to support the creation and/or updating of a countywide reentry strategic plan. Funds awarded to eligible applicants may be used to subcontract with private agencies, colleges/universities, and/or reentry consultants to aid in the creation/updating of a reentry strategic plan.

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

6. 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 for any of the following:
 - Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
 - Luxury items.
 - Real estate.
 - Construction projects (other than penal or correctional institutions).
 - Food and beverages.

7. 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)

8. 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.

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.

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

a. **Executive Summary - Maximum of 5 points**

All applicants should 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. **Budget Detail - Maximum of 20 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. 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 adjustments.

c. **Statement of Problem - Maximum of 25 points**

This section establishes the locally identified problem the applicant is seeking to address and how the problem was identified. Applicants must demonstrate the need to create or update a countywide reentry strategic plan. In this section, applications must identify if a countywide reentry strategic plan exists.

Provide supporting data/facts/figures specific to the project and relevant to the problem and request. Include data specific to the geographic area the project will serve and compare this data to other available state, local, and/or national data elements to articulate the need.

d. **Project Description - Maximum of 35 points**

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 create or update a countywide reentry strategic plan. 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 and how it aligns with the PCCD Reentry Coalition Minimum Operating Standards.
- 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.

e. **Measurement of Program Outcomes - Maximum of 15 points**

This section establishes that the applicant has a clear understanding of the intent of the project and has a reasonable method to measure its success and impact. Please address the following items in this section:

- Discuss how the effects of creating or updating a countywide reentry strategic plan will be assessed and how the overall impact will be gauged.
- Describe the process measures that will be used to monitor the implementation of the project and ensure alignment with the PCCD Reentry Coalition Minimum Operating Standards.
- Establish outcomes that will be used to measure the success of creating or updating a countywide reentry strategic plan and how they will be tracked (what data will be collected).

9. 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 Bureau of Justice Assistance (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 the present** 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 Program Reports to PCCD via the Egrants system. Subgrant recipients will be required to accept and report on performance measures selected by the staff of the PCCD Office of Justice Programs 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 on a quarterly basis through the PCCD Egrants system.

The proposed project must be able to report on the pre-selected performance measures. Projects must report quarterly on these established performance measures via the Egrants system:

- Number of agencies/entities participating in the planning process during the reporting period; and
- Number of reentry strategic planning sessions conducted during the reporting period.

10. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section in PCCD's [Applicant's Manual](#).

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to be justified. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a substantial justification for the request within their funding request (See PCCD's [Applicant's Manual](#) for Procurement by Noncompetitive Proposal Approval Procedure).

11. Administrative Requirements:

a. Egrants Agency and User Registration:

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

b. Fiscal Accountability:

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

c. Time and Effort Reporting:

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

d. Grant Payments:

- 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 which is required to submit Uniform Crime Report (UCR) data and is participating in this project must submit UCR data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

12. PCCD Contact Information and Resources:

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 "2024 County Reentry Strategic Planning" in the subject line.
- Questions must be received by close of business on June 18, 2024.
- All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A](#) page of the PCCD website.

- a. Egrants Funding Announcement:
Log into the Egrants system and search under the "Funding Announcement" tab for 2024 County Reentry Strategic Planning.
- b. 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.
- c. 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.

d. PCCD Webmaster:

Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

e. Reporting Potential Fraud, Waste and Abuse:

Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the [Reporting Fraud, Waste and Abuse](#) page on PCCD's website.

13. Submission Information:

The application must be entered into Egrants **no later than Tuesday, June 25, 2024 by 11:59 PM.**

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