COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: April 16, 2024

Subject: National Incident-Based Reporting System (NIBRS) Compliance Efforts

To: Interested Parties

From: Michael Pennington
Executive Director

The Office of Justice Programs of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of up to $10 million in federal American Rescue Plan Act (ARPA) funds under the Local Law Enforcement Support (LLES) Grant Program established under Act 54 of 2022. The targeted focus of this solicitation is to improve reporting of crime statistics by upgrading technology infrastructure to report incident-based crime data to the FBI's NIBRS.

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 the Egrants Help Desk at (717) 787-5887 or (800) 692-7292 or by emailing RA-eGrantsSupport@pa.gov. The Help Desk is available Monday through Friday, 8:00 AM to 4:00 PM.

We look forward to receiving applications under this funding opportunity.

pennsylvania
COMMISSION ON CRIME AND DELINQUENCY

Office of Justice Programs

2024 National Incident-Based Reporting System (NIBRS) Compliance Efforts

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:

5/23/2024

Recommended Egrants User Registration Date:

6/6/2024

Mandatory Egrants Application Deadline:

6/13/2024

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 program staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: ra-PCCD-OCJSI@pa.gov with NIBRS Upgrade in the subject line. All questions regarding this funding announcement must be received by close of business on June 5, 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 Announcement Title: NIBRS Compliance Efforts

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

TABLE OF CONTENTS

Submission Requirements for Applications:		3
1.	Overview:	4
2.	Funding Availability:	4
3.	Project Dates:	4
4.	Eligible Applicants:	5
5.	Eligible Program Activities and Expenses:	5
6.	Required Egrants Sections/Documents:	6
7.	Scoring:	6
8.	Performance Measures:	8
9.	Competitive Bidding/Sole Source Procurement:	8
10.	Administrative Requirements:	9
11.	PCCD Contact Information and Resources:	10
12.	Submission Information:	10
	Appendix A:	11
	Appendix B:	12

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: NIBRS Compliance Efforts

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

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 **June 13, 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 original 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: 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 Local Law Enforcement Support (LLES) Grant Program, established under Act 54 of 2022, to support system upgrades to facilitate the submission of data to the National Incident-Based Reporting System (NIBRS). The targeted focus of this solicitation is to improve reporting of crime statistics by upgrading technology infrastructure to report incident-based crime data to the FBI's NIBRS.

As of January 1, 2021, the FBI's NIBRS became the national standard for law enforcement crime data in the United States. NIBRS data more accurately reflects the types of crime addressed by police agencies and the broad scope of information collected in NIBRS will greatly improve the understanding of crime and public safety. Information about the benefits of the system is available on the Bureau of Justice Statistics' website.

Per the requirements of Act 54, PCCD is required to prioritize funding to areas with high rates of violent crime or low clearance rates.

2. Funding Availability:

A total of approximately $10 million in federal American Rescue Plan Act (ARPA) funding is available through the FY 2022-23 state budget to support this initiative. PCCD expects to fund approximately 50 grants with budgets not to exceed $200,000 over the two-year project period.

The use of funding will be limited to software, hardware, and labor needed to install NIBRS-compliant records management systems, agency training on how to collect and submit NIBRS data, and technical assistance for law enforcement agency personnel responsible for data collection and submission.

Act 54 of 2022 defined maximum award amounts for eligible law enforcement agencies. [1] PCCD staff will review grant applications to ensure that requests under this solicitation do not exceed the total allowable amounts. If an agency exceeds the total allowable award amount outlined in Act 54 of 2022 (i.e., total of funds received under FY 2022-23 LLES grant award and/or Recruitment Incentives funding opportunity plus requests under this funding opportunity), budget reductions may be necessary.

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 11, 2024 Commission meeting will be 24-month projects and have a start date of October 1, 2024 and an end date of September 30, 2026.

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

[1] 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 FY 2022-23 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 an application specifically to upgrade the department's NIBRS RMS. **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 funds.

Applicants must be in good standing with PCCD to be eligible for these funds.[2] 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 the proposed program shall be used to improve reporting of crime statistics by upgrading technology infrastructure to report incident-based crime data to the FBI's NIBRS. Eligible program activities and expenses limited to the following:

- Software, hardware, and labor needed to install NIBRS-compliant record management systems;
- Agency training on how to collect and submit NIBRS data; and
- Technical assistance for personnel responsible for data collection and submission.

[2] 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.

**Please note that priority consideration will be given to agencies who currently do not submit NIBRS data. Agencies currently submitting NIBRS data who apply for an upgrade will be required to submit strong justification for the need to upgrade existing systems.

All expenses must be described in the Justification box located in the Egrants Budget Detail section. PCCD has the 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 required documents 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.

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 the need for the RMS upgrade 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 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*].

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 MUST provide the following information:

a. The applicant's ORI.
b. Whether or not the agency covers its jurisdiction on a full or part-time basis.
c. Regional police departments must list all municipalities for which they provide coverage.
d. Three-year average budget of the law enforcement agency.
e. The way the agency reported data to PSP in 2019, 2020, and 2021 (e.g., UCR or NIBRS).
f. 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)**

This section will be used to determine whether the applicant has reviewed the eligible funding and has established a plan for project implementation that addresses the overarching goal of this solicitation (i.e., to improve reporting of crime statistics by upgrading technology infrastructure to report incident-based crime data to the FBI's NIBRS).

- A description of the records management system (RMS) the applicant currently uses.
- The type of upgrades the applicant intends to make to improve the RMS and how it will improve their ability to report accurate crime statistics to PSP via NIBRS.
- Detailed description and timeline of how the applicant intends to implement a NIBRS compliant RMS.
- Description of how items requested will help in decreasing violence rates or increasing clearance rates.
- Description of the data that the applicant will gather and provide to PCCD to show the impact of the funding on their agency.

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. Clearly identify all costs, including installation and labor. 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.

e. **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 agency will use grant funds to upgrade their records management system for NIBRS compliance efforts.
- 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.

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 also be required to report outcome data to PCCD on the deliverables described in the application via Quarterly Progress Reports in PCCD's Egrants system.

- During the reporting period, did your agency purchase hardware and/or software related to upgrading your RMS?
  - If yes, what did you purchase?
- During the reporting period, did your agency complete an upgrade to the department/agency Records Management System (RMS)?
- During the reporting period, how many departmental staff were trained in the use of the new RMS?
- During the reporting period, did your agency successfully report crime statistics to the National Incident-Based Reporting System (NIBRS)?

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 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).

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:
- 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.

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.

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 with "NIBRS Compliance Efforts" in the subject line.
- Questions must be received by close of business on **June 5, 2024**.
- 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 NIBRS Compliance Efforts.

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.

12. Submission Information:

The application must be entered into Egrants **no later than June 13, 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.

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

APPENDIX A

Maximum Limitation Amounts

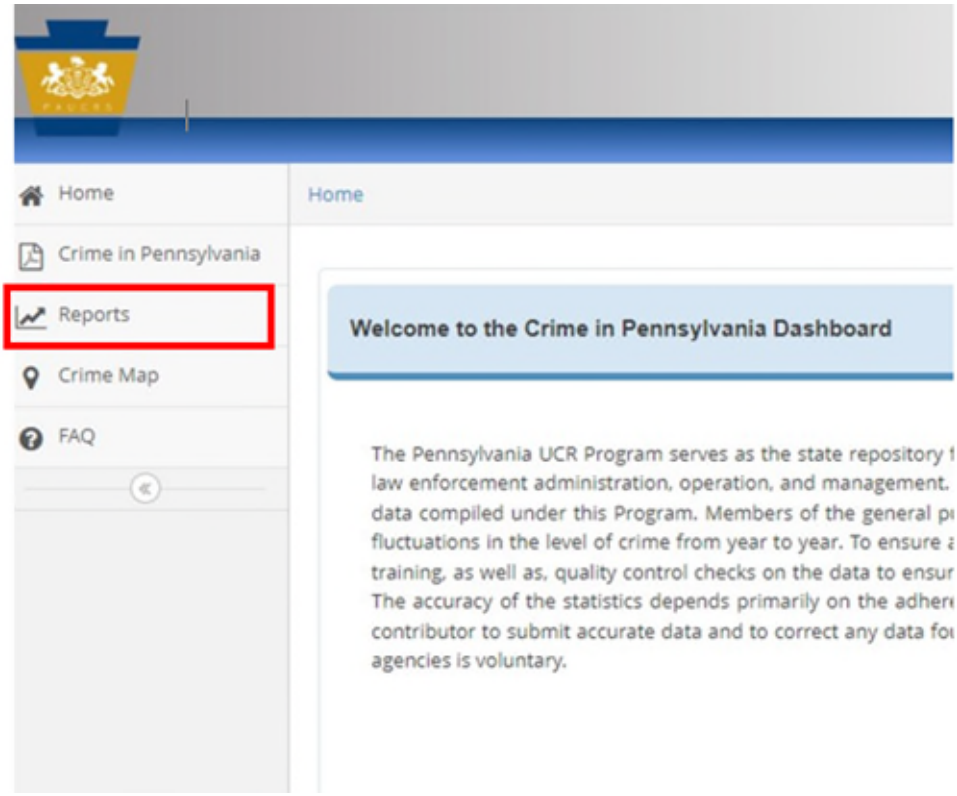
Per Act 54, awards issued under the Local Law Enforcement Support Grant Program cannot exceed the amounts listed below. Municipality size is determined based on the 2020 census population of the municipality that the applicant serves.

Maximum Award Amount		
Municipality Size/Population	**Max Award Amount**	
City of 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

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. 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.**

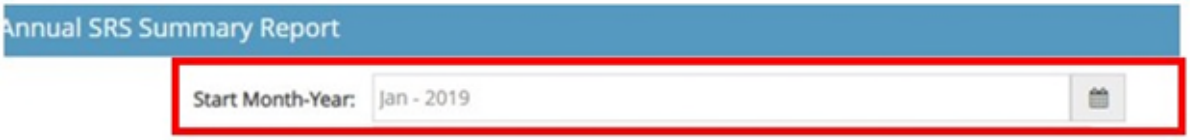
2. **Click on the "Reports" tab on the left-hand side of the page.**



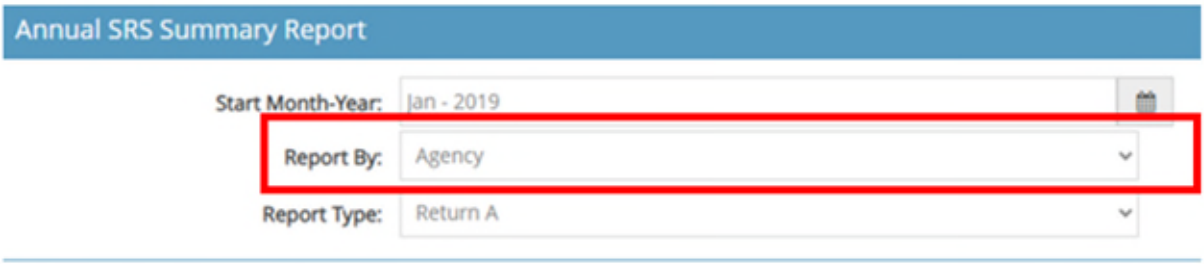
3. **Select "Annual SRS Summary Report."**

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

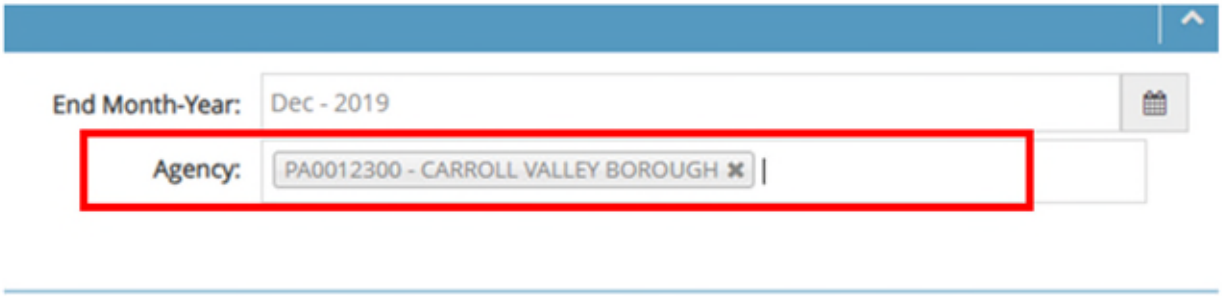
5. **Input the appropriate Start Month-Year and End Month-Year. You will need to run THREE SEPARATE REPORTS (as opposed to one report covering all three years).**
    a. **January 2019-December 2019**
    b. **January 2020-December 2020**
    c. **January 2021-December 2021**



6. **In the "Report by" field, select "Agency"**

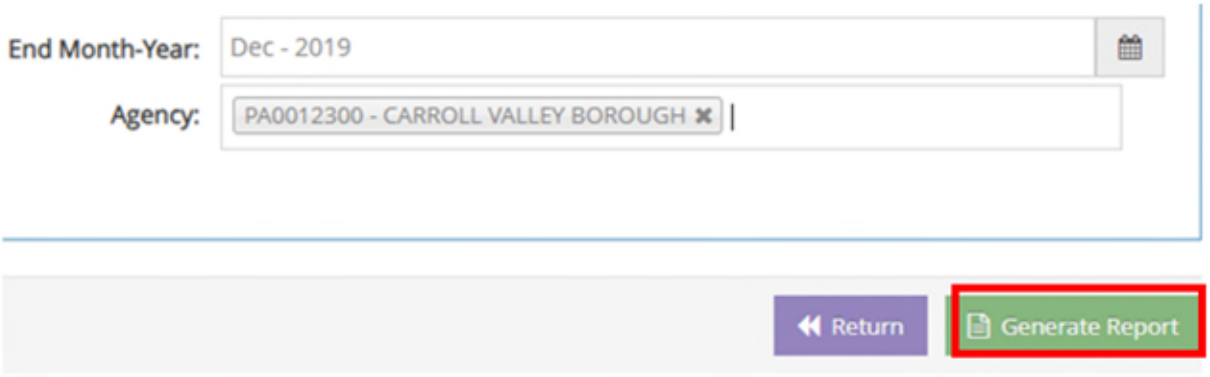


7. **In the "Agency" field, select the ORI for your law enforcement Agency. <u>This is the Agency applying for funding and the ORI supplied for this funding application should be the SAME ORI you use to run your report. If you do not report into PA UCRS or do not have an ORI, you are NOT eligible for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



8. **In the "Report Type" field select "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.**



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

Printed On: 10/10/2023

Page 1 of 1

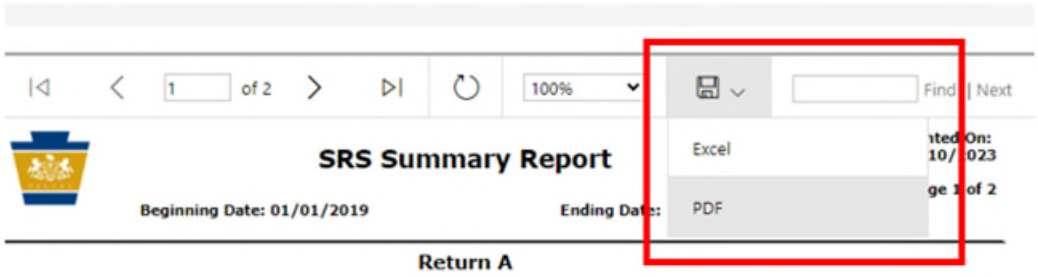
Beginning Date: 01/01/2019 Ending Date: 12/31/2019

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. **<u>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.</u>**



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