



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: August 8, 2024
Subject: Advanced Law Enforcement Training Initiative
To: Non-profit agencies

A handwritten signature in blue ink, appearing to read "Michael D. Pennington".

From: Michael D. Pennington
Executive Director

The Office of Justice Programs of the Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of up to \$80,000 in federal Byrne Justice Assistance Grant (JAG) State-Share funds. Under this solicitation, funds are being made available to support law enforcement training.

This initiative is seeking a non-profit organization with experience in facilitating law enforcement training to provide advanced trainings at no cost to Pennsylvania law enforcement agencies. Courses to be taught are use of force decision making and advanced body-worn cameras utilization.

Applications must be submitted in PCCD's Egrants system no later than 11:59 P.M. on Thursday, August 29, 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.

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. daily.

Your interest in this Advanced Law Enforcement Training Initiative is greatly appreciated.



Office of Justice Programs

2024-25 Advanced Law Enforcement Training Initiative

Fiscal Year 2024-25 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:

08/13/2024

Recommended [Egrants User Registration](#) Date:

08/13/2024

Mandatory Egrants Application Deadline:

08/29/2024

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 "2024-25 Advanced Law Enforcement Training Initiative" in the subject line. All questions regarding this funding announcement must be received by close of business on **August 22, 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

Federal Byrne Justice Assistance Grant (JAG) Funds

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

2024-25 Advanced Law Enforcement Training Initiative

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 **August 29, 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.
- **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 under the 2024-25 Advanced Law Enforcement Training Initiative. The primary purpose of the grant program is to support advanced comprehensive evidence-based training courses for law enforcement. Training opportunities for law enforcement are becoming costly to departments across the Commonwealth. Through this funding, training courses and materials will be provided for up to 100 officers to attend two different comprehensive trainings at no cost to them or their department.

2. Funding Availability:

A total of \$80,000 in Byrne Justice Assistance Grant (JAG) funds is being announced to support this initiative. PCCD expects to fund one grant with a budget not to exceed \$80,000 over the one-year project period.

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

3. Project Dates:

This will be 12-month project and have a start date of October 01, 2024, and an end date of September 30, 2025.

4. Eligible Applicants:

Eligibility for these funds is open to non-profit organizations with experience in facilitating and hosting in-person law enforcement trainings in Pennsylvania.

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 following:

- A two-day evidence-based training course with the focus on use of force decision making and include training on topics of investigation fundamentals, decision-making and human performance.
- A two-day training course for advanced BWC's to include video technology and human perception.

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.

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.

6. Ineligible Program Activities and Expenses:

The following activities are not eligible for funding and shall be administratively rejected:

- JAG funds may not be used directly or indirectly to provide for any of the following fixed assets or contracted matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:
 - Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
 - Luxury items
 - Real estate
 - Construction projects (other than penal or correctional institutions).
- JAG funds may not be used to purchase food and/or 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. Applications must be electronically signed within Egrants. At least one person from your organization must register for the E-signature role. Please review the Submission Information section of this document for more information and links to E-signature registration instructions.

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.

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, sensible, allocated to the project consistently, and claimed against only one grant award. The budget detail section should clearly state 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 to implement the proposed project. This section may include an 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).

** Items should only be listed under the Equipment category if the cost of one item is \$5,000 or greater. Items that cost less than \$5,000 should be listed under Supplies and Operating Expenses.

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

c. Applicant Overview - Maximum of 40 points

This section establishes the applicant's ability to undertake this project and is worth 40 points in the overall application score. Applicants should explain their experience implementing similar projects and their relationships with other organizations they will be partnered with to accomplish the objectives of the project.

d. Project Description - Maximum of 35 points

This section should provide an explanation of the implementation plan and methods to be used to accomplish the activities described in this funding announcement. This description should include who will perform the work, what actions are proposed to accomplish these activities, a timeline of activities, a description of internal quality assurances processes that will be used to monitor the implementation of this project, and any other details necessary to clearly establish how this project will be implemented.

9. Performance Measures:

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) as guidance for the Justice Assistance Grant (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 their specific application. The full list of programmatic measures and other supporting documentation is available on the BJA website 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 click <https://bjapmt.ojp.gov/help/JAGTraining.html>. PCCD will establish the award for successful applicants in the PMT, and identify which activities apply to that award.

Within 20 days of the end of each calendar quarter, successful applicants 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.

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.

12. 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 section. Questions regarding this funding announcement should be directed as follows:

- E-mail your funding announcement questions to RA-PCCD-OCJSI@pa.gov with "2024-25 Advanced Law Enforcement Training Initiative" in the subject line.
- Questions must be received by close of business on Thursday, August 22, 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 "2024-25 Advanced Law Enforcement Training Initiative".

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. The Help Desk is available Monday through Friday, 8:00 a.m. – 4:00 p.m.

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.

13. Submission Information:

The application must be entered into Egrants **no later than Thursday August 29, 2024, by 11:59 PM.**

The grant application must be electronically signed within Egrants. To electronically sign the application, at least one person from your organization must have the E-signature role in Egrants. Please use the link below to access instructions which explain how to request the E-signature role.

[E-signature Access Request Instructions](#)

[E-signature Access Request Form](#) (This must be attached to your access request in Egrants)