



Date: May 18, 2020

Subject: Coronavirus Emergency Supplemental Relief

To: PA Counties

From: Michael Pennington
Executive Director

A handwritten signature in blue ink, appearing to read "Michael D. Pennington", is written over the printed name and title.

The Office of Justice Programs of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of federal Coronavirus Emergency Supplemental Funding (CESF) to support local law enforcement of the Commonwealth of Pennsylvania to prevent, prepare for, and respond to the COVID-19 pandemic.

This solicitation intends to support PA counties' law enforcement community, which includes, but is not limited to county jails, juvenile detention centers, local law enforcement, district attorney's offices, county probation and parole offices, judiciary/court houses, victim service providers and any other relevant criminal justice stakeholders. PCCD anticipates a second phase of funding will be released in fall 2020 pending reevaluation of system needs.

A total of \$8,000,000 in CESF funding is being announced to support this initiative. PCCD expects to fund 67 PA counties with budgets not to exceed the formula distribution included in Appendix A of this funding announcement for a 24-month project period.

Questions concerning the Egrants System should be made directly to the Egrants Help Desk at either (717) 787-5887 or you may call toll-free at (800) 692-7292 and select option 9 and then option 6 when prompted, or by email at RA-egrantssupport@pa.gov.

We look forward to receiving applications under this funding opportunity and supporting the needs of Pennsylvania's local law enforcement community.



Office of Justice Programs

Coronavirus Emergency Supplemental Relief

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:
Monday, June 8, 2020

Recommended Egrants User Registration Date:
Monday, June 22, 2020

Mandatory Egrants Application Deadline:
Monday, July 6, 2020

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 will respond to questions to clarify the funding announcement. If you have questions, please send via email to RA-PCCD-OCJSI@pa.gov with "Coronavirus Relief" in the subject line. PCCD Staff will post responses to questions, as they are received, on [PCCD's website](#).

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 Coronavirus Emergency Supplemental Funding (CESF)

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Coronavirus Emergency Supplemental Relief Act

Funding Stream: Federal Coronavirus Emergency Supplemental Funding (CESF)

Submission Requirements for Applications:

- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on Monday, July 6, 2020.
- **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 until 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.
- **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 keyword is below. Applicants may also select other keywords that apply specifically to their application.

Keyword: Coronavirus Relief

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. Overview:

In response to the unprecedented needs wrought by the novel coronavirus known as COVID-19, Congress authorized \$850 million in Coronavirus Emergency Supplemental Funding (CESF) designated for "State and Local Law Enforcement Assistance." The Pennsylvania Commission on Crime and Delinquency (PCCD) was eligible to apply for approximately \$17.6 million in state share CESF dollars.¹ Funds awarded under the CESF Program must be utilized to support state and local law enforcement's efforts "to prevent, prepare for, and respond to the coronavirus."

Through this solicitation PCCD intends to initially release approximately one-half of Pennsylvania's eligible state share CESF dollars (\$8,000,000) to PA counties for the express purpose of providing support to each county's law enforcement community, which includes, but is not limited to, county jails, juvenile detention centers, local law enforcement, district attorney's offices, county probation and parole offices, judiciary/court houses, victim service providers and any other relevant criminal justice stakeholders. PCCD anticipates a second phase of funding will be released in fall 2020 pending reevaluation of system needs.

To facilitate distribution of these funds and to best coordinate county efforts, PCCD is utilizing a formula-based approach and is relying on each county's Criminal Justice Advisory Board (CJAB) to coordinate with its members to address critical needs in law enforcement and criminal justice related services due to COVID-19.

2. Funding Availability:

A total of \$8,000,000 in CESF funding is being announced to support this initiative. PCCD expects to fund 67 PA counties with budgets not to exceed the formula distribution included in Appendix A of this funding announcement for a 24-month project period.

Funding is being distributed via formula that is based on the size of the county with the base allocation amount for each county being \$40,000. Counties are eligible to apply for the amount identified in Appendix A, however, PCCD will review each application to approve how the funds are being utilized. It is requested that PCCD be notified if these allocated resources are not needed and counties are encouraged to only apply for the funding that is absolutely needed.

Award letters will be emailed as soon as possible after the applications are approved and will also be available in Egrants.

There is no cash or in-kind match requirement under this funding announcement.

Applicant agencies may submit only one application under this funding announcement.

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

¹ An additional \$8.4 million was also made available directly for [certain eligible local units of government that received a previous Federal Byrne Justice Assistance Grant \(JAG\)](#). Local units of government that are eligible for these funds can find the solicitation from BJA [HERE](#). County governments that received direct awards are NOT excluded from applying for this solicitation. CJABs should, however, take the local award into consideration when developing their budgets for this application.

3. Project Dates:

Applications will be approved on a rolling basis by PCCD as they are received.

Project period starting dates cannot be set earlier than January 20, 2020 and should not exceed 24-months from the start date selected by the applicant. The application start date should be prior to the purchase date of all eligible purchases made by the applicant or any recipient agencies which will be included for reimbursement in this application.

4. Eligible Applicants:

This funding announcement is open to Pennsylvania counties with active county Criminal Justice Advisory Boards (CJABs) that follow [CJAB Minimum Operating Standards](#). CJABs will be responsible for coordinating the application for their county and local criminal justice stakeholders (i.e., county jails, juvenile detention centers, law enforcement, district attorney's offices, county probation and parole offices, judiciary/court houses, victim service providers and any other relevant criminal justice stakeholders). If procuring equipment or supplies, CJABs will be required to collaborate with their county emergency management agency or coordinator on the county's application to ensure coordination of activities and reduce duplication of efforts.

Counties requesting funds must include a letter of support from the County CJAB. For counties in non-compliance with the CJAB Minimum Operating Standards or who do not have a CJAB, PCCD will accept a letter of support from the County District Attorney and representatives from justice related agencies from within the county that demonstrates collaboration in the development of the grant application.

Letters of support should be attached to the application in the Required Attachments section.

5. Eligible Program Activities and Expenses:

Funds for the proposed program funds must be utilized to "prevent, prepare for, and respond to the coronavirus." Allowable projects and purchases include, but are not limited to, the following:

- Overtime;
- Equipment (including law enforcement and medical personal protective equipment);
- Hiring/Contracting (as described below);
- Supplies (such as gloves, masks, sanitizer);
- Training;
- Travel expenses (particularly related to the distribution of resources to the most impacted areas);
- Addressing the medical needs of inmates in state, local, and prisons, jails, and detention centers; and
- Any other item or activity necessary to prevent, prepare for and respond to the coronavirus. **NOTE:** Items or activities outside the scope of the seven categories listed above will require detailed justification to support their request.

PCCD expects CJABs to coordinate with all county and local criminal justice stakeholders to determine the county's critical needs, including consulting with their county emergency management agency or coordinator on supplies and equipment purchases. **Due to the highly contagious nature of the coronavirus, priority consideration should be given to the needs of entities where individuals cannot practice social distancing (e.g., county jails, juvenile detention centers, local law enforcement, etc.).** Priority should also be given to entities that have not been able to access assistance to

date or that would otherwise be unable to allocate resources to support prevention, mitigation, and response efforts.

Further, PCCD administered a survey in April 2020 for chief administrators of criminal justice system stakeholders to ascertain levels of need throughout the Commonwealth. The survey was emailed to all known stakeholders and was provided on PCCD's website. The main findings of the survey were as follows:

- 632 completed responses were received by PCCD, representing all 67 counties throughout the state.
- Of the top three respondent agency types, 58% of completed responses came from local law enforcement; 11% from county probation and parole; and 10% from victim service agencies.
- 56% (n=353) of these agencies indicated that they had an essential need for financial support.
- Of those agencies requesting need, 94% indicated an immediate need for supplies and equipment. Next highest need request was for overtime, then training.
- Of supplies and equipment needed, the most commonly selected items – in order of highest to lowest frequency selected – were disinfectant spray or wipes, hand sanitizer, N-95 facemasks, gloves, surgical facemasks, thermometers, and disposable gowns.
- N-95 facemasks were selected as the top priority for most agencies responding.

As part of this solicitation process, PCCD will supply the survey results from each county to the CJAB to provide information relevant to the application process. **CJABs are strongly encouraged to utilize the survey responses and contact the stakeholders that participated in the survey to help formulate the county's application.**

Based on the survey results, PCCD expects most counties will mainly utilize funding for the immediate purchase of supplies and personal protective equipment (PPE). **Due to the high demand for these items, PCCD strongly encourages applicants to work directly with their county emergency management agency or coordinator to coordinate supply/PPE purchases in their counties.**

Applicants should note that hiring is limited to temporary COVID-19-related functions only (e.g., cleaning personnel, screening/temperature taking personnel, etc.). Overtime costs should similarly be limited to COVID-19-related situations.

Applicants should check for any free or virtual training experience already available through other associations or organizations.

Any other item requests outside the scope of the items listed above as an allowable expense must be backed with strong justification as to their need.

All travel costs must adhere to Federal GSA guidelines:
<http://www.gsa.gov/portal/category/100120>

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

6. Ineligible Program Activities and Expenses:

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

- Luxury items;
- Conferences;

- International trainings; and
- Proposed projects not related to the prevention, preparation for, or response to the coronavirus.

7. Required Egrants Sections/Documents:

- 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.
- Required Signed Documents – A successful application must be accompanied by the following:
 - The completed Signature Page (page 2 of the application).
 - CJAB Letter of Support or alternative as noted under section 4.*

*If a county CJAB is unable to hold a meeting due to COVID-19, PCCD will consider documentation of the discussion and agreement by CJAB membership conducted via email. Documentation of the email and responses must be submitted in the Required Attachment section.

8. Application Procedure:

Applications must be submitted electronically through PCCD’s Egrants system. 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.

a. Executive Summary

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 as well as what agencies within the county will receive funds].

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

b. Project Narrative

The project narrative should be brief, and include the following information:

- Outline the county’s identified needs to address law enforcement and criminal justice stakeholder’s prevention, preparation and response to COVID-19;
- Provide an overview of the items/activities requested;
- Provide a thorough justification as to how the selected items/activities will adequately address the needs identified by the county; and
- Provide a list of the agencies who will receive the funding, the rationale for providing the funding to those agencies, and a description of how that agency will utilize the funding.

NOTE: These funds should be prioritized to justice system agencies who do not have the financial resources to procure the necessary supplies, equipment or

services to fulfill their service responsibilities. Additionally, a county may decide to procure goods and services and provide them to agencies within their county or to agencies providing services to their county. If the county decides to pursue this approach, they are to provide a description of their approach in this section.

c. **Budget Detail**

All applicants should create one budget that includes all expenses not exceeding the formula distribution for your county included in Appendix A of this funding announcement. This budget can be for up-to two-years, but budget periods can be for shorter lengths as determined by the county's request.

The Budget Detail should include an up-to two-year comprehensive budget.

Each line-item of the Budget requires an explanation in the Budget Detail justification section which is found under each budgetary category (e.g. Personnel, Employee Benefits, Travel (Including Training), etc.). **The explanation should provide the reviewer with a clear understanding of each line item in that budgetary category, the purpose of the item, and what is included in the cost.**

For salary and benefits, the applicant shall provide a clear description of all costs for which grant funds will be utilized. Each benefit must be listed as a separate line item.

If counties are going to award funding to other agencies within the county, each agency identified to receive funding is to be entered in the "Consultant" category of the budget.

NOTE: An additional \$8.4 million was also made available directly for [certain eligible local units of government that received a previous Federal Byrne Justice Assistance Grant \(JAG\)](#). Local units of government that are eligible for these funds can find the solicitation from BJA [HERE](#). County governments that received direct awards are NOT excluded from applying for this solicitation. CJABs should, however, take the local award into consideration when developing their budgets for this application and coordinate their awards accordingly.

Technical assistance tutorials/guides for the Budget Detail section can be accessed [HERE](#). Additional technical assistance on the fiscal sections of PCCD's Egrants' application can be found in a series of tutorials [HERE](#).

9. Performance Measures:

Under this funding announcement, successful applicants are required to comply with all reporting, data collection and evaluation requirements, as prescribed by PCCD, state, and federal guidelines.

Successful applicants are **required** to submit quarterly program reports via the PCCD Egrants System. These measures will be selected by PCCD Staff who will work with award recipients on the types of data collection required for each program. Award recipients will be required to accept and report on these selected measures on a quarterly basis.

Award 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.

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 who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (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.

12. PCCD Contact Information and Resources:

- a. Staff Contacts:
Questions regarding this funding announcement should be directed as follows:
E-mail your funding announcement questions to RA-PCCD-OCJSI@pa.gov with "Coronavirus Relief" 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 Coronavirus Emergency Supplemental Relief.
- 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.

13. Submission Information:

The application must be entered into Egrants **no later than Monday, July 6, 2020 by 11:59 PM.**

The signature page must be **received by Monday, July 6, 2020** and should be emailed to ra-cd-grantsigs@pa.gov.

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

Appendix A

County	Total Allocation
Adams	\$ 82,433
Allegheny	\$ 549,725
Armstrong	\$ 67,588
Beaver	\$ 109,414
Bedford	\$ 60,218
Berks	\$ 213,286
Blair	\$ 91,507
Bradford	\$ 65,497
Bucks	\$ 300,515
Butler	\$ 117,595
Cambria	\$ 95,961
Cameron	\$ 41,949
Carbon	\$ 66,590
Centre	\$ 107,146
Chester	\$ 255,091
Clarion	\$ 56,149
Clearfield	\$ 73,363
Clinton	\$ 56,251
Columbia	\$ 67,542
Crawford	\$ 75,837
Cumberland	\$ 142,910
Dauphin	\$ 154,174
Delaware	\$ 274,377
Elk	\$ 52,730
Erie	\$ 154,780
Fayette	\$ 95,021
Forest	\$ 43,057
Franklin	\$ 103,947
Fulton	\$ 46,033
Greene	\$ 55,449
Huntingdon	\$ 58,891
Indiana	\$ 75,666
Jefferson	\$ 58,335
Juniata	\$ 50,216
Lackawanna	\$ 127,946
Lancaster	\$ 263,905
Lawrence	\$ 76,343

Lebanon	\$ 97,676
Lehigh	\$ 190,815
Luzerne	\$ 172,212
Lycoming	\$ 87,771
McKean	\$ 57,388
Mercer	\$ 86,844
Mifflin	\$ 59,282
Monroe	\$ 109,701
Montgomery	\$ 381,589
Montour	\$ 47,609
Northampton	\$ 165,513
Northumberland	\$ 78,399
Perry	\$ 59,100
Philadelphia	\$ 695,278
Pike	\$ 63,082
Potter	\$ 47,044
Schuylkill	\$ 99,706
Snyder	\$ 56,830
Somerset	\$ 71,172
Sullivan	\$ 42,569
Susquehanna	\$ 57,194
Tioga	\$ 57,146
Union	\$ 58,763
Venango	\$ 61,784
Warren	\$ 56,651
Washington	\$ 126,321
Wayne	\$ 61,434
Westmoreland	\$ 187,545
Wyoming	\$ 51,474
York	\$ 224,671
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