

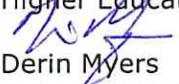


COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: September 9, 2019

Subject: Community Violence Prevention/Reduction Initiative

To: All Eligible Community-based Organizations, Municipalities, and Institutions of Higher Education

From: 
Derin Myers
Acting Executive Director

The Pennsylvania Commission on Crime and Delinquency's (PCCD) School Safety and Security Committee announces the availability of state School Safety and Security funds to implement projects to address violence in Pennsylvania's communities. One aspect of Act 44 of 2018 provided for up to \$7.5 million in funding for local efforts to reduce and/or prevent violence for certain specific purposes. These purposes include:

- Increasing access to quality trauma-informed support services and behavioral health care by linking the community with local trauma support and behavioral health systems;
- Providing health services and intervention strategies by coordinating the services provided by eligible applicants and coordinated care organizations, public health entities, nonprofit youth service providers and community-based organizations;
- Providing mentoring and other intervention models to children and their families who have experienced trauma or are at risk of experiencing trauma, including those who are low-income, homeless, in foster care, involved in the criminal justice system, unemployed, experiencing a mental illness or substance abuse disorder or not enrolled in or at risk of dropping out of an educational institution;
- Fostering and promoting communication between the school entity, community and law enforcement; or
- Any other program or model designed to reduce community violence and approved by the committee.

Applications are due in PCCD's Egrants System by November 4, 2019. Recommended applications will be approved at the February 2020 School Safety and Security Committee meeting, and all projects will have a targeted start date of March 1, 2020. 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.

We look forward to receiving applications under this funding opportunity and the possibility to work with you in providing services to reduce the impact of violence in Pennsylvania.



School Safety and Security Committee (SSSC)

2020 Community Violence Prevention/Reduction

Fiscal Year 2019/20 Solicitation

Please Note: Allow adequate time to submit your application. You will be unable to submit your application if you do not first register in PCCD's Egrants system. Applications will ONLY be accepted through PCCD's Egrants system.

Recommended [Egrants Agency Registration](#) Date:

October 15, 2019

Recommended [Egrants User Registration](#) Date:

October 21, 2019

Mandatory Egrants Application Deadline:

November 4, 2019

This funding guideline contains information not appearing in the Egrants application process. Applicants are advised to print, review this document, and refer to it while completing the Egrants application.

PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to RA-CD-CVPP@pa.gov (please put "Community Violence Prevention/Reduction" in the subject line). All questions regarding this funding announcement must be received by close of business on Friday, November 1, 2019.

In order for all applicants to benefit from the Q&A process, answers will be available to all parties by visiting <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx> and selecting this funding announcement.

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 to RA-eGrantsSupport@pa.gov.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee (SSSC)**

Funding Guidelines: 2020 Community Violence Prevention/Reduction

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee (SSSC)**

Funding Guidelines for: 2019/2020 Fiscal Year

Funding Announcement Title: 2020 Community Violence Prevention/Reduction

Funding Available: Act 44 of 2018 "School Safety and Security Funding"

Submission Requirements for Applications:

- **Scoring** –Applications 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** – In order to be able to submit an application through the Egrants system, the applicant agency must register in the Egrants system. A recommended date for registration is included on the front page of this announcement.

All applications must be submitted, electronically through PCCD's Egrants system no later than Monday, November 4, 2019 by 11:59 p.m., Eastern Time or they will not be considered. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: RA-eGrantsSupport@pa.gov.

- **Egrants Submission** – An application submitted into 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 February 2020 School Safety and Security Committee meeting.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. Applicants who are not a school entity as defined under [24 P.S. §13-1306-B\(i\)](#) will be administratively rejected.
- **Corrections** - If an application is returned by PCCD for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD in order for the application to be awarded.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee

1. Overview:

This funding announcement is specifically for the Community Violence Prevention/Reduction Initiative, which is a subset of funding available under the School Safety and Security Grant Program. Funding under this category is limited to eligible applicants listed in Section 5 of this funding announcement. Funds will be used to support the eligible activities listed under [24 P.S. §13-1306\(j\)\(22\)](#) (see Section 7 for more information).

To further assist applicants in the Egrants application process, tutorials have been posted online at <https://www.pccd.pa.gov/schoolsafety/Pages/Grant-Guides.aspx>. Although the tutorials are specific to School Safety and Security Grants, the information is relevant to all applicants. Applicants are **strongly encouraged** to review the tutorials prior to contacting PCCD staff for assistance.

2. Funding Availability:

A total of \$7.5 million in state School Safety and Security funds is being announced to support this initiative. The SSSC expects to award up to \$300,000 per application for up to a two-year project period. Applicants can apply for less than a two-year project period but not for more than the maximum amount of \$300,000.

No cash or in-kind match is required under this funding announcement.

After SSSC approval, award notices will be emailed to successful applicants and will also be available in Egrants.

Neither the SSSC nor PCCD is liable for costs incurred prior to the official start date of the award.

3. Non-supplantation:

Grant money allocated through this program shall be used to supplement and not supplant (i.e., replace or defray) any costs that the recipient is obligated to for existing community violence prevention/reduction efforts. Nothing shall preclude an applicant from making an application in a subsequent year for the same purpose and amount awarded in a prior year.

4. Project Dates:

Based upon the availability of funds, applications approved at the February 2020 SSSC meeting will be for no longer than 24-month projects with a projected start date of March 1, 2020. The end date of each project may vary, but budgets shall not exceed a two-year project period. The end date for each project may be extended with no additional funding through the submission of a [Project Modification Request](#) to PCCD.

5. Eligible Applicants:

As per [24 P.S. §13-1306-B\(i\)](#), eligible applicants include:

- Municipalities, which includes boroughs, townships, towns, and cities;
- Counties;
- Institutions of higher education; and
- Community-based organizations.

Applicants may collaborate with their local school entities that may have made application under the School Safety and Security Program Grant funding announcement which also closes on November 4, 2019, to coordinate their prevention efforts.

Applicants must be in good standing with PCCD to be eligible for these funds.¹ Applicants are not required to have a prior funding history with PCCD to be eligible.

To ensure geographic distribution of awards as required by 24 P.S. §13-1306-B(c), the SSSC has adopted a 12-region model of Pennsylvania. Regions have been organized based on population, contiguous intermediate units, and the total number of possible grant requests. Funding allocated to each region will be determined based on the average of both the total percentage of the population of the region and the total percentage of the funding requests of the applicants for that region. See "**Appendix A**" for the breakdown of the geographical regions.

6. Program Goals, Objectives and Anticipated Impact:

- a. Goal: The goal of the Community Violence Prevention/Reduction Initiative is to reduce violence and improve safety in the communities surrounding each school entity.
- b. Anticipated Impact: The impact of this initiative includes, but is not limited to:
 - Increase the number of community-based projects aimed at reducing violence (as defined by the applicant in their Statement of Problem section);
 - Increase collaboration among stakeholders in a community related to improved safety;
 - Reduce the incidence of violence in a community; and
 - Increase in access to quality, trauma-informed support services.

7. Eligible Program Activities and Expenses:

As per [24 P.S. §13-1306-B\(j\)\(22\)](#), eligible program activities under this funding announcement must be designed to reduce community violence including:

1. Increasing access to quality trauma-informed support services and behavioral health care by linking the community with local trauma support and behavioral health systems.

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.

2. Providing health services and intervention strategies by coordinating the services provided by eligible applicants and coordinated care organizations, public health entities, nonprofit youth service providers and community-based organizations.
3. Providing mentoring and other intervention models to children and their families who have experienced trauma or are at risk of experiencing trauma, including those who are low-income, homeless, in foster care, involved in the criminal justice system, unemployed, experiencing a mental illness or substance abuse disorder or not enrolled in, or at risk of dropping out of an educational institution.
4. Fostering and promoting communication between the school entity, community and law enforcement.
5. Any other program or model designed to reduce community violence and approved by the committee.

Due to the competitive nature of this funding announcement, PCCD is unable to answer questions about specific proposals. Funding can be used to support activities listed under this section of the funding announcement. It is incumbent upon the applicant to submit an application that they believe complies with the statute. If an applicant believes their project/proposal fits within one or more of the eligible activities, they must provide support for that belief within their application.

8. 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 Documents – A successful application must be accompanied by the original, completed Signature Page (page 2 of the application), which is required to be signed and mailed directly to PCCD per the requirements of Section 13: Mailing Information.
- c. While not required, applicants may submit additional documents that support the application. Examples of attachments may include letters of support, job descriptions, Memorandums of Understanding (MOU), data reports, etc. These supporting documents will be considered in the review of the Project Design section of the application.

9. Scoring:

Each of the following application sections in Egrants totaling 100 points have a maximum point value associated with them and will be scored as described below:

A. Executive Summary - Maximum 5 points

This section is meant to provide reviewers with an overview and description of the proposed project.

1. What is the goal of this project?

2. What are the major deliverables?
 - a. Using the checkboxes provided, indicate which eligible activity(ies) listed in Section 7 your project will undertake.
3. Describe the community/communities to be served for this specific proposal including its geographic location (e.g., zip codes), demographics (e.g., race, ethnicity, age), the school entities serving the defined community, and/or other relevant information about the community.

B. Applicant Overview - Maximum 5 points

This section will provide reviewers with information about the applicant agency and their capacity to carry out the proposed project.

1. Describe the applicant agency.
 - a. What is your mission statement?
 - b. How long has your agency/organization been in existence?
 - c. What experience does your agency/organization have with violence prevention?
 - d. Briefly describe the specific programs your agency has implemented in the past to address violence prevention.
2. What partnerships do you have with other stakeholders that will assist in the implementation of the project?

C. Statement of Problem – Maximum 25 points

This section asks you to provide reviewers with a clear picture of the specific problem you are requesting funds to address.

1. Describe the nature and scope of the problem you plan to address through this project.
 - a. Include the specific type of violence your proposal will address (e.g., school violence, domestic violence, sexual violence, gun violence, gang violence, hate crimes, etc.).
2. How did your agency/organization identify the problem to be addressed?
 - a. Use specific local data to help define the extent of the problem.
3. Detail any previous or current efforts to address the problem.
 - a. What barriers or concerns have impeded those efforts?
 - b. What success did you see in previous efforts?

D. Project Design and Implementation – Maximum 35 points

This section describes the design of your proposed project and how it will be carried out.

1. Provide an overview of the proposed project.
 - a. What are the short- and long-term goals?
 - b. How does this approach address the problem identified in the "Statement of Problem" section?
2. What activities will be conducted for this project?
 - a. How will the activities will be conducted?

- b. Describe who will be responsible for leading these activities, and any additional information to provide the reviewers with an understanding of what you plan to accomplish.
- c. Letters of support and other documentation will be considered in the scoring of this section.

PLEASE NOTE: If you are implementing a specific program, provide relevant details about that program, including the research behind the program that supports your approach.

3. What major benchmarks and/or milestones that will occur over the course of the project indicating that you are progressing in a positive direction?
 - a. Attach a project timeline.
4. How many people (estimated) will be impacted by this project?
 - a. Who is the targeted population for this project?
5. How does your agency/organization plan to handle the financial management of your grant, if awarded?
 - a. How does/will your agency/organization track the time and effort by all personnel and consultants funded by the grant? See Section 14 for more information about the Administrative Requirements for PCCD grants.
6. How is the proposed project currently funded (if applicable)?
 - a. If applicable, how will the requested funds be used to supplement , not replace, existing funding currently being used for the project (i.e., non-supplantation).

E. Impact and Outcomes – Maximum 20 points

This section provides reviewers with information about how you will determine the impact your project has made on the community. It should clearly and concisely establish the benefits of funding your project.

1. How will you measure success for your project?
 - a. What is the anticipated impact, both short- and long-term, on the community?
 - b. Explain how the impact and outcomes will be measured using quantitative and qualitative approaches.
2. What is the fidelity verification process used to ensure that the program is being implemented with consistency to the approved approach?
 - a. How often will fidelity be measured?
 - b. By whom?
3. Describe data collection procedures:
 - a. How the data will be collected?
 - b. What specific tools will be used to collect your data?
 - c. Who will be responsible for the collection and submission of the data?
 - d. How will the data be analyzed and by whom?
 - e. Who will this information be shared with, how, and by whom?
4. How will your project have an impact on violence in the community?

F. Budget Detail – Maximum 10 points

This section provides reviewers with information about the requested budget items and a description of why each request is necessary for successful project implementation.

- The Budget Detail should include up to a two-year comprehensive budget. Projects that are intended for single event or a short-term period should include costs only in year one.
- Each category section of the budget (i.e., personnel or supplies and operating expenses) has a section labeled “Justification” where you should clearly and concisely describe how each cost was determined and why that cost is necessary for the successful implementation of the project.
 - **NOTE:** If funds are requested for food, that request must be integral to the implementation of the project.

PLEASE NOTE: The SSSC has final approval of all budgets. After the competitive process is completed, successful applicants should expect PCCD Staff to engage with them in finalizing budgets. This process could include a requirement for the elimination or addition of budgeted items or a change in the overall amount requested. Only essential costs directly related to the implementation of the project will be funded. The inclusion of non-essential costs will result in points being deducted from their score for this section. Please refer to the PCCD’s [Applicant’s Manual](#) for more information about eligible and ineligible costs.

10. Ineligible Program Activities and Expenses:

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

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- The use of funds for litigation, lobbying, fees for securing other funding, payment of interest on borrowed funds, and/or contingency fees for the preparation of the grant application.

11. 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.

Applicants may include performance measures that are specifically related to the activities outlined in their application. However, applicants are not required to develop performance measures as part of their application. Applicants not submitting performance measures as part of their application will need to change the performance indicator section status in Egrants to “Complete” in order to submit their application.

Award recipients, however, WILL be required to adopt and report on performance measures as defined by the SSSC. PCCD Staff will communicate required performance measures to applicants.

Successful applicants will be **required** to submit Quarterly Fiscal and Program Reports via the PCCD Egrants System.

12. Keywords:

You are required to select “Keywords” from the dropdown menu in Egrants. It is located on the Main Summary screen, when entering your application.

Keywords: Violence Prevention

You may also pick other keywords that apply to your specific grant application.

13. 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).

14. Other 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](#) webpage 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.
- 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. Reporting Requirements:

- Programmatic reports are due quarterly.
- Fiscal reports are due quarterly.

- All reports must be submitted through the Egrants system.

Reporting Period	Due Date
January 1- March 31*	April 20th
April 1 – June 30	July 20th
July 1 – September 30	October 20th
October 1 – December 31	January 20th

*Since these projects begin on March 1st, the first quarterly report includes the following reporting period (March 1- March 31).

- f. 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 not be eligible for funding.
- g. Information Technology (IT) Project Conditions:
PCCD is required to include mandated subgrant conditions for Information Technology (IT) grants. These conditions are required in order to ensure that technology projects are compatible with state and federal IT standards and requirements. Additional information regarding federal and state IT conditions can be found on PCCD’s website at <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>.

15. 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 in any particular section. Questions regarding this funding announcement should be directed as follows:
 - Email your funding announcement questions to RA-CD-CVPP@pa.gov with “Community Violence Prevention/ Reduction or CVPR” in the subject line.
 - Questions must be received by 4:00 PM on November 1, 2019.
 - 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:
The funding announcement can be found by logging into the Egrants system and searching under the “Funding Announcement” tab for “**2020 Community Violence Prevention/Reduction**”.
- 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 at PCCD’s [School Safety and Security webpage](#).

- d. Egrants Technical Questions:
Questions concerning the Egrants system should be made directly to the Egrants Help Desk by calling (717) 787-5887 or (800) 692-7292 or emailing RA-eGrantsSupport@pa.gov. *Please note: While applications may be submitted through Egrants until 11:59 PM of the due date, Help Desk staff are only available until 4:00 PM.*
- 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.

16. Mailing Information:

The application must be entered into Egrants **no later than Monday, November 4, 2019 by 11:59 PM.**

The original Signature Page (i.e., page 2 of your printed application) must be mailed or sent via express delivery services* prior to the official awarding of any grant under this funding announcement. **Please submit your signature page no later than November 30, 2019 to:**

PA Commission on Crime and Delinquency
Attention: Grants Management

Via U.S. Mail:
P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services:
3101 North Front Street
Harrisburg, PA

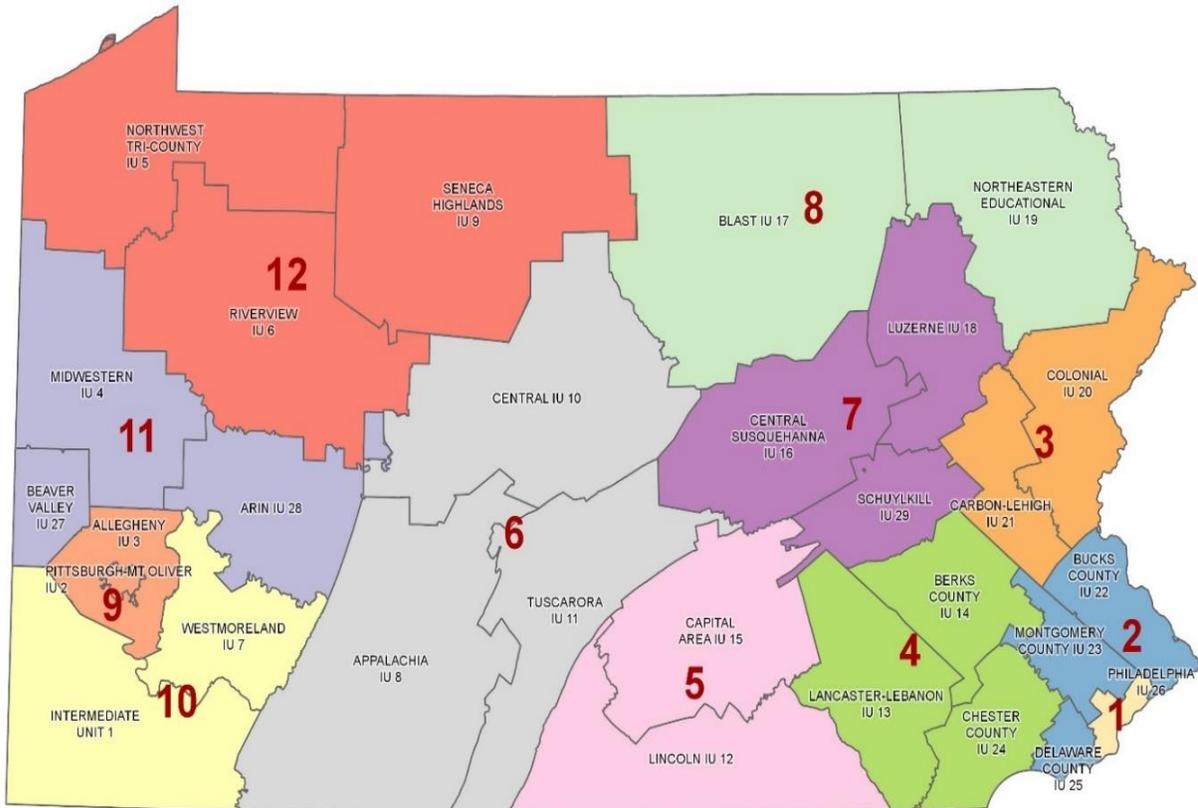
*Since staff are not available at this location on Saturday and Sunday, applications should not be sent by express mail or courier service on Friday. Use U.S. Mail when mailing over a weekend.

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

APPENDIX A Geographic Distribution

To ensure geographic distribution of awards as required by 24 P.S. §13-1306-B(c), the SSSC has adopted a 12-region model of Pennsylvania for this solicitation. Regions have been organized based on population, contiguous intermediate units, and the total number of possible grant requests. Funding allocated to each region will be determined based on the average of both the total percentage of the population of the region and the total percentage of the funding requests of the applicants for that region.

2019/20 School Safety and Security Competitive Grant Review Regions



Created:
7/2/2019