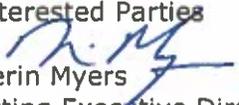




COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: September 7, 2018
Subject: School Safety and Security Grant Program
To: Interested Parties
From: 
Derin Myers
Acting Executive Director, PCCD

The School Safety and Security Committee (SSSC) established within the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of \$52.5 million in state School Safety and Security funds to make school entities within this Commonwealth safer places.

Effective June 22, 2018, Act 44 of 2018 established the School Safety and Security Grant Program. Funding under this solicitation is limited to eligible school entities (i.e., a school district, intermediate unit, area vocational-technical school, charter school or private residential rehabilitative institution) supporting the eligible activities listed under Section 1306-B (j)(1-21) of Act 44 of 2018.

This funding announcement has two parts:

- **Part A: Meritorious Application** is ONLY for SCHOOL DISTRICTS making an application to receive a minimum grant allocation of \$25,000; *and*
- **Part B: Competitive Application** is for all eligible school entities, including school districts seeking additional funding beyond their Part A: Meritorious Application.

Application for both Parts A and B are due by October 12, 2018.

The Committee expects to award \$25,000 to each school district that makes a Part A: Meritorious Application. \$40 million in funding is being made available as Part B: Competitive Application for all eligible school entities (i.e., a school district, intermediate unit, area vocational-technical school, charter school or private residential rehabilitative institution).

Per the statute, each school entity may submit one application annually. No school entity may receive an award of more than \$6 million as part of this grant program.

PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to RA-CD-SSSC@pa.gov (please put School Safety Grants in the subject line). All questions regarding this funding announcement must be received by close of business on Wednesday, October 10, 2018. Answers to questions will be posted online for all potential applicants to review: <https://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>.

Technical 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.

We look forward to receiving applications under this funding opportunity, and the possibility of working with you to improve school safety and preparedness.



School Safety and Security Committee

School Safety and Security Grant Program

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, which is separate and distinct from the PA Department of Education's (PDE) Egrants system.

Recommended PCCD Egrants Agency and User Registration Date:

Friday, September 14, 2018 or
As Soon As Possible

Mandatory PCCD Egrants Application Deadline:

Friday, October 12, 2018

Applicants are encouraged to print a copy of this funding guideline, fully review it, and use it to assist them in the completion of their applications in Egrants. This guideline contains information that does not appear in the Egrants Funding Announcement.

PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to RA-CD-SSSC@pa.gov (please put School Safety Grants in the subject line). All questions regarding this funding announcement must be received by close of business on Wednesday, October 10, 2018.

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.

Questions concerning the Egrants System should be made directly to the Egrants Help desk at (717) 787-5887 or (800) 692-7292, at the prompt select option 9 then option 6.

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

Funding Guidelines: School Safety and Security Grant Program

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee

Funding Guidelines for: FY18 – 19

Funding Announcement Title: School Safety and Security Grant Program

Funding Available: School Safety and Security Fund

Submission Requirements for Applications:

- **Scoring** – All Part A: Meritorious Applications submitted by school districts will be reviewed against the criteria established by the Committee for a meritorious application. All applications submitted for Part B: Competitive Applications will be competitively reviewed and scored. All applications will be scored on the basis of the applicant’s adherence to the funding announcement guidelines, and a timely submission in the PCCD Egrants system.
- **Due Date** – All applications must be submitted, electronically through PCCD’s Egrants system no later than **Friday, October 12, 2018** by 11:59 p.m., Eastern Time. **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** - Applications entered in Egrants by the deadline are not considered complete unless the required original signature page and any other required signed documents are also received at PCCD. Successful applications will be presented for consideration at School Safety and Security Committee meetings.
- **Completeness** – Applications that do not meet all of the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** - If an application is returned by PCCD staff for corrections, the final application (including all corrections and required documents) must be resubmitted and approved in order for the application to be awarded.
- **NOTE:** School Safety and Security grant funding for programs designed to reduce Community Violence under section 1306-B(j)(22) of Act 44 will be released under a separate funding announcement entitled “Community Violence Program Grants.” Applications for projects under Section 1306-B(j)(22) shall be administratively rejected under this solicitation.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee

1. Overview:

On June 22, 2018, the School Safety and Security Grant Program was established within the Pennsylvania Commission on Crime and Delinquency (PCCD) by [Act 44 of 2018](#). Amending the Public School Code of 1949, the Act contained multiple provisions for school safety and security preparedness, including:

- Mandating the appointment of School Safety and Security Coordinators by school entities.
- Expanding the PA State Police’s Risk and Vulnerability Assessment Team (RVAT) unit.
- Establishing mandatory school safety training for school entity employees.
- Establishing standards for school police, school resource officers, and school security guards.
- Establishing the Safe2Say Program within the PA Attorney General’s Office.
- Creating a School Safety and Security Committee (Committee) within PCCD, which was tasked with:
 - Developing criteria to be used to assess school safety and security;
 - Establishing a registry for vendors who may conduct school safety assessments;
 - Issuing a survey to school entities to review school security preparedness; and
 - Administering \$60 million in funding via grants.

This funding announcement is specifically for the School Safety and Security Grant Program. Funding under this category is limited to eligible school entities (i.e., a school district, intermediate unit, area vocational-technical school, charter school or private residential rehabilitative institution) supporting the eligible activities listed under Section 1306-B (j)(1-21) of Act 44 of 2018.

This funding announcement has two parts:

- **Part A: Meritorious Application** is ONLY for SCHOOL DISTRICTS making a meritorious application to receive a minimum grant allocation of \$25,000; *and*
- **Part B: Competitive Application** is for all eligible school entities, including school districts seeking additional funding beyond their Part A: Meritorious Application.

NOTE: Application for both Parts A and B are due by October 12, 2018.

NOTE: School Safety and Security grant funding for programs designed to reduce Community Violence under section 1306-B(j)(22) of Act 44 will be released under a separate funding announcement entitled “Community Violence Program Grants.” Applications for projects under Section 1306-B(j)(22) shall be administratively rejected under this solicitation.

2. Funding Availability:

A total of approximately \$52.5 million in state School Safety and Security funds is being announced to support this initiative.

The Committee expects to award \$25,000 to each school district that makes a Part A: Meritorious Application (i.e., 500 school districts x \$25,000 = \$12.5 million). \$40 million in funding will also be released in a Part B: Competitive Application for all eligible school entities (i.e., a school district, intermediate unit, area vocational-technical school, charter school or private residential rehabilitative institution). The Committee anticipates that 793 school entities are eligible to make application for this funding.

Per the statute, each school entity may submit one application annually.

No school entity may receive an annual grant allocation that exceeds 10% of the funds available under the grant program, which for FY18-19 is \$6 million. For example: any school district that applies under Part A is also eligible to apply for Part B. Total budgets may not, however, exceed the statutory cap of \$6 million (e.g., a school district that receives a \$25,000 award under Part A may not receive more than \$5,975,000 in Part B, for a total award of \$6 million).

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

The Committee shall ensure that grant funding under this program is geographically dispersed throughout this Commonwealth.

Award letters will be mailed as soon as possible after Committee approval has been granted, and will also be available in Egrants.

Neither the Committee 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) existing school entity spending on school safety and security.

4. Project Dates:

The application period for this funding announcement closes October 12, 2018.

The Committee shall consider all Part A: Meritorious Application requests from school districts at the October 30, 2018 meeting. If determined to be meritorious, award letters related to the \$25,000 project ONLY will be released to school districts as soon as possible following the October 30, 2018 Committee meeting.

No later than November 30, 2018, the Committee will begin reviewing school entity survey responses and pre-existing school safety and security assessments completed within the last three years (i.e., an assessment performed no later than 2015 to present), if available, as required by Section 1305-B (relating to survey of school safety and security) in Act 44 of 2018.

After findings are released to school entities, all Part B: Competitive Applications may be revised based on additional information. All applicants will be notified when the revision period will be opened.

Once the revision period is closed, all Part B: Competitive Applications submitted by school entities will undergo scoring and review. Applications will be presented to the Committee for consideration after being reviewed, at a meeting that will take place prior to the end of the fiscal year.

Project Date Period: At this time, specific project start and end dates have not yet been finalized. Thus, the project date periods in the Egrants system have been autopopulated with a place-holder date. The project period for the Part A: Meritorious Application, however, should not exceed one year; the project period for Part B: Competitive Applications should not exceed two years. PCCD staff will work with applicants to finalize the appropriate start and end date period.

5. Eligible Applicants:

For the Part A: Meritorious Application, only school districts are eligible to apply. Per the statute, each school district that makes a meritorious application as prescribed by the Committee shall receive a minimum grant allocation of \$25,000 annually. The Committee has defined a 'meritorious application' as an application from a school district to utilize an award from the School Safety and Security Fund to undertake one or more of the activities set forth at 24 P.S. §13-1306-B(j)(1-21) (see page 7 for the full list of activities), provided that the application includes sound supporting rationale and justification for the proposed activity, and the proposed activity is not otherwise supported through funding from PDE's Office of Safe Schools or other Federal or State sources.

For the Part B: Competitive Application, eligibility is open to "school entities" as defined by Act 44 of 2018. Any school district, intermediate unit, area vocational-technical school, charter school or private residential rehabilitative institution is eligible to apply for funding under Part B of this solicitation. Applications under both Parts A and B are due by October 12, 2018.

6. Program Goals, Objectives and Anticipated Impact:

- a. Goal: The goal of the School Safety and Security Grant Program solicitation is to make school entities within this Commonwealth safer places.
- b. Anticipated Impact: These include, but are not limited to, the following:
 - An increase in the number of safety and security assessments of school buildings throughout Pennsylvania;
 - An increase in training opportunities for administrators, teachers, staff and students;
 - An increase in the use of school-wide positive behavioral supports and other evidence-based programs related to school safety and security;
 - Improvements to districtwide school safety, violence prevention, emergency preparedness and all-hazards plans;
 - An increase in security planning efforts and the purchase of security-related technology and equipment;
 - An increase in the provision of counseling services for students;
 - An increase in the use of school resource officers and school police officers; and
 - An increase in the use of trauma-informed approaches to education.

7. Eligible Program Activities and Expenses:

Funds for the proposed program under both Parts A and B must be used to support any, all, or one of the following items or activities included in Section 1306-B (relating to school safety and security grant program), subsection (j)(1-21) of Act 44 of 2018:

“(j) Specific purposes.--The committee shall provide grants to school entities for programs that address safety and security, including:

- (1) Safety and security assessments that meet the committee's criteria.*
- (2) Conflict resolution or dispute management, including restorative justice strategies.
- (3) School-wide positive behavior support that includes primary or universal, secondary and tertiary supports and interventions in school entities.
- (4) School-based diversion programs.
- (5) Peer helper programs.
- (6) Risk assessment, safety-related, violence prevention curricula, including dating violence curricula and restorative justice strategies.
- (7) Classroom management.
- (8) Student codes of conduct.
- (9) Training to undertake a districtwide assessment of risk factors that increase the likelihood of problem behaviors among students.
- (10) Development and implementation of research-based violence prevention programs that address risk factors to reduce incidents of problem behaviors among students, including, but not limited to, bullying.
- (11) Thorough, districtwide school safety, violence prevention, emergency preparedness and all-hazards plans, including revisions or updates to such plans and conducting emergency preparedness drills and related activities with local emergency responders.
- (12) Security planning and purchase of security-related technology, which may include metal detectors, protective lighting, specialty trained canines, surveillance equipment, special emergency communications equipment, automated external defibrillators, electronic locksets, deadbolts, trauma kits and theft control devices and training in the use of security-related technology. Security planning and purchase of security-related technology shall be based on safety needs identified by the school entity's board of school directors.
- (13) Institution of student, staff and visitor identification systems, including criminal background check software.
- (14) Provision of specialized staff and student training programs, including training for Student Assistance Program team members in the referral of students at risk of violent behavior to appropriate community-based services and behavioral health services and training related to prevention and early intervention.
- (15) Counseling services for students.
- (16) A system for the management of student discipline, including misconduct and criminal offenses.

(17) Staff training programs in the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require immediate intervention.

(18) Costs associated with the training and compensation of school resource officers and school police officers.

(19) Costs associated with the training and compensation of certified guidance counselors, licensed professional counselors, licensed social workers, licensed clinical social workers and school psychologists.

(20) Administration of evidence-based screenings for adverse childhood experiences that are proven to be determinants of physical, social and behavioral health and provide trauma-informed counseling services as necessary to students based upon the screening results.

(21) Trauma-informed approaches to education, including:

(i) Increasing student and school employee access to quality trauma support services and behavioral health care, including the following:

(A) Hiring or contracting with certified guidance counselors, licensed professional counselors, licensed social workers, licensed clinical social workers, school psychologists and other professional health personnel to provide services to students and school employees.

(B) Developing collaborative efforts between the school entity and behavioral health professionals to identify students in need of trauma support and to provide prevention, screening, referral and treatment services to students potentially in need of services.

(ii) Programs providing:

(A) Trauma-informed approaches to education in the curriculum, including training of school employees, school directors and behavioral health professionals to develop safe, stable and nurturing learning environments that prevent and mitigate the effects of trauma.

(B) Services for children and their families, as appropriate, who have experienced or are at risk of experiencing trauma, including those who are low-income, homeless, involved in the child welfare system or involved in the juvenile justice system.”¹

***NOTE: School entities seeking funding to perform safety and security assessments must utilize the criteria adopted by the Committee, which will be adopted by the Committee no later than September 30, 2018, and will be posted online on PCCD’s website at: <https://www.pccd.pa.gov/schoolsafety/Pages/default.aspx>.**

Further, the Committee is tasked with developing a registry of vendors that shall perform the safety and security assessment utilizing the criteria adopted by the Committee no later than October 31, 2018. The registry will be posted online at PCCD’s website at: <https://www.pccd.pa.gov/schoolsafety/Pages/default.aspx>.

¹ NOTE: In the PCCD Egrants system, certain items/activities on this list are summarized and will appear truncated.

The Committee may require applicants to revise applications and may place conditions on activities. The Committee has final approval of all costs.

8. Required Egrants Sections/Documents:

- a. Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- b. **Signature Page:** Please note that the Signature Page is required to be signed and mailed directly to PCCD per the requirements under Section 17: Mailing Information.

9. Scoring:

The information PCCD is requesting must be submitted in the sections of the application specified below. Responses must be submitted within the response fields provided in Egrants. Each section in Egrants asks for specific information; therefore, do not repeat yourself in any section.

Part A: Meritorious Application (School Districts ONLY)

Per the statute, each school district that makes a meritorious application as prescribed by the Committee shall receive a minimum grant allocation of \$25,000 annually. The Committee has defined a 'meritorious application' as an application from a school district to utilize an award from the School Safety and Security Fund to undertake one or more of the activities set forth at 24 P.S. §13-1306-B(j)(1-21), provided that the application includes sound supporting rationale and justification for the proposed activity, and the proposed activity is not otherwise supported through funding from PDE's Office of Safe Schools or other Federal or State sources.

a. Executive Summary – (Part A)

- Provide a short summary of the proposed project.
 - The name of school district is requesting \$25,000 to meet the following eligible expenses category under Section 1306-B(j)(1-21): [list the appropriate program grant requirement category (from Act 44 of 2018, Section 1306-B(j)(1-21))].
 - [In 2000 characters or less, summarize the proposed project or activities and the justification for the projects/activities].

b. Budget Detail

- Provide budget detail for project activities amounting to \$25,000.
- Provide justification for the selection of that item(s) or activity/activities in each respective justification section.

If a school district is only applying for Part A: Meritorious Application, create one budget that includes all expenses equaling the \$25,000 allocation.

If a school district is applying for BOTH Part A: Meritorious Application and Part B: Competitive Application funds, please use Appendix A for guidance on developing the budget detail section.

NOTE: School districts making application under both parts A and B should be mindful that ONLY \$25,000 is guaranteed under part A.

Part B: Competitive Application (All School Entities):

All school entities, including school districts seeking additional funding over and above their \$25,000 meritorious application, are eligible to apply for Part B funding.

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

a. Executive Summary (Part B)– (Maximum 5 points; length is limited to 2,000 characters, approximately 250-300 words).

- All applicants should fill out the following script and paste into the Executive Summary section:

The name of school entity is requesting \$_____ to provide a single sentence or two of what you are seeking to improve with your grant funding.

These funds will be used for the following: provide a short summary or bullet points of what the funds will be used for.

Please note that responses in this section will be used in Committee grant summaries, posted publicly on PCCD's website, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

b. Statement of Purpose (Part B) – (Maximum 35 points; length is limited to 15,000 characters or approximately 3 pages, single-spaced).

- Provide a short overview of your school entity, including the location of the school entity, total number of student-occupied buildings, and total student enrollment figures.
- Describe any efforts to improve school safety to date.
- Describe the safety and security assessment process used to identify proposed project needs.
- Describe the problem that your project will address. Supporting data and facts must be provided and be specific to your project and relevant to the problem and your proposed request. Data could be used from:
 - a. Any pre-existing school safety and security assessment that was completed within the last three years (i.e., 2015 to present);
 - b. School statistics from the school entity's *School Safety Report* reported to PDE;
 - c. School Climate Survey;
 - d. Pennsylvania Youth Survey;
 - e. Disciplinary records;
 - f. Community crime rates reported to the PA State Police's Uniform Crime Report (UCR) or the Federal Bureau of Investigation (FBI);or

- g. Any other relevant data source.
- Explain current funding gaps for the proposed project and how these funds will help fill that gap.

c. Project Description (Part B) – (Maximum 45 points; length is limited to 20,000 characters or approximately 4 pages, single-spaced).

The following **must** be included with the detailed description of the proposed project:

- Link the project to the appropriate item(s) or activity/activities from the list of eligible items listed in Act 44 of 2018 and provide justification for the selection of that item(s) or activity/activities and how it addresses the problems or challenges defined in the statement of purpose section.
- Provide the expected impact or outcome of the project; describe any potential barriers to achieving desired outcomes and how you expect to address those barriers.

d. Budget Detail – (Maximum 15 points).

The Budget Detail must:

- Include up to a 2-year comprehensive budget detail section; and
- Provide a clear description of all costs including salary and benefits for which grant funds will be utilized. Each benefit must be listed as a separate line item.

10. Attachments

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), etc.

11. Ineligible Program Activities and Expenses:

Any item or activity not included in Section 1306-B (relating to school safety and security grant program), subsection (j)(1-21) of Act 44 of 2018 may be deemed ineligible.

12. Performance Measures:

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 School Safety and Security Committee. PCCD Staff will communicate required performance measures to applicants.

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

13. 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: School Safety

14. 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 beginning on page 16 of PCCD's [Applicant's Manual](#).

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to justify a procurement by noncompetitive proposal. 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](#), page 18, for Procurement by Noncompetitive Proposal Approval Procedure.)

15. Other Administrative Requirements:

- a. PCCD's Egrants Registration: PCCD Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in PCCD's Egrants in order to submit a grant application. **PLEASE REGISTER AS SOON AS POSSIBLE IN ORDER TO BE ABLE TO ENTER INFORMATION INTO PCCD'S EGRANTS SYSTEM.** 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:
 - i. 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. PCCD may provide advance payment of Part A: Meritorious Application funds only.
 - ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).

- e. Federal Funding Accountability and Transparency Act: All recipients of federal or state funding are required to complete this section in Egrants.
- f. Information Technology 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 the federal and state IT conditions can be found on PCCD's website at <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>.

16. Information and Resources:

- a. Funding Announcement Questions: PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to RA-CD-SSSC@pa.gov (please put School Safety Grants in the subject line). In order for all applicants to benefit from the Q/A process, answers will be available to all parties by visiting [here](#) and selecting this funding announcement. All questions regarding this funding announcement must be received by close of business on Wednesday, October 10, 2018.
- b. Egrants Funding Announcement: The funding announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for School Safety and Security Grant Program or visiting PCCD's webpage at: <https://www.pccd.pa.gov/schoolsafety/Pages/default.aspx>.
- c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's [Applicant's Manual](#), Standard Subgrant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's website.
- d. Egrants Technical Questions: Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887. Please note: While Egrants will accept your application up until midnight of the due date, Help Desk staff will not be available after 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: If you know 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 you may report it to the PCCD Fraud Hotline at 717-525-5031 or ra-cd-fraud-hotline@pa.gov. More information about reporting fraud, waste and abuse is available on our website at <https://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx>.

APPENDIX A
Budget Detail Information ONLY FOR School Districts Applying
for BOTH Part A and Part B

School districts applying for both Part A: Meritorious Application and Part B: Competitive Application must create a separate budget in Egrants for each part.

In order to create two budgets in the Egrants system, you must add two Recipient Agencies in the Main Summary section. The following example walks you through this process:

ABC School District is the example Applicant Agency.

Step 1: Complete the Short Project Title and Brief Project Description fields in the Main Summary section.

Step 2: Click Add Applicant Agency as Recipient Agency. This will add ABC School District as a Recipient Agency for your Part B: Competitive Application budget.

Section Point Value: 0
Completion Status:
SubGrant ID: --
Applicant Agency: [ABC School District](#)
FID #: 111111111
Recipient Agency:
Project Director: [Details](#) Project Director not listed in dropdown?
Financial Officer: [Details](#) Financial Officer not listed in dropdown?
Primary Contact: [Details](#) Primary Contact not listed in dropdown?
[Additional Contacts \(0-PCCD\)](#)

Created By: Mr. Chris Epoca
Last Update By: Mr. Chris Epoca
Created Date: 9/6/2018 11:02:12 AM
Last Update Date: 9/6/2018 11:02:29 AM

Step 3: To enter a Recipient Agency for your Part A; Meritorious Application, click Add Recipient.

Section Point Value: 0
Completion Status:
SubGrant ID: --
Applicant Agency: [ABC School District](#)
FID #: 111111111
Recipient Agency:
Project Director: [Details](#) Project Director not listed in dropdown?
Financial Officer: [Details](#) Financial Officer not listed in dropdown?
Primary Contact: [Details](#) Primary Contact not listed in dropdown?
[Additional Contacts \(0-PCCD\)](#)

Created By: Mr. Chris Epoca
Last Update By: Mr. Chris Epoca
Created Date: 9/6/2018 11:02:12 AM
Last Update Date: 9/6/2018 11:02:29 AM

Step 4: Enter the school district name (Part A) (e.g., ABC School District (Part A)) as the agency name in the Recipient Agency Name search field and click the Search button. There will be no search results.

Status: Open - Draft Fund Announcement: [School Safety and Security](#) Remaining time: 18:4

RECIPIENT SEARCH

Search Criteria

Recipient Agency Name:

City:

County:

Zip Code:

Federal ID Number:

| Applicant Name | Federal ID Number | Address | City | County |
|---------------------------------------|-------------------|---------|------|--------|
| <input type="button" value="Cancel"/> | | | | |

Step 5: Click Add New Recipient.

Step 6: Enter Recipient Agency Information. Make sure to add (Part A) after your school district's name (i.e., ABC School District (Part A)). This will differentiate the Part A: Meritorious Application budget from the Part B: Competitive Application budget. Click Save.

System will time out at: 03:40:34 | Remaining time: 19:51

Agency Name:

Federal ID Number:

Preferred Contact Method:

Agency Type:

DUNS Number:

Faith Based Agency:

JURIS Number: JURIS Non-Compliant

ORI Number:

Email Address:

Fiscal Year Ending (last day of):

US Congressional District: (Ex: PA02)

Last Update By:
Last Update Date:
Status:

| Address List | |
|---------------------------------------|--|
| <input type="button" value="Select"/> | Envelopes/Labels, ABC School District (Part A), , 123 Main Street , Anywhere, Adams, Pennsylvania, 11111-1111, UNITED STATES |

Step 7: When you open the Budget Details screen for the first time, you will see the screen below. The Agency Budget option should be selected for both budgets. You may add additional budgets as necessary for if your school entity is passing funds through to another agency.

Remaining time: 17:29

Grant ID: 28513 Project Title: test
 Status: Open - Draft Fund Announcement: [School Safety and Security](#)

BUDGET SETUP

BUDGET SETUP DEFINITIONS

Agency Budget - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Pass Through Budget - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

| Recipient Agency Name | Agency Budget | Pass Through Budget |
|------------------------------|----------------------------------|-----------------------|
| ABC School District | <input checked="" type="radio"/> | <input type="radio"/> |
| ABC School District (Part A) | <input checked="" type="radio"/> | <input type="radio"/> |

Save Cancel

Step 8: You will now be able to add line items for each budget you established in step 7. There will be a link for each agency budget. Click the link for the budget you wish to build and/or modify. Remember, Part A; Meritorious Application budgets may not exceed \$25,000.

Remaining time: 19:50

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)
[Project Application Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 28513 Project Title: test
 Status: Open - Draft Fund Announcement: [School Safety and Security](#)

BUDGET SUMMARY

Section Point Value: 0 Created By: Mr. Chris Epoca Created Date: 9/6/2018 11:02:12 AM
 Completion Status: [In Process](#) Last Update By: Mr. Chris Epoca Last Update Date: 9/6/2018 3:27:58 PM

| BY RECIPIENT AGENCY | YEAR1 | YEAR2 | TOTAL |
|--|-------|-------|-------|
| ABC School District (Agency Budget) | 0.00 | 0.00 | 0.00 |
| ABC School District (Part A) (Agency Budget) | 0.00 | 0.00 | 0.00 |
| Total: | 0.00 | 0.00 | 0.00 |

| BY CATEGORY | YEAR1 | YEAR2 | TOTAL |
|-------------------------------|-------|-------|-------|
| Personnel | 0.00 | 0.00 | 0.00 |
| Employee Benefits | 0.00 | 0.00 | 0.00 |
| Travel (Including Training) | 0.00 | 0.00 | 0.00 |
| Equipment | 0.00 | 0.00 | 0.00 |
| Supplies & Operating Expenses | 0.00 | 0.00 | 0.00 |
| Consultants | 0.00 | 0.00 | 0.00 |
| Construction | 0.00 | 0.00 | 0.00 |