Date: January 2, 2018

Subject: 2017/18 Justice Assistance Grant (JAG) Local Initiatives Funding

To: Interested Parties

From: Derin Myers
Acting Executive Director

The Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of up to $7 million in federal Byrne Justice Assistance Grant (JAG) funds.

Under this solicitation, funds are being made available to support selected Goals, Objectives, and Activities identified in the PCCD 2016-2020 Strategic Framework. Funded projects will be in support of the following objectives:

- Increase the efficacy of state and local planning efforts through interagency planning and collaboration;
- Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime;
- Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders;
- Promote and support the use of evidence-based programs and practices;
- Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives;
- Promote the implementation of reentry programs and practices;
- Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence;
- Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information; and
- Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.

Eligible applicants are local units of government and private non-profit organizations.

Applications must be submitted in PCCD’s Egrants system no later than March 26, 2018.

Your interest in the JAG Single Solicitation for Local Initiatives is greatly appreciated.
2017/18 Byrne Justice Assistance Grant (JAG)

Single Solicitation for Local Initiatives

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

Recommended Egrants Agency Registration Date: February 19, 2018

Recommended Egrants User Registration Date: February 26, 2018

Mandatory SAM Registration Deadline: https://www.sam.gov/portal/public/SAM/
September 1, 2018

Mandatory Egrants Application Deadline: March 26, 2018
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Submission Requirements for Applications:

- **Scoring** - All Applications will be competitively reviewed and scored. 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 **Monday, March 26, 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 the September 12, 2018 Commission meeting.

- **Completeness** – Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected. **Administrative Rejection of an application will occur for any of the following:**
  
  1. Submitting more than one application per PCCD Objective. While applicants may submit more than one application, they may only submit one per Objective. It is the responsibility of the applicant organization to coordinate its submissions. Note: if more than one application is submitted by the applicant agency per objective, all of the applicant’s applications within that Objective will be administratively rejected.

  2. Requesting more funds than the maximum amount allowable per application.

- **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.

- **Funding Announcement Questions** – Due to the competitive nature of these awards, PCCD Program Staff will not be able to answer questions about how an applicant should respond to any section of this funding announcement. PCCD may only field questions to clarify the funding announcement. If applicants require assistance, questions must be submitted by email to ra-pccd-ocjsi@pa.gov. PCCD Staff will monitor this account on a regular basis, and all questions and answers will be posted on PCCD’s website. All questions regarding this funding announcement must be received by close of business on **March 9, 2018**. PCCD Staff will post responses to all questions received by close of business on **March 16, 2018**.
1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the 2017/18 JAG Single Solicitation for Local Initiatives. PCCD is the State Administering Agency for federal funds provided by the U.S. Department of Justice, Office of Justice Programs (OJP). The guidelines contained within this funding announcement apply exclusively to this 2017/18 JAG Single Solicitation for Local Initiatives.

PCCD is issuing one announcement for funds provided through Pennsylvania’s formula Justice Assistance Grant (JAG) for Federal Fiscal Year 2017 and 2018. With this solicitation, we are implementing a focused approach to advance PCCD’s mission as outlined in our 2016-2020 Strategic Framework. That mission is to enhance the quality, coordination and planning within the criminal and juvenile justice systems, to facilitate the delivery of services to victims of crime, and to increase the safety of our communities. This 2017/18 JAG Single Solicitation for Local Initiatives Funding Announcement requests applications from eligible governmental and non-governmental agencies and organizations wishing to implement projects and programs that directly address the PCCD Objectives and Goals outlined in PCCD’s 2016-2020 Strategic Framework. In determining where JAG Funds could achieve the greatest impact, the Commission approved targeting these funds to a select group of objectives within the Strategic Framework. The 2016-2020 Strategic Framework is located on the PCCD website at http://www.pccd.pa.gov under About PCCD. It is highly recommended that any potential applicant review these guidelines in full, print them, and use them as they develop an application for submission.

For the 2017/18 JAG Single Solicitation for Local Initiatives, PCCD will facilitate a biennial cycle. Applicants who are awarded funding will be granted first-year funds but will be required to re-apply to acquire second-year funds. The second-year application will require each applicant to demonstrate project impact from year one in order to be considered for the second year of funding.

Significant Dates:

- **March 9, 2018** – Final date to submit questions regarding this announcement.
- **March 26, 2018** – Applications are due in PCCD’s Egrants System.
- **April 6, 2018** – Notices sent for administrative rejection of applications.
- **September 12, 2018** – Applications are presented to the Commission for action.
- **October 1, 2018** – Project start date

2. Funding Availability:

A total of approximately $7 million in federal JAG funds is being announced to support this initiative. PCCD expects to fund 35 to 40 grants.

Maximum awards of $150,000 are available for the year one project period. Successful applicants will be eligible to apply for second year awards at 70% of their year one award. Receipt of year one funding does not guarantee that an applicant will receive year two funding. To secure a year two award, applicants must demonstrate project impact and/or implementation progress, and will be directed to
a specially designed continuation application format in the PCCD Egrants System to guide them through what is required to apply to receive second year funds.

Continuation funding will NOT be made available beyond the second-year award.

PCCD will have approval of all final budgets. After the competitive process is completed, successful applicants should expect PCCD Staff to engage with them in finalizing budgets which could include the elimination or addition of budgeted items.

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

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

3. 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.

4. Project Dates:

Contingent upon availability of funds, applications approved at the September 12, 2018 Commission meeting will be 12-month projects and have a start date of October 1, 2018 and an end date of September 30, 2019.

Applicants successful in receiving year one awards will be eligible to apply for second year awards at 70% of their year one award. Contingent upon availability of funds, year two applications approved at the September 2019 Commission Meeting will be 12-month projects and have a start date of October 1, 2019 and an end date of September 30, 2020.

5. Eligible Applicants:

Local units of government (includes counties) and non-profit organizations are eligible to submit an application in accordance with this funding announcement. Schools (includes colleges and universities) are considered governmental units and are eligible to submit an application. State agencies are NOT eligible to apply for these funds.

Applicants may NOT submit more than one application per PCCD Objective. While applicants may submit more than one application, they may only submit one per Objective. It is the responsibility of the applicant organization to coordinate its submissions.

Funding is available for the implementation of new projects only and not the expansion of or improvement of existing projects.

Partnerships
Applications to implement multi-organizational projects are encouraged, provided that one local unit of government (or in the case of non-profit organizations, one non-profit organization) serves as the applicant. Such applicants must include an
executed Memorandum of Understanding (MOU) from the executive/administrative officer of each affected locality. Applicants are encouraged to begin laying the groundwork for the MOU during the development of the application. Non-profit organizations are required to provide letters of cooperation from anticipated project partners – as well as a Local Jurisdiction Waiver from the local unit(s) of government of the jurisdiction(s) they will serve – as part of the application submission. A sample Local Jurisdiction Waiver can be found on the PCCD website at: JAG Local Jurisdiction Waiver.

6. Program Goals, Objectives and Anticipated Impact:

This funding announcement provides funding to eligible governmental and non-governmental agencies and organizations wishing to implement projects and programs that directly address the PCCD Objectives and Goals outlined in PCCD’s 2016-2020 Strategic Framework. In determining where JAG Funds could achieve the greatest impact, the Commission approved targeting these funds to a select group of objectives within the Strategic Framework.

In addition to the Goals and Objectives in the PCCD Strategic Framework, there are a number of characteristics that should be represented in applications submitted for funding consideration:

❖ Innovative approaches to solve current and future problems;
❖ Initiatives developed through collaborative planning efforts;
❖ Initiatives that pilot solutions to systemwide problems;
❖ Initiatives that create efficiencies and/or deliver services more effectively;
❖ Initiatives that are cost-effective, sustainable and replicable;
❖ Initiatives that are based on research or promising practices; and
❖ Public/private/philanthropic partnerships.

7. Eligible Program Activities and Expenses:

Funds for the proposed program may be used to implement projects that support one or more of the Goals, Objectives, and Activities from the PCCD Strategic Framework identified below. Only projects in support of the Activities identified within this section are eligible for funding under this solicitation.

Goal I: To make communities safe through collaboration and targeted investments.

➢ Objective 1. Increase the efficacy of state and local planning efforts through interagency planning and collaboration.

   Activities:
   o Provide support for county (CJAB) priorities;
   o Provide support for new Communities That Care (CTC) sites;
   o Support Police Department Regionalization; and
   o Support of partnerships between public and private sector organizations working collaboratively to reduce crime and prevent victimization.
Objective 2. Provide law enforcement with the appropriate tools and training to assist them in combating and preventing crime.

Activities:
- Improve data sharing efforts between police departments and or between police departments and prosecution and probation/parole;
- Increase the number of law enforcement organizations connected via regional, statewide, and national justice information-sharing initiatives;
- Improve identification and processing of offenders through technology;
- Support the use of technology (e.g., GIS-mapping) that law enforcement can use to track crime and target prevention efforts;
- Support training programs connected to the intersection of behavioral health and criminal justice;
- Provide support for initiatives related to gang intervention strategies; and
- Provide support for youth and law enforcement forums or other initiatives to improve relationships between youth and law enforcement.

Objective 3. Develop solutions for justice-involved individuals with mental illness and/or substance abuse and co-occurring disorders.

Activities:
- Increase availability of supportive housing;
- Develop and/or implement programs to address behavioral health treatment needs; and
- Provide support for Mental Health courts.

Objective 4. Promote and support the use of evidence-based programs and practices.

Activities:
- Implementation of evidence-based delinquency and violence prevention programs;
- Implementation of evidence-based practices designed to reduce recidivism;
- Evaluation of existing and emerging programs which are research-based or a promising approach;
- Provide support for improvements to county probation services; and
- Provide support for evidence-based programs and practices that reduce gun violence.

Objective 5. Promote the appropriate use and measure the effectiveness of promising approaches and dispositional alternatives.

Activities:
- Support the successful implementation of pretrial/diversion alternatives to incarceration and juvenile placement;
- Provide support for problem solving courts (Resources for Drug Courts to be made available under a separate funding program); and
- Provide support for promising approaches or research-based programs for dispositional alternatives.

Objective 6. Promote the implementation of reentry programs and practices.

Activities:
- Support reentry initiatives to assist high-risk juvenile or adult offenders transitioning back to their communities.
Goal II: To reduce the impact of crime on victims.

➢ Objective 7. Engage schools, communities and families in violence prevention and increase the support services provided to those who have been victims of violence.

   Activities:
   o Provide support for evidence-based, research-based, and promising approaches to prevent victimization; and
   o Provide support for the evaluation of research-based and promising approaches to prevent victimization.

Goal III: To develop and share relevant expertise, resources and technical assistance both within the agency and with our external partners.

➢ Objective 8. Improve the accuracy and reliability of state and local criminal justice data through the automated exchange of information.

   Activities:
   o Improve the accuracy and reliability of state, county and local criminal and/or juvenile justice data through the automated exchange of information and/or data quality initiatives; and
   o Improve fingerprint collection among law enforcement.

➢ Objective 9. Increase the overall knowledge and skills among victim service, criminal and juvenile justice practitioners through training and accreditation.

   Activities:
   o Support forensic process improvements to include toxicology and blood analysis.

NOTES:

• Strategic Planning: Maximum awards of $15,000 are available for applicants requesting support to develop local strategic plans. These will be 12-month awards and will not be eligible for second year funding.

• Regional Police Departments: Applications to create or expand a Regional Police Department are eligible for funding under Goal I – Objective 1. Funding amounts and requirements are contained in Appendix A of this funding announcement.

• For purposes of this funding announcement, the term “evidence-based” is reserved for programs that have been tested in more than one scientifically rigorous study (such as randomized control trials) and have consistently been shown to work better than a placebo or no treatment/intervention. For more information about what constitutes an “evidence-based,” “research-based” or a “promising approach” program, please refer to Appendix B.
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. Required Signed Documents:
   • Letter(s) of Commitment to participate from any entity that will work with you, partner with you, or be involved in the project you propose;
   • Letter(s) of Support from the County Criminal Justice Advisory Board for county-based projects under Goal 1- Objective 1;
   • Signature Page (page 2 of the application);
   • Letter(s) indicating General Support for your proposal (optional); and
   • Local Jurisdiction Waiver Form (if applicable).

c. Funding Objectives and Activities:
   In the dropdown menu in Egrants, select one Objective from those listed in these guidelines. Next, use the check box selection to identify a core Activity from within that Objective. You may also select additional activities from the other Objectives, as long as your core Activity is within your selected Objective.

9. Scoring:

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

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. Provide only what is asked; to do otherwise adds unnecessary length to your application.

Note: In addition to the reviewer ratings, PCCD takes into consideration factors such as the JAG Funding Characteristics (Section 6-Program Goals, Objectives and Anticipated Impact), underserved populations, geographic diversity, applicant past performance, and available funding.

Scoring of applications will be based upon a maximum rated score of 100 points using the following criteria:

a. Executive Summary – (Maximum 5 points; length is limited to 5,000 characters; approximately one printed page)

   This section must identify the PCCD Objective under which you are applying; the Activity for which you will apply from within your selected objective; applicant entity’s name; project title; and the total dollar amount requested. Briefly state your project goals, major deliverables, whether your proposed project fulfills any objective(s) within a local collaborative planning process, your anticipated impact/outcomes, and overview of the applicant agency.
b. **Statement of Problem** – (Maximum 20 points; length is limited to 15,000 characters; approximately three printed pages)

Applicants are expected to outline proposals that will clearly offer services or programming that will advance the selected Activity within the selected Objective. 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.

**Note:** If using a strategic plan or collaborative planning effort not developed by the applicant, describe how your proposal for these funds will help the local planning body achieve its objective(s).

c. **Project Description** – (Maximum 30 points; length is limited to 20,000 characters; approximately four printed pages)

This section establishes that the applicant has reviewed the program goals, objectives, and anticipated impact and has established a plan. Please address the following items as you describe the project in this section:

- Explain the implementation plan and methods to be used to accomplish the stated objectives. This description should include who will perform the work, what actions are proposed to accomplish these activities, timeframes for completing each activity, and any other details necessary to clearly establish how this project will be implemented.
- Describe the work that will be accomplished during the project period.
- Identify plans for subcontracting any part of the project, including the role to be performed by each subcontractor (if applicable).
- Describe internal quality assurance processes that will be used to monitor the implementation of this project.

d. **Collaborative Planning** – (Maximum 15 points; length is limited to 5,000 characters; approximately one printed page)

Applicants are required to describe how their proposed project aligns with local collaborative and/or strategic planning efforts. Attach the following items as applicable:

- The local planning body’s Strategic Plan;
- Letters of Commitment to participate from any entity that will work with you, partner with you, or be involved in the proposed project;
- Letters of Support from the **requisite local planning body**;
- Letters indicating general support for your proposal;
- **Local planning body meeting minutes that refer to the need for the project;** and
- Other documentation demonstrating the project will address issues that had been identified through collaborative and/or strategic planning efforts.
**Strategic/Collaborative Planning** - To leverage the importance of collaborative planning in all system improvement efforts, applicants that document how their project will address issues identified through collaborative and/or strategic planning efforts will receive preference. In particular, special emphasis will be placed on projects developed in support of Criminal Justice Advisory Board Strategic Plans, STOP Team Strategic Plans, Reentry Coalition Strategic Plans, Cross System Mapping Plans, Communities That Care Strategic Plans, Juvenile Justice System Enhancement Team Plans, and Overdose Coalition/Taskforce Plans.

**Note:** Applications in support of collaborative body’s other than those mentioned by name above will be accepted, provided they can document how their project will address issues identified through local collaborative and/or strategic planning efforts.

**Letters of Commitment to Participate** – must be signed by each cooperating entity that will work with you, partner with you, or otherwise be involved in the project proposed in your application. This type of letter must be on the letterhead of the cooperating entity, state an understanding of the role(s) that said entity has in the project, and that the entity agrees to participate in the project as it is outlined in your application.

**Letters of Support** – should be written on the letterhead of the individual serving as Chair of the collaborative body, or entity that is expressing support for the proposal to be funded. Where County Commissioners, County Chief Executive Officers, and City Treasurers are applicants, PCCD requires a Support Letter from their County Criminal Justice Advisory Board for any county-based project under Goal I - Objective 1.

e. **Impact/Outcomes** – (Maximum 15 points; length is limited to 5,000 characters; approximately one printed page)

Describe how the proposed project will be measured; i.e., short-term and long-term outcomes, data collection and analysis, etc. Describe the alignment of the project with existing best practices or programs, and provide citations as applicable. What is your expected project impact? Describe any next steps you see your results having on the local collaborative planning process.

**Budget Detail** – (Maximum 10 points)

As stated in PCCD’s Applicant’s Manual, all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one grant award.

The budget details section should identify what the funds will be used for and line items should be entered for each budgeted cost. Clearly identify all costs, including salary and benefits. Calculations should be clear and entered as the Egrants system requires in the budget detail section.

For any budgeted cost that is not self-explanatory, clearly explain the relationship between the budgeted costs and the proposed project activities/operation.
Describe how the item will be used in the implementation of the proposed project. This section may include additional explanation of the computations stated in the Budget Detail section; however, computations provided within the line items should not be replicated in the justification field(s).

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

h. **Sustainability Plan** – (Maximum 5 points; length is limited to 20,000 characters; approximately four printed pages)

Applicants must enter into this process with the understanding that planning to sustain the program/project beyond PCCD grant funding is an integral part of the process. Describe a cogent sustainability plan that includes the following items:

1. Once grant funds expire, how will the project continue? Describe how current and ongoing support for the program/project is and will be generated.

2. Identify sources of financial support and provide commitments from key stakeholders necessary to successfully sustain the program/project; if these are not currently available, how will these be obtained?

Letters from organizations or agencies willing to provide financial commitment can be attached to this section.

10. **Ineligible Program Activities and Expenses:**

The following items are not eligible for funding within any JAG purpose area and may result in an administrative rejection of the application:

- JAG funds may not be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety.

- Nor may JAG funds be used directly or indirectly to provide for any of the following fixed assets or contracted matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:
  - Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
  - Luxury items.
  - Real estate.
  - Construction projects (other than penal or correctional institutions).

For additional information on expenditures prohibited under JAG, as well as expenditures that are permitted but “controlled,” along with the process for requesting approval regarding controlled items, refer to the [JAG Prohibited and Controlled Expenditures Guidance](#). Information also appears in the [JAG FAQs](#).
Other restrictions on use of funds – If a unit of local government submits an application for particular, defined types of expenditures, it must satisfy certain preconditions:

- To utilize JAG funds for Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV) purchases, applicants must follow controlled expenditures request instructions as well as adhere to the UAS Guidance found here: https://www.bja.gov/Publications/BJA-UAS-Guidance.pdf.

- To utilize JAG funds for Body-Worn Camera (BWC) equipment, or to implement or enhance BWC programs, applicants must provide to the Office of Justice Programs (OJP) a certification(s), that the applicant has policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, training, etc. The certification can be found at: https://www.bja.gov/Funding/BodyWornCameraCert.pdf.

- Additionally, as contained in Act 22 of 2017, PCCD is authorized to condition funding or grants related to the implementation, use, maintenance or storage of BWCs or recordings from BWCs. All BWC initiatives awarded will be conditioned upon protocols, guidelines or written policies being substantially compliant with applicable recommendations of the Commission.

- To utilize JAG funds for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the Federal Bureau of Investigation [FBI]) by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from the Bureau of Justice Assistance (BJA). In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS.

- To utilize JAG funds to support emergency communications activities (including the purchase of interoperable communications equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission [FCC] Waiver Order) the applicant should review FY 2017 SAFECOM Guidance.

11. Performance Measures:

a. Justice Assistance Grant (JAG) Data Collection Elements

Under this Funding Announcement, successful applicants are required to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the BJA in program guidance for the JAG Program.

BJA developed specific JAG Programmatic Measures that must be tracked and reported on for all applications awarded as part of this announcement. The programmatic performance measures are customized dependent upon the
activity type(s) within each purpose area(s) supported under the awarded application. Applicants are not required to report on all JAG Programmatic Measures only those that apply to your application. The full list of programmatic measures and other supporting documentation is available on the BJA website.

JAG measures for fiscal year 2014 and prior JAG awards at https://www.bjaperformancetools.org/help/JAGMeasuresQuestionnaire.pdf

JAG measures for awards from fiscal years 2015 and beyond at https://bjapmt.ojp.gov/help/JAGDocs/01_JAGGeneralInformationQuestionnaire.pdf

Successful applicants will be required to report on the JAG Programmatic Measures through the BJA Performance Measurement Tool (PMT) at the end of each calendar quarter. Training for the PMT will be made available through BJA; refer to the BJA Website (https://bjapmt.ojp.gov) for additional information or follow the link: https://bjapmt.ojp.gov/help/JAGTraining.html. PCCD will establish the award for successful applicants in the PMT identifying which activities apply to your award.

Within 20 days of the end of each calendar quarter, you will be required to access the PMT, enter the required performance measurement information, and submit the report for review and approval. The PMT only pertains to BJA JAG data collection requirements. Any other reporting requirements associated with this Funding Announcement are identified elsewhere in this document; refer to those sections for details.

b. Other Performance Measures

Under this Funding Announcement, successful applicants are required to submit Quarterly Progress Reports to PCCD via the Egrants system. Subgrant recipients under this Funding Announcement will be required to accept and report on performance measures selected by the staff of the PCCD that will fulfill federal guidelines for the use of JAG Funding. Subgrant 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 through 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.

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 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.)

14. Other Administrative Requirements:

a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit a grant application. Be sure to allow enough lead time so your agency has enough time to work on your application 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:
   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.
   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 Application Requirements (DUNS Number and SAM Registration): See the Federal Application Requirements page on PCCD’s website for further information.

f. Reporting Requirements: Programmatic Reports are due quarterly and must be submitted through the Egrants system. Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.

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 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 funded by PCCD 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

15. PCCD Contact Information and Resources:

a. Staff Contacts: PCCD staff may only field questions to clarify the Funding Announcement, and will not be able to answer questions about how a potential applicant should respond to any particular section of the Competitive Applications. If applicants require assistance, questions must be submitted by email to ra-pccd-ocjsi@pa.gov. PCCD Staff will monitor this account on a regular basis, and all questions and answers will be posted on PCCD’s 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 2017/18 JAG Single Solicitation Local Initiatives.

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 Pennsylvania Commission on Crime and Delinquency (PCCD) employee, program, contract, or grant you may report it to the PCCD Fraud Hotline. More information about reporting fraud, waste and abuse is available on our website at http://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx.

16. Mailing Information:

The Application must be entered into Egrants no later than Monday, March 26, 2018 by 11:59 p.m., Eastern Time.
The original Signature Page and any additional required information that could not be submitted electronically must be received or postmarked by Wednesday, May 2, 2018 and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency
Attention: Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street
Harrisburg, PA 17110 **

* Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.

** Since staff is not available at this location on Saturday and Sunday, Documents should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked by Wednesday, May 2, 2018.

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.
APPENDIX A – Police Department Regionalization

Introduction

This grant program is administered by the Pennsylvania Commission on Crime and Delinquency. The purpose of this grant is to improve the delivery of public safety services through intergovernmental cooperation, by facilitating the formation of full-time, full-service regional police departments.

Eligible Applicants

Applicants for the Regional Police Assistance Grant Program may be any municipality – a city, borough, township, home-rule municipality, or county. Applicants may also be a public or quasi-public body, or its representative, duly authorized to act on behalf of one or more municipalities. All applications must be accompanied by a fully executed Articles of Agreement.

Program Activities

This grant program provides financial aid to assist in the formation of new regional police departments and for established regional police departments that expand their department or services by adding an additional municipality(s).

Funding

Contingent upon availability, funding for the creation of a Regional Police Department or expansion will be awarded according to the following:

New Regional Police Departments:

The Articles of Agreement, between municipalities forming a regional department, MUST be executed in order to be eligible to apply for funding. New departments may be considered for up-to-three years of funding to support the Police Chief’s salary and benefits according to the following:

- First year, a maximum of 50% of the Police Chief’s salary, not to exceed $50,000.
- Second year, a maximum of 50% of the Police Chief’s salary, not to exceed $50,000.
- Third year, a maximum of 50%, of the Police Chief’s salary, not to exceed $50,000.

Continuation applications are required each year and continued funding in years two and three is contingent upon acceptable performance in previous year(s) as well as the availability of funding.
Current Regional Police Departments:

Established regional police departments that expand their department or services by adding an additional municipality(s) may apply for additional funding in one of the following categories, not to exceed $20,000 per occurrence:

A. Legal Expenses:

   Associated with merging pensions, collective bargaining agreements or other labor related issues.

B. Law Enforcement Equipment:

   Standardization of uniforms and equipment, to include: Patrol cars, car radios, portable radios, computer hardware, mobile computing, and desktop computers. This category includes the evaluation/assessment of equipment owned by the department joining the existing regional department. Additional items may be considered for inclusion after applicant discusses them with PCCD's staff.

C. Personnel:

   Costs associated with hiring additional personnel needed to cover expanded patrol areas.

Examples:

Scenario 1 - Two municipalities regionalize. They apply and receive $50,000 per year for the first three years for the Chief's salary. During year three, a third municipality wants to join the regional department. They apply and receive $20,000 for legal expenses. In year five, an additional municipality decides to join the regional department. They can apply for an additional $20,000 grant for legal expenses.

Scenario 2 - An established regional police department has two new municipalities that want to join, at the same time. One of the requesting municipalities has a police department and would qualify for legal expense category. The second municipality does not have municipal police protection and would qualify for equipment/personnel expenses. In this example, the regional police department could apply for $40,000 ($20,000 in each category).
APPENDIX B – What is “evidence-based”

What do we mean when we say a program is “evidence-based”?

Programs can be placed along a continuum of confidence based on their evidence or theory.

How to identify where a program is on the continuum:

Read the research studies on the programs you are considering to determine the following:

1) Was effectiveness demonstrated in rigorous scientific evaluations?
   - Look for at least one randomized control trial.

2) Was effectiveness demonstrated in large studies with diverse populations or through multiple replications?
   - Look for two or more studies, studies that show impact with diverse populations, and studies done by independent researchers (aka not the developer of the model).

3) Did the study show significant and sustained effects?
   - Look for follow-up data showing that impacts were sustained at a minimum of 6 months post program.

If the answer is yes to all three of these questions then most likely the program you are reviewing falls in the green, evidence-based end of the continuum.

The EPISCenter represents a collaborative partnership between the Pennsylvania Commission on Crime and Delinquency (PCCD), and the Bennett Pierce Prevention Research Center, College of Health and Human Development, Penn State University. The EPISCenter is funded by PCCD and the PA Department of Human Services. This resource was developed by the EPISCenter through PCCD grant VP-ST-24368.
Another way to identify where a program falls on the continuum is to utilize a clearinghouse that has already done the review of the research and rated the program’s evidence of effectiveness.

<table>
<thead>
<tr>
<th>Rating Source</th>
<th>Area of Focus</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blueprints for Healthy Youth Development</td>
<td>Child welfare, juvenile justice</td>
<td><a href="http://www.blueprintsprograms.com">http://www.blueprintsprograms.com</a></td>
</tr>
<tr>
<td>Coalition for Evidence-Based Policy</td>
<td>Social policy</td>
<td><a href="http://www.coalition4evidence.org">www.coalition4evidence.org</a></td>
</tr>
<tr>
<td>National Registry of Evidence-based Programs and Practice</td>
<td>Substance abuse, mental health</td>
<td><a href="http://www.samhsa.gov/nrepp">http://www.samhsa.gov/nrepp</a></td>
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<tr>
<td>Promising Practices Network</td>
<td>Child welfare, juvenile justice, social programs</td>
<td><a href="http://www.promisingpractices.net/programs.asp">http://www.promisingpractices.net/programs.asp</a></td>
</tr>
</tbody>
</table>

One particularly useful clearinghouse is the **PEW Charitable Trusts Results First Clearinghouse Database**. This is a one stop shop for accessing the many lists of evidence-based programs.


2. Type in the key words for the program or type of program you are looking for

3. Compare ratings across various clearinghouses to determine which programs are rated most highly, most frequently.

4. Dig deeper for more information by hovering over the colored rating dots and clicking on learn more!

Please contact the EPISCednter for additional technical assistance: Icook@episcenter.org