




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: January 8, 2024

Subject: 2024/25 Justice Assistance Grant (JAG) Local Initiatives Funding

To: Interested Parties

From: Michael D. Pennington  
Executive Director



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

This 2024/25 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 objectives and goals outlined in PCCD's approved [2021-2025 Strategic Framework](#).

Eligible applicants include local units of government and non-profit organizations. Applications must be submitted in PCCD's Egrants system no later than March 28, 2024.

Your interest in the JAG Single Solicitation for Local Initiatives is greatly appreciated.



## 2024/25 Byrne Justice Assistance Grant (JAG)

---

### Single Solicitation for Local Initiatives

**Please Note:** Applications are only accepted through PCCD's Egrants system. Applicants must register in Egrants prior to submitting an application. Applicants are strongly encouraged to familiarize themselves with the Egrants system and allow adequate time to prepare and submit an application.

**Recommended [Egrants Agency Registration](#) Date:**  
March 7, 2024

**Recommended [Egrants User Registration](#) Date:**  
March 14, 2024

**Mandatory Egrants Application Deadline:**  
March 28, 2024

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

PCCD program staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: [ra-pccd-ocjsi@pa.gov](mailto:ra-pccd-ocjsi@pa.gov) with "[2024/25 Byrne Justice Assistance Grant \(JAG\)](#)" in the subject line. All questions regarding this funding announcement must be received by close of business on March 12, 2024. PCCD staff will post responses to questions, as they are received, on [PCCD's website](#). Select the appropriate funding announcement to view questions and answers.

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**

**Funding Stream: Byrne Justice Assistance Grant (JAG) funds**

**TABLE OF CONTENTS**

Submission Requirements for Applications:	3
1. Overview:	4
2. Funding Availability:	4
3. Project Dates:	4
4. Eligible Applicants:	4
5. Applicant Resources:	5
6. Program Goals, Objectives and Anticipated Impact:	6
7. Eligible Program Activities and Expenses:	6
8. Ineligible Program Activities and Expenses:	9
9. Required Egrants Sections/Documents:	11
10. Scoring:	11
11. JAG Data Collection Elements:	14
12. Competitive Bidding/Sole Source Procurement:	14
13. Administrative Requirements:	14
14. PCCD Contact Information and Resources:	15
15. Submission Information:	16

## PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

### Funding Announcement Title: 2024/25 Byrne Justice Assistance Grant (JAG) Single Solicitation for Local Initiatives

#### Funding Stream: Federal Byrne Justice Assistance Grant (JAG) Funds

#### Submission Requirements for Applications:

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant's adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on March 28, 2024.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday, 8:00 AM to 4:00 PM, and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. Successful applications will be presented for consideration at the September 11, 2024 Commission meeting.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. **An applicant submitting more than one application in response to this funding announcement will result in the administrative rejection of all applications submitted by the applicant.**
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **Non-supplantation** – Funding must not be used to supplant/replace state, federal, or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.
- **Keywords** – Applicants are required to select "Keywords" from the dropdown menu located on the Main Summary screen in Egrants.

## PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

### 1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) serves as the State Administering Agency (SAA) for federal Byrne Justice Assistance Grant (JAG) funds provided by the U.S. Department of Justice, Office of Justice Programs (OJP).

This 2024/25 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 objectives and goals outlined in PCCD's approved [2021-2025 Strategic Framework](#).

It is highly recommended that potential applicants review the funding announcement guidelines in full and use them as they develop an application for submission.

#### **Significant Dates:**

<b><i>March 12, 2024</i></b>	Final date to submit questions regarding this announcement.
<b><i>March 28, 2024</i></b>	Applications are due in PCCD's Egrants System.
<b><i>April 5, 2024</i></b>	Notices sent for administrative rejection of applications.
<b><i>September 11, 2024</i></b>	Applications are presented to the Commission for action.
<b><i>October 1, 2024</i></b>	Project start date.
<b><i>September 30, 2026</i></b>	Project end 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 approximately 30-35 grants with budgets not to exceed \$250,000 over a two-year project period. To secure a one-year, **no-cost** project period extension, applicants must demonstrate project impact and/or implementation progress. Only one extension beyond the initial two-year project period will be considered.

After the competitive process has been completed, successful applicants should expect PCCD staff to engage with them in finalizing budgets which could include the elimination or addition of budgeted items.

Certain projects may be considered "Cooperative Agreements", meaning PCCD would be more involved in the project planning and implementation.

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

### 3. Project Dates:

Applications approved at the September 11, 2024, Commission meeting will be 24-month projects and have a start date October 1, 2024, and an end date of September 30, 2026.

### 4. Eligible Applicants:

Eligible applicants include local units of government (including counties) and non-profit organizations. Please note: State agencies (including Pennsylvania State System of Higher Education (PASSHE) institutions), non-profit colleges and universities are **NOT** eligible to

apply for these funds. Additionally, school entities (including school districts, nonpublic schools, and public charter schools) are **NOT** eligible applicants under this solicitation.

Applicants may **NOT** submit more than one application.

Applicants must be in good standing with PCCD to be eligible for these funds.<sup>1</sup> The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

#### Partnerships

Applications to implement multi-organizational projects are encouraged, provided that one local unit of government or one non-profit organization serves as the applicant. Such applicants must include an executed Memorandum of Understanding (MOU) or similar documentation of support or commitment from the executive/administrative officer of each partnering organization. Applicants are encouraged to begin laying the groundwork for the MOU during the development of the application.

Non-profit organizations will be required to describe how the proposed project was coordinated with the local jurisdiction(s) that it will benefit. Non-profit organizations are required to provide letters of cooperation from anticipated project partners.

## **5. Applicant Resources:**

Applicants are encouraged to carefully review this written funding announcement, as well as reference and review resources for applicants available on PCCD's website.



**Resource Guides:** Applicants can access walkthrough guides and other applicant resources on PCCD's ['Applicant Resources' webpage](#).



**Video Tutorials:** You can also watch short video tutorials on PCCD's YouTube channel under the ['Resources for Applicants & Grantees' playlist](#):

- [Getting Started with Egrants](#)
- [Registering as a Commonwealth Vendor](#)
- [Registering in Egrants & Starting Your Application](#)
- [Building Your Application in Egrants: Non-Budget Sections](#)
- [Building Your Application in Egrants: Budget Detail Section](#)
- [Signature Page Upload & Submitting Your Application](#)



**Egrants User Support:** Still need assistance? The Egrants Help Desk is available to help with technical or system questions Monday through Friday, 8:00 AM until 4:00 PM (ET) and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

## **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 [2021-2025 Strategic Framework](#). In determining where JAG Funds could achieve the greatest impact, the

---

<sup>1</sup> 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.

Commission approved targeting these funds to a select group of objectives within the Strategic Framework (see section 7 of this funding announcement).

## **7. Eligible Program Activities and Expenses:**

Funds for the proposed program shall 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.

### **Implementation of Evidence Based Practices**

The implementation of evidence-based programs (EBPs) is encouraged when an EBP exists. Please reference Appendix A for the PCCD definition of an EBP. Applicants requesting funds to support non-EBP activities **must** provide a description indicating where the proposed program or activity falls on the continuum of confidence AND the anticipated project outcomes.

### **Goal 1: To support programs and practices that promote justice for all citizens and communities in Pennsylvania.**

*Objective 1.1: Work to identify and eliminate racial and ethnic disparities that impact fair and equitable treatment within the systems PCCD engages.*

➤ *Activities:*

- a. Implementation of strategies to reduce racial and ethnic disparities in the juvenile and criminal justice system (ex: acquisition of data, risk assessments considering various demographic characteristics, etc.).
- b. Support the implementation of appropriate pretrial/diversion alternatives to incarceration.
- c. Support juvenile detention and placement capacity and/or enhance deflection/diversionary pathways, especially culturally responsive programs and services that are focused on youth of color.
- d. Increase the number of jurisdictions adopting policies, programs, and practices that strengthen community and youth engagement, build trust, and address key issues (e.g., procedural justice, implicit bias, de-escalation, use of force, youth and law enforcement forums, intellectual/developmental disabilities, etc.).

### **Goal 2: To invest in ideas and strategies that improve systems and help make Pennsylvania and communities safer.**

*Objective 2.1: Provide support for effective, community-led efforts to prevent gun violence.*

➤ *Activities:*

- a. Support strategies to reduce the number of unsolved homicides by firearms in the Commonwealth (e.g., technology, firearms/ballistic evidence, DNA evidence, special investigations, personnel).
- b. Strengthen pre-release interventions, services, and supports as well as provide comprehensive reentry programs for individuals convicted of firearm-related offenses.
- c. Support research and evaluation of programs, policies, and practices designed to address the intersections of domestic violence, intimate partner violence, and gun violence (e.g., Act 79 of 2018 implementation, Domestic Violence Fatality and Near Fatality Reviews, etc.).
- d. Support the development and implementation of coordinated, trauma-informed responses to gun violence victims by community programs to

reduce duplication of efforts, maximize resources, and improve service delivery (ex: assess current services/providers in an area and develop protocols and procedures for a coordinated response by multiple agencies).

*Objective 2.2: Increase the efficacy of state and local efforts to prevent crime and increase safety through interagency planning and collaboration.*

➤ *Activities:*

- a. Provide support for county (Criminal Justice Advisory Board) priorities.
- b. Support police department regionalization.
- c. Support the development of alternatives to arrest in the community that improve public safety.

*Objective 2.3: Increase utilization of evidence-based and evidence-informed programs and practices to improve outcomes for individuals and communities.*

➤ *Activities:*

- a. Implementation of youth-focused delinquency and violence prevention programs.
- b. Implementation of practices designed to reduce recidivism.
- c. Support the development of restorative justice strategies that incorporate offender accountability, victim restoration, and community protection.
- d. Provide support for improvements to county probation services.
- e. Support training on pretrial options and development of pretrial programs.
- f. Provide support for adult problem-solving courts, specifically DUI courts, mental health courts, drug courts, and veterans courts.
- g. Provide support for dispositional alternatives.

*Objective 2.4: Support healing-informed approaches to address the impacts of trauma and the needs of diverse populations.*

➤ *Activities:*

- a. Increase understanding and implementation of trauma-informed care approaches among justice practitioners (e.g., law enforcement, courts, probation/parole, etc.) to address the needs of diverse populations (includes gender responsiveness).
- b. Support training and services for vicarious trauma and officer wellness for justice practitioners.

*Objective 2.5: Improve coordination of and access to services for people with mental health, behavioral health, intellectual disabilities, and/or substance use disorders who encounter the systems engaged by PCCD.*

➤ *Activities:*

- a. Provide/coordinate wraparound supports for individuals, such as increasing access to affordable and supportive housing, employment, referrals to mental and/or behavioral health treatment services, etc.
- b. Develop and/or implement programs to address behavioral health treatment needs in county jails and/or upon reentry to the community, including reducing barriers to medication assisted treatment (MAT).
- c. Develop and/or implement diversionary strategies at Intercept Zero of the Sequential Intercept Model.
- d. Promote proper assessment and other best practices for identifying individuals with serious mental illness (SMI), including use of validated/tested tools and other supporting activities (e.g., training).
- e. Develop and/or implement programs to support individuals with developmental disabilities and/or on the autism spectrum in county jails and/or upon reentry to the community.



- f. Establishment of Community Advisory Boards that includes individuals with lived experience.

*Objective 2.6: Increase availability of high-quality reentry programs and practices across the Commonwealth.*

➤ *Activities:*

- a. Support the development and/or implementation of appropriate community supervision, treatment plans (aligned with assessments), and services/programs – including, but not limited to, education/training, mental and/or behavioral health supports – to assist juveniles or adults transitioning back to their communities.
- b. Support the development of reentry coalitions.
- c. Support the implementation of initiatives identified in a Reentry Strategic Plan and practices aligned with PCCD's Reentry Coalition Minimum Operating Standards.

**Goal 3: To work with partners to reduce the impact of crime on victims and survivors.**

*Objective 3.1: Enhance the quality and availability of services for all victims of crime, including those most vulnerable and underserved.*

➤ *Activities:*

- a. Expand adoption of programs designed to increase safety of victims/survivors of domestic violence and intimate partner violence, such as the Lethality Assessment Program (LAP).
- b. Support secondary prevention programs designed to intervene after violence occurs to prevent future violence (e.g., hospital-based intervention programs; programs designed to prevent or assess the likelihood of further victimization).
- c. Provide support for victim service program evaluation activities that can inform the improvement of services available to crime victims.

**Goal 4: To support training and skill-building to ensure the preparedness of practitioners.**

*Objective 4.1. Increase the overall knowledge and skills among victim service providers, justice practitioners, and other related professions through increased access to high-quality training and professional development*

➤ *Activities:*

- a. Support forensic process improvements to include toxicology, DNA, and blood analysis.
- b. Support training on pretrial options and the development of effective pretrial programs.
- c. Provide support for high-quality training and continuing professional development for justice practitioners related to local trends/priorities.

*Objective 4.2: Provide law enforcement with the appropriate tools, training, and technology to assist them in building trust and improving the safety of communities they serve.*

➤ *Activities:*

- a. Improve information and data sharing efforts between police departments and other law enforcement agencies to increase the number of law enforcement organizations connected via regional, statewide, and national justice information-sharing initiatives.

- b. Improve identification, fingerprint collection, processing, and prosecution of offenders through technology and latent evidence.
- c. Support the use of technology (e.g., GIS-mapping) that law enforcement can use to track crime trends and target prevention efforts.
- d. Support evidence-based practices that improve law enforcement response to mental and behavioral health incidents, suicide, substance use disorders, and other key issues, such as Crisis Intervention Team (CIT/CIT-Y) training, co-responder models, peer support, trauma-informed approaches, responding to intellectual/developmental disabilities, and other initiatives.

**Goal 5: To develop and share relevant expertise, data, and resources to inform state and local efforts.**

*Objective 5.1: Increase the quality, accuracy, and availability of data to inform state and local decision-making.*

➤ *Activities:*

- a. Improve reporting of crime statistics by upgrading technology infrastructure to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS).

**NOTE:**

- 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 A**.

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

**8. 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.
- JAG funds may not be used directly or indirectly to provide for any of the following fixed assets or contracted matters unless the Bureau of Justice Assistance (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);
  - Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV) purchases;
  - Luxury items;
  - Real estate; and
  - Construction projects (other than penal or correctional institutions).
- JAG funds may not be used to purchase food and/or beverages.

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](#).

Restrictions on the use of funds include the following:

- 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 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: [BJA BWC Policy Certification](#).
- 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 for emergency communications, activities should comply with the *SAFECOM Guidance for Emergency Communication Grants (Fiscal Year 2023 SAFECOM Guidance)*, including provisions on technical standards that ensure and enhance interoperable communications.

The *SAFECOM Guidance* is an essential resource for entities applying for federal financial assistance for emergency communications projects.

It provides general information on eligible activities, technical standards, and other terms and conditions that are common to most federal emergency communications programs.

- Further, information-sharing projects funded with JAG funds must comply with DOJ's Global Justice Information Sharing Initiative guidelines, as applicable, in order to promote information sharing and enable interoperability among disparate systems across the justice and public safety communities. Recipients (and subrecipients) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at [https://it.ojp.gov/gsp\\_grantcondition](https://it.ojp.gov/gsp_grantcondition). Recipients will be required to document their planned approaches to information sharing, describe their compliance with GSP, and document an appropriate privacy policy that protects shared information or provide detailed justification for why an alternative approach is recommended.

## 9. 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 Signed Documents – A successful application must be accompanied by the following:
  - The executed Signature Page (page 2 of the application);
  - 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 -2- Objective 2.2; and
  - Letter(s) indicating General Support for your proposal (optional).

## 10. Scoring:

Applicants must submit the requested information for each section specified below within the defined response fields provided in Egrants. Responses should not be duplicated in multiple sections.

**Note:** In addition to the reviewer ratings, PCCD takes into consideration factors such as geographic diversity, strategic framework representation, underserved populations, applicant's compliance history with fiscal and program reporting, historical success in implementing PCCD-funded programs/initiatives that met their intended goals, and available funding.

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

### a. Executive Summary – Maximum of 5 points

All applicants should fill out the following script and paste into the executive summary section:

The name of applicant is requesting \$\_\_\_\_\_ to [provide a single sentence or two of what you are seeking to implement with your grant funding].

These funds will be used for the following: [provide bullet points of what the funds will be used for].

### b. Budget Detail – Maximum of 15 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 detail 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 adjustments.

**c. Statement of Problem – Maximum of 30 points**

This section establishes the locally identified problem the applicant is seeking to address and how the problem was identified. Applicants should explain why a specific Objective and/or Activity/Strategy was selected, and why the issue is important to people and/or communities to be served.

The applicant should provide supporting data/facts/figures specific to the project and relevant to the problem and request. The applicant should also include data specific to the geographic area the project will serve and compare this data to other available state, local, and/or national data elements to articulate the need.

Applicants are also asked to express why federal JAG funding is needed to support the proposed project. Applicants are strongly encouraged to describe their financial need, or the financial need of their community, as part of the response in this section to justify why funding is needed to support the project. This may include information regarding the impact to the applicant agency, agency operations, or the community if grant funds are not procured.

**d. Project Description – Maximum 35 points**

This section establishes that the applicant has reviewed the program goals, objectives, and anticipated impact and has established a plan for project implementation. Applicants are expected to outline proposals that will clearly offer services or programming that will advance the selected Activity(ies) within the selected Objective(s). 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.
- Clearly describe the activities that will be funded and how your proposal directly addresses the problem presented.

Strategic/Collaborative Planning

When applicable, applicants are required to describe how the proposed project aligns with local collaborative and/or strategic planning efforts. If applicable, attach the appropriate item(s) listed below in the Required Attachments section of the application:

- 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.

#### Sustainability Plan

Applicants must enter this process with the understanding that planning to sustain the program/project beyond PCCD grant funding is an integral part of the process. Applications describing a project with anticipated long-term impact, and that would require long-term financial support, must provide a cogent sustainability plan that includes the following items:

1. Once grant funds expire, how will the project continue? Describe any current and/or ongoing support for the program/project as well as any anticipated/planned strategies for securing additional financial support beyond the grant period, etc.
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?
3. History of how similar projects have been sustained by the applicant agency.

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

#### **e. Performance Measures/Impact/Outcomes – Maximum 15 points**

In this section, please describe how the outcomes of the proposed project will be measured (i.e., short-term and long-term outcomes, data collection, and analysis, etc.).

Describe the mechanism or tool(s) that will be used to collect data for purposes of evaluating program outcomes (ex. Pre/post testing, surveys, participation records, court records, efficiency evaluations, etc.).

Describe the alignment of the project with existing best practices or programs and provide citations as applicable.

Describe the expected project impact. Describe any next steps you see your results having on the ***local collaborative planning process (as applicable)***.

Under this funding announcement, applicants **are required** to develop performance measures, as part of the application, that are specifically related to the proposed activities outlined in the application. Subgrant recipients under this Funding Announcement **will be required** to report outcome data to PCCD on the deliverables described in the application via Quarterly Progress Reports in PCCD's Egrants system.

In addition, subgrant recipients under this Funding Announcement will be **required** to accept and report on additional performance measures, as applicable, selected by PCCD staff that will fulfill federal guidelines for the use of JAG Funding.

## **11. 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 PCCD and federal or state guidelines.

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 ([BJA JAG Performance Measure Questionnaire](#)).

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.

## **12. 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).

## **13. Administrative Requirements:**

### **a. Egrants Agency and User Registration:**

Prior to submitting a grant application, both the applicant agency and at least two users from the applicant agency must be registered in Egrants. Applicants are strongly advised to allow adequate time to work on application documents in Egrants prior to the submission deadline. Please go to the [Registering in Egrants](#) page on PCCD's website for further information.

### **b. Fiscal Accountability:**

See the [Fiscal Accountability](#) page on PCCD's website for further information.

### **c. Time and Effort Reporting:**

See the [Time and Effort Reports](#) page on PCCD's website for further information.

**d. Grant Payments:**

- Payments will not be released until all applicable special conditions on the grant award have been satisfied.
- All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
- ACH Payments:
  - All payments to grant recipients will be made through ACH.
  - Either before or at the time an application is submitted to PCCD, the applicant agency must [register as a Non-Procurement Vendor](#) with the Commonwealth of Pennsylvania.

**e. Federal Transparency Act Certification:**

This section is required for both state and federal funding streams. See the [Federal Application Requirements](#) page on PCCD's website for further information.

**f. Reporting Requirements:**

- Programmatic reports are due quarterly.
- Fiscal reports are due quarterly.
- Late submission of programmatic and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

**g. UCR Reporting:**

Every criminal justice entity which is required to submit Uniform Crime Report (UCR) data and is participating in this project must submit UCR data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

**14. PCCD Contact Information and Resources:**

**a. Staff Contacts:**

Staff are only able to clarify the funding announcement and are not be able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:

- E-mail your funding announcement questions to [ra-pccd-ocjsi@pa.gov](mailto:ra-pccd-ocjsi@pa.gov) with "2024/25 Byrne Justice Assistance Grant (JAG)" in the subject line.
- Questions must be received by close of business on March 12, 2024.
- All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A](#) page of the PCCD website.

**b. Egrants Funding Announcement:**

Log into the Egrants system and search under the "Funding Announcement" tab for 2024/25 Byrne Justice Assistance Grant (JAG).

**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 to provide direct assistance for each section of Egrants.



**d. Egrants Technical Questions:**

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

**e. PCCD Webmaster:**

Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

**f. Reporting Potential Fraud, Waste and Abuse:**

Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the [Reporting Fraud, Waste and Abuse](#) page on PCCD's website.

**15. Submission Information:**

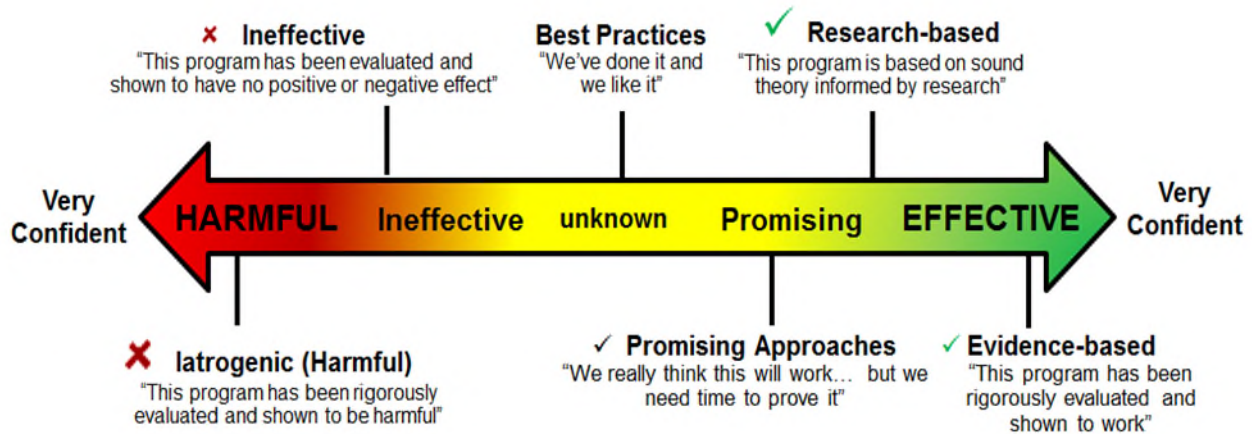
The application must be entered into Egrants **no later than March 28, 2024 by 11:59 PM.**

The executed signature page (page 2 of the application) must be uploaded to the Main Summary section of your application. A guide to assist you with this is available on our website at [Signature Page Instructions](#).

## APPENDIX A – 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.

Rating Source	Area of Focus	Website
<b>Blueprints for Healthy Youth Development</b>	Child welfare, juvenile justice	<a href="http://www.blueprintsprograms.com">http://www.blueprintsprograms.com</a>
<b>California Evidence-Based Clearinghouse for Child Welfare</b>	Child welfare	<a href="http://www.cebc4cw.org/">http://www.cebc4cw.org/</a>
<b>Coalition for Evidence-Based Policy</b>	Social policy	<a href="http://www.coalition4evidence.org">www.coalition4evidence.org</a>
<b>CrimeSolutions.gov</b>	Criminal justice	<a href="http://www.crimesolutions.gov/">http://www.crimesolutions.gov/</a>
<b>National Registry of Evidence-based Programs and Practice</b>	Substance abuse, mental health	<a href="http://www.samhsa.gov/nrepp">http://www.samhsa.gov/nrepp</a>
<b>Promising Practices Network</b>	Child welfare, juvenile justice, social programs	<a href="http://www.promisingpractices.net/programs.asp">http://www.promisingpractices.net/programs.asp</a>
<b>What Works Clearinghouse</b>	Education	<a href="http://www.ies.ed.gov/ncee/wwc/">http://www.ies.ed.gov/ncee/wwc/</a>
<b>What Works in Reentry Clearinghouse</b>	Criminal justice	<a href="https://whatworks.csgjusticecenter.org/">https://whatworks.csgjusticecenter.org/</a>

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.

1. Go To: <http://www.pewtrusts.org/en/multimedia/data-visualizations/2015/results-first-clearinghouse-database>
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 EPISCenter for additional technical assistance: [lcook@episcenter.org](mailto:lcook@episcenter.org)