



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: October 31, 2022
Subject: Assessing Racial & Ethnic Disparities (R/ED) in PA's Criminal Justice System
To: Eligible Applicants
From: Michael Pennington
Executive Director

A handwritten signature in blue ink, appearing to read "Michael D. Pennington".

The Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of up to \$250,000 in federal funds to support the 2022 Assessing Racial & Ethnic Disparities (R/ED) in Pennsylvania's Criminal Justice System initiative.

Under this solicitation, federal funds are being made available to support a new statewide needs assessment and analysis of disparity in the front end of Pennsylvania's criminal justice system. Through this competitive funding announcement, PCCD is seeking to collaborate with an eligible applicant to develop and implement a statewide research initiative to identify current R/ED levels using quantitative analysis conducted by PCCD, obtain additional locally supplied qualitative data, where available, and make recommendations to chart a path forward.

Higher education institutions (public/not-for-profit), nonprofit organizations, and for-profit institutions (i.e., consulting firms) are eligible to apply under this funding announcement. Eligible applicants will need to submit a formal application for funding under this solicitation.

Applications must be submitted in PCCD's Egrants system no later than **December 12, 2022**. For complete application requirements, applicants are encouraged to print and read the narrative funding announcement and use it as a guide to complete their applications in the Egrants system.

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. Monday through Friday. All other questions regarding this funding announcement may be directed to PCCD staff at RA-PCCD_ExecutiveOfc@pa.gov.

Thank you for your interest in this initiative and your commitment to promote justice for all citizens and communities in Pennsylvania.



Assessing Racial & Ethnic Disparities (R/ED) in Pennsylvania's Criminal Justice System

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.

Mandatory Egrants Application Deadline:

December 12, 2022

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.

Applicants are also encouraged to review application and grant guides available on PCCD's website [here](#) prior to initiating their Egrants application.

For any technical or Egrants 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.

All other questions regarding this funding announcement may be directed to PCCD staff at RA-PCCD_ExecutiveOfc@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Assessing Racial & Ethnic Disparities (R/ED) in PA's Criminal Justice System

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Funding Announcement Title: Assessing R/ED in PA's Criminal Justice System

Basic Funding Announcement Guidelines

- **Entities Eligible to Apply** – Institutions of higher education (public and/or not-for-profit only), nonprofit organizations, and for-profit organizations.
- **Due Date** – Applications are to be submitted electronically through PCCD's Egrants system no later than 11:59 PM on **Monday, December 12, 2022**.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding section. Applicants are strongly encouraged to review the [application and administrative guides](#) before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov. PCCD staff are also available to provide technical support and assistance regarding other aspects of the application process via email at RA-PCCD_ExecutiveOfc@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.
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **Non-supplantation** – Funding must not be used to supplant/replace state, federal, or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.
- **Keywords** – Applicants are required to select "Keywords" from the dropdown menu located on the Main Summary screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application.

Keywords: Racial and Ethnic Disparities; Research; Criminal Justice

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Assessing R/ED in PA's Criminal Justice System

1. Overview

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications under the FY 2022 Assessing Racial and Ethnic Disparities (R/ED) in Pennsylvania's Criminal Justice System solicitation. The primary purpose of PCCD's FY 2022 Assessing R/ED initiative is to recruit a qualified research entity that will conduct a statewide qualitative assessment of Pennsylvania's criminal justice system to analyze levels of R/ED based on quantitative analysis completed by PCCD's research staff. In addition, recognizing the important role pretrial decision-making plays, this initiative will evaluate the current landscape of pretrial services and practices in place across Pennsylvania. Ultimately, these findings will inform the development of recommendations that will lead to system-wide improvements.

Supporting programs and practices that promote justice for all citizens and communities in Pennsylvania is one of the agency's top [strategic priorities](#). To that end, PCCD is committed to helping identify and reduce racial and ethnic disparities that impact fair and equitable treatment in Pennsylvania's Justice System.

In August 2020, PCCD established an Adult R/ED Subcommittee under its Criminal Justice Advisory Committee (CJAC). The Adult R/ED Subcommittee is comprised of 18 diverse members representing non-profit, victim services, social services, criminal justice practitioners, and individuals with lived experience who have gone through the criminal justice system. Collectively, the Subcommittee is charged with identifying where disparities may exist in Pennsylvania's criminal justice system and developing strategies to reduce and ultimately eliminate those disparities.

Since its inception, members of the Adult R/ED Subcommittee have engaged in many thoughtful discussions around racial injustice and systemic issues within the justice system at large. Ultimately, the group agreed that their initial energy should be directed to examining disparities in the front end of the system as a starting point to address R/ED, recognizing that the criminal justice system is too large and complex to address these disparities at all points simultaneously. There continues to be a need for robust data and a more thorough comprehension of specific procedures in Pennsylvania's criminal justice system. This includes an understanding of the availability, and quality, of existing pretrial services and the utilization of mechanisms designed to support pretrial decision-making.¹

This statewide qualitative research and needs assessment project will identify potential drivers of disparities where they may exist using comprehensive statewide data analysis developed by PCCD's research team examining arrest through disposition (including sentencing) records provided by the Administrative Office of Pennsylvania Courts (AOPC). In addition to this statewide dataset, this project will seek to access additional data sources in a representative subset of Pennsylvania counties to better understand potential levels of

¹ As an example, as part of the MacArthur Foundation's Safety and Justice Challenge, the [City of Philadelphia](#) instituted a number of promising reforms to its pretrial practices, including alternatives to cash bail, early bail review, pretrial advocates, detention review hearings, increased early diversion, and improved case processing.

R/ED in the “front end” of the criminal justice system (e.g., pre-arrest data supplied by participating local jurisdictions).²

The data, statistics, and findings that result from this study are intended to assist practitioners in identifying imbalances in criminal justice processing, which may be caused by any number of case-specific and societal factors. This project will help provide a foundation to inform strategic priorities and initiatives that the Commission, through the support of the CJAC and Adult R/ED Subcommittee, may undertake in years to come.

2. Funding Availability

PCCD is announcing the availability of up to \$250,000 in federal funds to support a new statewide needs assessment, an analysis of disparity that may exist in the front end of Pennsylvania’s criminal justice system, and a better understanding of current practices related to pretrial services. Through this competitive funding announcement, PCCD is seeking to collaborate with an eligible applicant to develop and implement a statewide research initiative to examine current R/ED levels using quantitative data analyzed by PCCD researchers as well as local data obtained from participating jurisdictions, understand potential drivers using qualitative methods, measure availability of pretrial services/supports, and make recommendations to chart a path forward.

The inclusion of perspectives from the community and local stakeholders will be critical to provide context to the data this project will analyze and assess. As described in the “Funding Priority: Participatory Research Models” subsection on page 7 of this funding announcement, PCCD will prioritize funding for applicants with demonstrated experience utilizing “*participatory research methods*” to leverage and engage the community, those with lived experiences, and other stakeholders in a meaningful way as part of a proposed qualitative research design.

More information about research questions, project design requirements, and key deliverables can be found on pages 6-7 of this funding announcement.

This funding opportunity is designed as a cooperative agreement between the grantee and PCCD. The successful applicant(s) will work closely and collaboratively with contracted research/data analysts within the Indiana University of Pennsylvania (IUP), other PCCD staff, as well as members of PCCD’s Adult R/ED Subcommittee.

3. Project Dates

Contingent upon the availability of funds, the application approved at the March 8, 2023, Commission meeting will be a 12-month project, with a start date of April 1, 2023, and an end date of March 31, 2024. Funding beyond the one-year project period should not be anticipated.

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

² Note: Data regarding pre-arrest interactions with law enforcement is limited. PCCD will supply a selected entity with statewide data for arrest through sentencing. Selected entity/ies will be expected to work with PCCD as well as participating counties/municipalities to identify available datasets.

4. Program Goal, Objectives, Research Questions, and Key Deliverables

Program Goal & Objectives

Goal: Evaluate “front end” criminal justice system processes to establish a foundational understanding of potential racial/ethnic disparities (R/ED), discern the availability of pretrial services and supports, and develop recommendations for meaningful change which will reduce R/ED where it may exist.

- *Objective 1:* Build upon quantitative analysis conducted by PCCD and obtain additional locally-supplied front-end justice-related data to identify and understand R/ED levels.
- *Objective 2:* Examine current availability of pretrial services, supports, and interventions designed to reduce pretrial incarceration levels, increase public safety, and improve equity.
- *Objective 3:* Conduct a comprehensive qualitative analysis of system processes within a subset of counties to provide context for findings of the quantitative analysis.
- *Objective 4:* Recommend strategies for policy and practice changes at the state and local levels based on these findings and in consultation with community stakeholders, that can reduce R/ED and increase availability of effective pretrial services within Pennsylvania’s criminal justice system.

Key Research Questions to be Addressed by this Project

This study seeks to identify disparities within Pennsylvania’s criminal justice system to understand where – and why – they may exist. It seeks to address the following questions:

- a. Is R/ED present, and to what extent at both the state and local levels? At what stages is R/ED most evident? What minority groups are most impacted by R/ED?
- b. What are the perceived issues related to the project’s goals and objectives by criminal justice stakeholders?
- c. What are the perceived issues related to meeting the project’s goals and objectives by people and communities impacted by the justice system?

Applicants should provide a detailed plan for their proposed quantitative and qualitative research methods and activities designed to address these key research questions within their application.

To facilitate quantitative data analysis to be conducted by the selected entity, PCCD will provide the selected entity with a comprehensive analysis of five years of case, disposition, and sentence records data provided by AOPC. As part of this cooperative agreement, an approved applicant will be expected to work closely with PCCD staff and contracted researchers and data analysts from IUP. In addition, the selected entity will be expected to identify (in consultation with PCCD/IUP) potential jurisdictions to obtain and analyze additional local data, including pre-arrest (where possible).

Key Deliverables

Key deliverables for successful applicants will include the following:

- Conduct a comprehensive assessment of statewide and local trends, identify potential drivers of disparities where possible, and evaluate various justice processes across the Commonwealth;
- Design, disseminate, and analyze findings of a statewide survey evaluating perceptions related to criminal justice system processing, R/ED, and the availability of pretrial services in counties across Pennsylvania (e.g., survey of Criminal Justice Advisory Boards/justice-related stakeholders);
- In partnership with PCCD/IUP, engage in comprehensive analysis of Pennsylvania counties and identify communities/regions where potential disparities may exist to conduct a “deep dive” analysis;
- Design stakeholder-informed qualitative research approaches that incorporate community-level perspectives on potential drivers of R/ED within a subset of counties/municipalities in Pennsylvania (please see below for additional information);
- In consultation with key stakeholders, review and evaluate policies and practices that may lead to R/ED;
- Provide regular updates and briefings to PCCD staff and the Adult R/ED Subcommittee to ensure the project is on track and connected to local and statewide needs;
- Conduct and prepare presentations, ad hoc reports, and documents for publication and dissemination to PCCD's internal and external stakeholder groups (e.g., justice practitioners, community stakeholders);
- Identify potential gaps in available data (state or local) impacting ability to evaluate/track R/ED; and
- Develop a comprehensive report of findings and action steps, including policy and practice recommendations at the state/local levels for reform.

Required Project Deliverable: Stakeholder-Informed Qualitative Research

An entity receiving an award under this solicitation will be required to design qualitative research approaches that incorporate community-level perspectives on potential drivers of R/ED within a subset of counties/municipalities in Pennsylvania. Applicants should describe their proposed qualitative research design and methods in their application, including how they will form and work with local community-level groups and justice-related stakeholders to serve as a ‘sounding board’ for the project. These local groups should include:

- Individuals with lived experience who have been involved with the justice system in Pennsylvania;
- Representatives of community-based organizations working to support individuals impacted by the criminal justice system, such as reentry coalitions, advocacy organizations, etc.; and
- Any other individuals or organizations involved in decision-making within the justice system who could aid the project by providing practical, ‘on-the-ground’ perspectives to the project’s operations, research design, and/or findings/recommendations (e.g., law enforcement, courts, etc.).

As part of its qualitative research design, applicants should address how individuals contributing to research activities, including community-level groups, will be appropriately compensated for their time and expertise. Applicants should include these proposed costs within their Budget, along with a description of their planned approach for forming community-level groups/stakeholders in the qualitative research phase of the project. Note: PCCD can assist the selected applicant with identifying potential community-level stakeholders, as well as facilitating connections with the agency’s various Subcommittees, Advisory Committees, and other groups to lend perspectives and insights to the project.

Funding Priority: Participatory Research Models

Priority consideration will be given to applicants who demonstrate experience with participatory research methods and who incorporate these strategies within their proposed project design.

5. Eligible Applicants

PCCD is seeking entities with experience, expertise, and credibility to conduct key project deliverables associated with this funding announcement.

Eligible applicants include institutions of higher education (public/not-for-profit), nonprofit organizations, and for-profit institutions (i.e., consulting firms).

Applications proposing research involving partnering institutions/organizations/agencies should include a letter of support and/or a memorandum of understanding (MOU). (Note: Only one entity/partnering agency may be the applicant.)

Applicants must demonstrate:

- Expertise in performing qualitative research, with a focus on evaluating justice-related processes (e.g., policing, case processing, pretrial services, incarceration, probation and parole, etc.);
- Cultural competency and an organizational commitment to racial equity;
- Familiarity with Pennsylvania's criminal justice system as well as knowledge of state and national reform efforts to reduce R/ED and/or reduce pretrial incarceration; and
- Ability to immediately implement proposed project design upon award acceptance.

Note: As described on page 7, priority consideration will also be given to applicants who demonstrate experience with participatory research strategies and who incorporate these strategies within their proposed project design.

Please note that, as part of a cooperative agreement, the selected applicant will be required to work closely with PCCD to implement this project.

Note: Applicants are **not required** to have a prior history with PCCD to be eligible. All applicants, however, are required to register with PCCD's Egrants System to submit their application and be eligible for consideration.

6. Eligible Program Activities and Expenses

- a. Funds may only be used to pay for expenses directly related to the activities, management, and coordination of the project.
- b. Applicants are encouraged to utilize grant funds to provide stipends/compensation for individuals contributing to qualitative research activities (e.g., local community groups participating in focus groups, etc.).
- c. Administrative costs are allowable; however, applicants are strongly encouraged to only budget for costs necessary for project implementation.

7. Ineligible Program Activities and Expenses

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

- a. Construction;
- b. Land acquisition;
- c. Lobbying and political contributions;

- d. Honoraria or bonuses;
- e. Food/refreshments;
- f. Funding personnel not deemed by PCCD to be integral to the program's implementation; or
- g. Any expenses that fall significantly outside the scope of this funding announcement.

8. Required Egrants Sections/Documents

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents – A successful application will include the following:
 1. The original, completed Signature Page (page 2 of the application).

9. Scoring

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

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

a. **Applicant Overview: Capabilities & Competencies – (Maximum 25 points)**

Applicants should use this section to provide an overview of the organization, including organization type, mission statement, and eligibility under this funding announcement. If applicable, the applicant should describe any proposed partner(s) who will support the applicant in designing, delivering, and/or managing the proposed project. This section should also describe the experience, qualifications, and capabilities of the applicant, key staff, and any proposed project partners to implement and manage the proposed project design. Applicants must:

1. Describe the organization's mission, history, experience, and qualifications.
2. Describe the organization's experience utilizing participatory research methods, if applicable.
3. Present a review of any other previously conducted work by the organization and any proposed project partner(s) related to the goals, objectives, and key deliverables of this funding announcement.
4. Demonstrate familiarity with Pennsylvania's criminal justice system, including knowledge of relevant state- and federal-level reform efforts to reduce R/ED.
5. Provide at least three references of individuals/organizations who can speak to their experiences working with the organization and/or proposed project partner(s) as funders, clients, partners, etc.
6. **REQUIRED ATTACHMENT:** In addition to the information provided in this section, applicants must provide at least one sample/example of prior work within the "Required Attachments" section of Egrants.

b. **Collaborative Quantitative Research Activities – (Maximum 15 points)**

This section focuses on activities that will be done in partnership with PCCD/IUP.

1. Please describe your experience working with other entities/partners as part of collaborative research projects.
2. Describe any quantitative research tools and methods you have previously utilized, and any that you would consider using to answer the relevant research questions to be addressed by the project (detailed on page 6 of this funding announcement).
3. This should include a description of how the applicant would approach gathering and analyzing data supplied by local jurisdictions, as available and in collaboration with PCCD/IUP researchers.

c. Proposed Qualitative Research Design – (Maximum 35 points)

This section should provide an overview of the applicant’s proposed approach to conduct a comprehensive qualitative research study that engages relevant stakeholders following completion of the project’s initial quantitative research phase. Applicants should address the following questions within this section of the application:

1. Describe your proposed approach for examining and evaluating local processes, policies, and practices within the criminal justice system.
2. What qualitative research tools and methods do you plan to employ (e.g., interviews, surveys, focus groups)?
3. How will the project engage community-level groups and other key stakeholders, over the course of the project, to ensure qualitative analysis of potential drivers of R/ED?
4. How will the project identify the availability/quality of pretrial services and other justice system-related processes, and ensure other research activities are conducted in an informed, responsive, and productive manner?
5. Which individual(s) will lead/facilitate qualitative research activities, including facilitation of community-level stakeholder engagement?
6. How will you structure compensation of individuals contributing to qualitative research activities?
7. Please describe your proposed timeline for initiating and completing qualitative research activities, including identifying key individuals (staff, consultants, contractors, project partners, etc.) who will be involved in these efforts.

d. Anticipated Project Outcomes & Impact – (Maximum 15 points)

This section should provide a detailed overview of the expected outcomes and impacts of proposed project activities. Applicants should provide a plan for tracking and reporting on progress in meeting key project deliverables, as well as articulate any additional measurable achievements that will be associated with the funded activity. Applicants should also provide a clear plan for the development of a final report of findings and recommendations, to be submitted to PCCD at the conclusion of the project period. Finally, applicants should identify any potential barriers to project implementation and potential solutions/approaches to address those barriers.

Note: In addition to providing a detailed response within the “Anticipated Project Outcomes & Impact” section, applicants are encouraged – but not required – to include a Logic Model or other similar document as an Attachment in Egrants to further illustrate how proposed project design and activities can result in specific and measurable outcomes.

e. Budget Details – (Maximum 10 points)

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

1. The Budget Detail should include a 12-month comprehensive budget.
2. Each category of the budget (i.e., personnel or supplies and operating expenses) has a section labeled "Justification". In that section, please clearly and concisely describe how each cost was determined and why that cost is necessary for the successful implementation of the project.
3. Applicants' Budget should address key deliverables and activities of the project, including:
 - o Meetings with PCCD/state partners (time and travel);
 - o Activities related to qualitative research activities, including stipends/compensation for community-level groups, surveying justice-related practitioners, and other participatory research strategies (if applicable) to be employed as part of the proposed project;
 - o Expenses necessary to fulfill quantitative data analysis and research-related deliverables, including analysis of locally-supplied data (as available) in consultation with PCCD/IUP, and the creation of a final report of recommendations;
 - o Other costs necessary to complete activities described in the applicant's proposal, aligned with the goals and objectives of this funding announcement.

Note: PCCD has final approval of all budgets and consider an award under this grant to be a cooperative agreement. Cooperative agreement grants are different from other grants in that PCCD is more involved in project implementation and planning. After the competitive process is completed, a successful applicant should expect PCCD staff to engage with them in finalizing their budget. PCCD will work with the successful applicant on their budget to ensure alignment with meeting project objectives through budget modifications, if necessary.

f. **Required Attachments**

The following documents must be attached in the Required Attachments section in Egrants:

1. Resumes/CVs of key personnel.
2. At least two (2) letters of support from current or former partner(s), client(s), or funder(s).
3. At least one (1) sample/example of prior work (e.g., a research report, study, etc., that has previously been conducted by your organization and/or key project personnel).
4. Evidence of non-profit status, if applicable (i.e., IRS 501(c)(3) determination letter), or statement of assurance that the company/for-profit organization is willing to provide services through this solicitation without charging a fee.

In addition, while not required, applicants are strongly encouraged to utilize the "Attachments" section in Egrants to upload other relevant materials that can supplement information provided within the application, such as a Proposed Project Logic Model, Proposed Project Plan and Timeline, etc.

10. Performance Reporting

Successful applicants are **required** to submit quarterly program reports via the PCCD Egrants System. Award recipients will be required to report on progress in meeting established performance benchmarks and completing key project deliverables.

Award recipients are encouraged 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. In addition, applicants are encouraged – but not required – to include a Logic Model or other similar document as an Attachment to further illustrate how proposed project design and activities can result in specific and measurable outcomes.

Successful applicants must also provide information and updates to PCCD staff on a more frequent basis to ensure timely deliverable of key outcomes, as needed. In addition, if requested, Applicant must be willing to fully cooperate with PCCD with program-related assessments or evaluation efforts, including the collection and reporting of additional information or data requested by PCCD to assess activities or monitor grant performance.

11. 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).

12. 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 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. (NOTE: PCCD staff may reach out to request additional information and project updates in between quarterly reporting schedules.)
 - 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. Information Technology (IT) Project Conditions:
PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these [IT Conditions](#) on PCCD's website.

13. PCCD Contact Information and Resources:

- a. Staff Contacts:
Staff are only able to clarify the funding announcement and are not able to answer any questions about how a potential applicant should respond to any particular section. Questions concerning this funding announcement should be directed as follows:
 - Email your funding announcement questions RA-PCCD_ExecutiveOfc@pa.gov with "Assessing R/ED Grant" in the subject line.
 - Questions must be received by close of business on [Friday, December 9, 2022](#).
 - 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 "Assessing R/ED Grant".
- c. PCCD Guidelines and Documents:
Applicants should be familiar with the [Applicant's Manual](#), Standard Subgrant Conditions, and other documents common to PCCD's grant application process, all of which are available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides can be accessed on [PCCD's website](#) under the Funding link.
- d. Egrants Technical Questions:
For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

Please note: While applications may be submitted through Egrants until 11:59 PM of the due date, Help Desk staff are only available until 4:00 PM, Monday through Friday.

- 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.

14. Submission Information:

The application must be entered into Egrants **no later than Monday, December 12, 2022 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: [Submitting Signature Documents](#).

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