



WELCOME!

PCCD's Virtual Orientation Session #1 for Applicants/ Prospective Grantees

Please note...

- This webinar/virtual orientation session is being recorded and will be shared with participants via email once it becomes available.
- **Please check your audio settings to make sure you are able to hear today's presentation using your computer or other device.**
- We cannot hear you.
- You will be able to submit questions through the Q&A feature in the Live Event.
- Questions submitted through this feature will not be visible to all participants but will be received and reviewed by PCCD staff.
- PCCD staff will allot 15-20 minutes at the end of the webinar to answer questions that have been submitted by participants through the Q&A feature.
- To the extent possible, any questions that we are not able to address in today's webinar will be answered through follow-up communications/guidance via email.
- A copy of PowerPoint Slides from today's session will also be emailed to participants.



FY 2021 Gun Violence Reduction Grants Program

Virtual Orientation Session for Applicants/Prospective Grantees

August 2021

- 1. Housekeeping Rules**
- 2. PCCD Overview**
- 3. FY 2021 Gun Violence Reduction Grant Program**
 1. Funding Announcement Overview
- 4. PCCD Egrants System Registration Process**
- 5. Application Next Steps**
 1. Funding Timeline & Next Steps
 2. Action Steps & Application “Homework”
 3. Review of Allowable /Unallowable Expenses
 4. Reminders
- 6. Q&A**
- 7. Additional Resources & Assistance**

**What We'll
Cover
Today**

**PCCD
Overview**



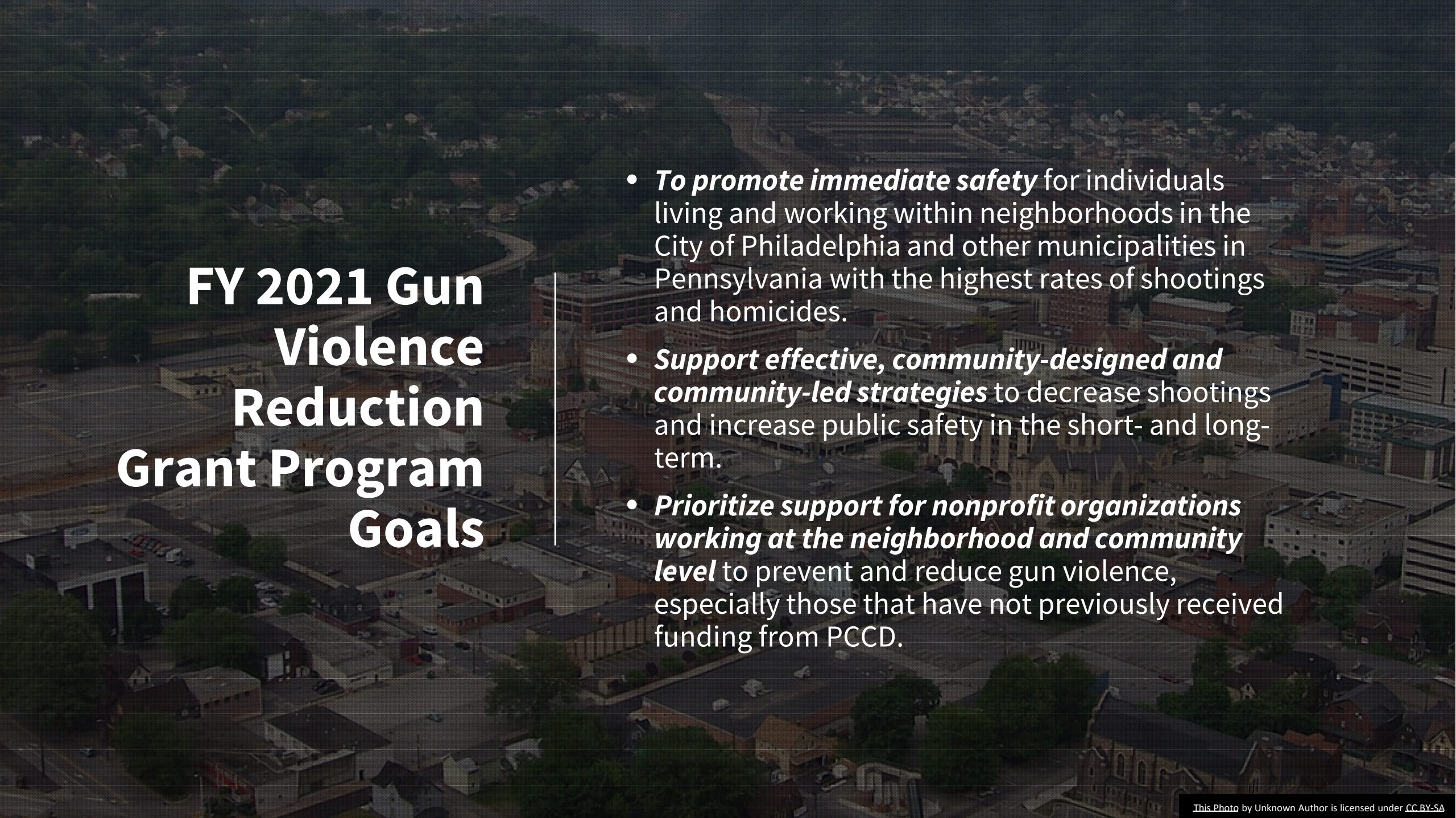
pennsylvania
COMMISSION ON CRIME
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About PCCD

Mission: 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.

- **Grants** – PCCD administers state and federal funding through grants of all types – mainly for criminal and juvenile justice and related systems, victim services, prevention, and public safety.
- **Technical Assistance** – We provide technical assistance for a variety of programs and initiatives.
- **Data Resources** – Serve as a statistical resource for criminal justice and public safety data (e.g., digital dashboards, PA Youth Survey, etc.)
- **Victims Compensation** – Provide compensation to victims of crime for certain expenses incurred as a result of that crime.
- **Training** – Provide training for Constables, Sheriffs/Deputy Sheriffs, County Probation Officers, and other justice-related stakeholders.





FY 2021 Gun Violence Reduction Grant Program Goals

- ***To promote immediate safety*** for individuals living and working within neighborhoods in the City of Philadelphia and other municipalities in Pennsylvania with the highest rates of shootings and homicides.
- ***Support effective, community-designed and community-led strategies*** to decrease shootings and increase public safety in the short- and long-term.
- ***Prioritize support for nonprofit organizations working at the neighborhood and community level*** to prevent and reduce gun violence, especially those that have not previously received funding from PCCD.

Funding Announcement Overview

ELIGIBLE APPLICANTS

Nonprofit organizations

Units of local government

PROJECT PERIOD

33 months

Start Date:
October 1, 2021

BUDGET

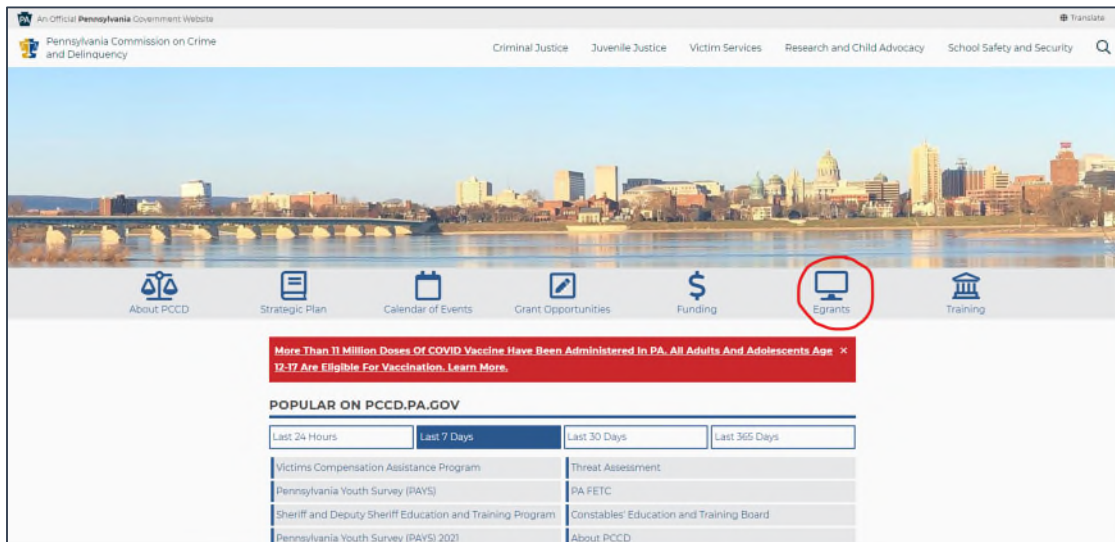
Maximum
\$225,000

No match requirement

Final budgets to be determined with PCCD in the final application process.

**Registration
Process**





Agency Registration

- Complete the **Egrants Agency Registration Request Form** (see [Egrants Agency Registration Guide](#))
 - PCCD Home Page → Egrants icon
 - Your agency must be properly registered in Egrants if you intend to apply for a grant.
 - *Authorized Officials are persons with contract signing authority; generally the Executive Director or Head Administrator of the Agency.
- Return completed form to RA-eGrantsSupport@pa.gov.


User Registration

- Existing PCCD Egrants users that DO NOT have a Keystone Login Account
- Existing PCCD Egrants users that DO have a Keystone Login Account
- New PCCD Egrants users that DO NOT have a Keystone Login Account
- New PCCD Egrants users that DO have a Keystone Login Account

User Registration *(continued)*

- For a step-by-step guide to the registration process:
 - PCCD Home Page → Funding icon  → School Safety and Security Application and Administration Guides → [Egrants Keystone User Registration Walkthrough](#)

User Registration *(continued)*

- Complete the [New User Role Request Form](#)
 - PCCD Home Page → Egrants icon 
• This form is used to establish the necessary roles for your Egrants access.
- Return completed form to RA-eGrantsSupport@pa.gov.

User Roles


- Access to the Agency's grants are separated into six unique roles.
 - **Financial Creator** can view and create fiscal information (manage budget section information, fiscal reports, etc.)
 - **Financial Reader** can view fiscal information
 - **Program Creator** can view and create program information (manage program section information, program reports, etc.)
 - **Program Reader** can view program information
 - **Submission** can submit grant forms like applications, modification, and continuations
 - **User Manager** can manage user roles for the Agency's grants (*will still need other roles if performing other duties*)



User Registration Tip

- PLEASE NOTE: Every agency must register two users in order to complete their grant application.

User Manager

- Every agency should have an Agency User Manager security role.
 - The User Manager approves requests and maintains existing security for users already established within their agency.
- PCCD Home Page → Egrants icon 
 - [User Manager Help Guide](#)

**Application
Next Steps**



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Funding Timeline & Next Steps

Initial Funding Request

- Initial request form (Survey Monkey) opened May 18, 2021
- Webinars for prospective applicants (June 1 & 3, 2021)
- Deadline for initial funding requests: June 30, 2021

Initial PCCD Review & Selection

- July 1-31, 2021
- Criminal Justice Advisory Committee review and approval of initial selections: August 11, 2021
- School Safety and Security Committee review and approval of initial selections: August 25, 2021

Formal Egrants Application & Orientation for Prospective Applicants

- Virtual orientation sessions: Aug. 26 & 31
- **Egrants application: Sept. 1-24, 2021**
- PCCD staff available to provide technical support & assistance

Final Review & Approval

- Commission review & approval of selected applicants pending resolution of any outstanding fiscal and/or programmatic concerns: Sept. 8, 2021
- Sept.-Oct. 2021 – Initial onboarding meetings with Program and Fiscal staff

Project Period for Awards

- October 1, 2021-June 30, 2024
- First quarterly Program and Fiscal reports due January 20, 2022.

Register as a Commonwealth Vendor

- Register as a **Non-Procurement** Commonwealth Vendor
 - <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx>
- Establish banking details to facilitate payments via ACH

Action Steps

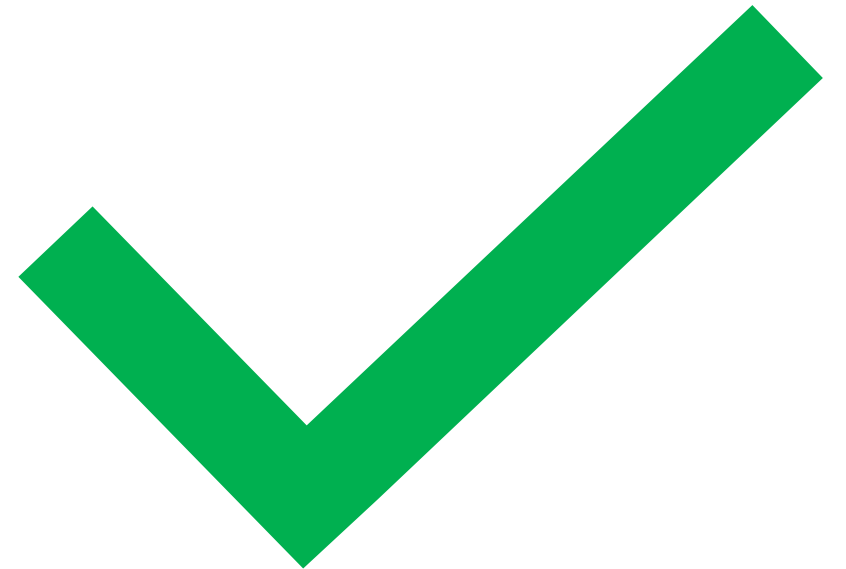
- Ensure your organization is registered as a vendor.
- Take steps to register in Egrants (if not already registered) so you are ready to begin building and submitting your formal application.
- Keep an eye out for an email from PCCD staff to schedule an onboarding call with Program and Fiscal staff.

Application “Homework”

- Begin developing a Budget Detail and Project Narrative that explains how your organization will utilize FY 2021 Gun Violence Reduction Grant Program funds. ***Note: You must develop your budget based on what your organization originally proposed in your initial request.***
- Start thinking about potential data you might want to track to measure the progress and success of your program.
- Respond to any requests for additional information from PCCD staff

What activities and expenses can be supported with grant funding?

1. Salaries and benefits for personnel (full-time or part-time), including overtime;
2. Contractors/consultants;
3. Facilitating referrals to community-based service providers and programs (including incentives and/or stipends for participants);
4. Supplies and equipment;
5. Training;
6. Travel/transportation expenses (including vehicle leases);
7. Indirect costs not exceeding 10% of total project budget; and
8. Other activities necessary to meet the needs of programs and participants.



What activities and expenses can't be supported with grant funding?

1. Indirect costs exceeding 10% of total project budget;
2. Research and evaluation (e.g., data analysis, focus groups, etc.);
3. Construction;
4. Land acquisition;
5. Lobbying and political contributions;
6. Vehicle purchases; and
7. Honoraria or bonuses.



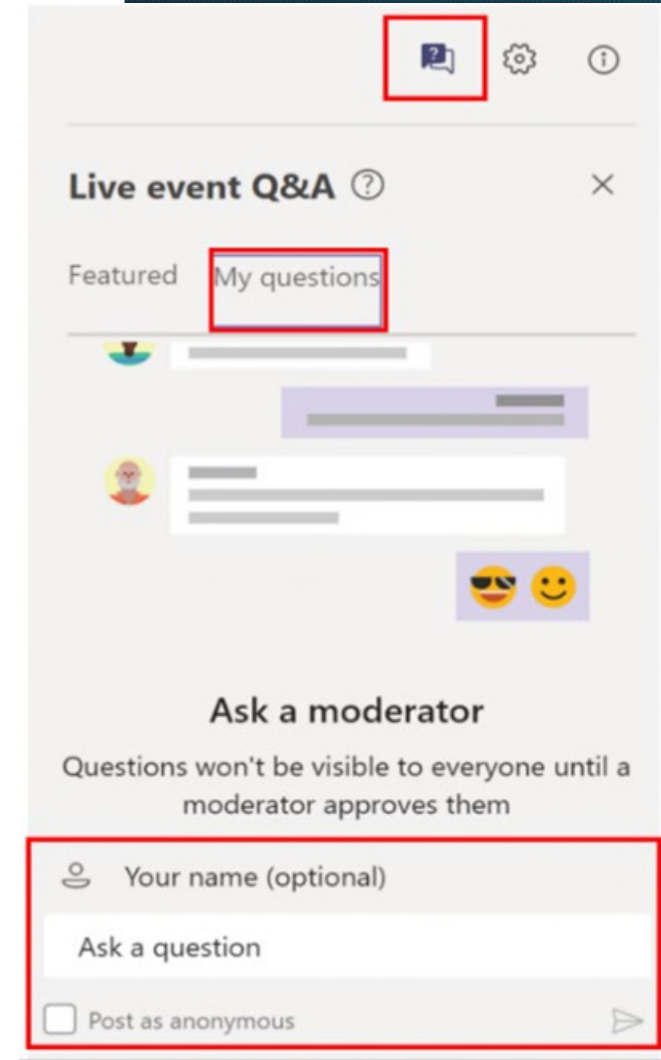
Reminders

- The Egrants application window will open on Sept. 1 and will close Sept. 24.
- You need to be registered in Egrants to access and submit an application.
- An invitation to submit an application in Egrants does not guarantee a project will be funded.
- Awards are not final until receipt of a formal award letter from PCCD.
- Applications will be reviewed on a rolling basis. The sooner your organizations responds to any fiscal or program concerns, the quicker PCCD can process and make final award determinations.
- PCCD is not liable for any costs incurred prior to the official start date of the award.
- Organizations may only request reimbursement for expenditures approved in their Budgets.



Questions?

- Please use the “Q&A” feature to submit your question(s), if you haven’t already done so.
- PCCD staff are reviewing and will answer as many questions/topics as we can over the next 15-20 minutes.
- As a reminder, to the extent possible, any questions that we are not able to address in today’s session will be answered through follow-up communications/guidance via email.



Additional Resources & Assistance

- **Egrants System Helpdesk:**
 - Email: RA-eGrantsSupport@pa.gov
 - Phone: 717-787-5887
- **Gun Violence Reduction Grants Program Updates:**
 - Information/updates will continue to be made available via email and on [PCCD's Gun Violence webpage](#) under the “Gun Violence Grants & Funding” tab, including slides from today’s session.
 - Email: RA-PCCD_ExecutiveOfc@pa.gov.
- **PCCD Application & Grant Guides:**
 - <https://www.pccd.pa.gov/schoolsafety/Pages/Grant-Guides.aspx>

