

Welcome!

Please note...

- This webinar is being recorded and will be posted on PCCD's *Non-Profit Security Grant Fund* webpage 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.
- Any questions that we are not able to address in today's webinar can be emailed to RA-CD-NPSEC-GRANT@pa.gov.
- A copy of PowerPoint Slides from today's session will also be posted on PCCD's *Non-Profit Security Grant Fund* webpage.



pennsylvania
COMMISSION ON CRIME
AND DELINQUENCY

2023 Nonprofit Security Grant Fund Webinar

INFORMATION FOR THE 2022 FALL/WINTER APPROVED APPLICANTS

JANUARY 25, 2022

What We'll Cover Today

- 1. About PCCD**
- 2. Egrants Registration Process**
- 3. Register as a Commonwealth Vendor**
- 4. Egrants Tips & Demonstration**
 - a. Application Sections**
 - b. Procurement Details**
- 5. PCCD's Funding Process**
- 6. Fiscal and Program Reports**
- 7. Q&A**
 - a. Common Questions**
 - b. Open Q&A via chat**
- 8. Additional Information & Resources**



About the Agency

PENNSYLVANIA COMMISSION ON CRIME &
DELINQUENCY

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.





Registration Process

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*)

Agency and User Registration



Step 1: Register a User Manager for your agency. Your agency will need to decide upon a person/user that will serve as the User Manager for the agency in Egrants. They will have complete access to all grant applications and be responsible for approving all other Egrants user roles within the agency. The [Egrants Keystone User Registration Walkthrough \(PDF\)](#) guide takes you through the process of registering that initial User Manager in Egrants. *NOTE: If you have never used PCCD's Egrants system before and have never signed up for a Keystone ID with the Commonwealth before, please go to page 11 of the Walkthrough document and follow the instructions there.* The link of where you need to go is [here](#). *If you have a username and password for one or the other, please select the chapter that most accurately reflects your status.*



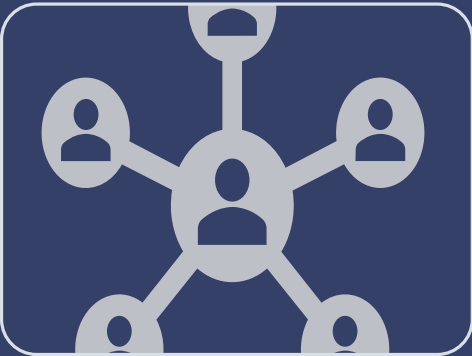
Step 2: Register your agency. Once your User Manager has a Keystone ID login and is registered into the Egrants system, you need to register your agency and let us know who your User Manager is. **FILL OUT** the [Egrants Agency Registration Form](#) and submit to RA-eGrantsSupport@pa.gov email account.

Agency and User Registration

Continued...



Step 3: Add additional Egrants users. Once your agency is registered in the Egrants system, additional users can be registered in Egrants. All agencies are required to have, at a minimum, two different individuals on their grant serving three roles within Egrants: the Project Director, Financial Officer, and Primary Contact. One person is typically assigned as Project Director and Primary Contact, and another person is assigned as the Financial Officer. Please note, however, that you can have as many people as you like assigned as users in your grant. The additional users will need to register for access (i.e., they should follow Step 1 above). Please see this help guide for definitions of user roles -- [Egrants Role Request Walkthrough \(PDF\)](#).



Step 4: Approve the roles of your additional users. The User Manager will need to sign into Egrants and ultimately approve their users' roles to complete their registration process. For assistance in approving/managing your Egrants user roles, please see the [PCCD Egrants Agency User Manager Help Guide](#).

Register as a Commonwealth Vendor

Vendor Registration, Commonwealth of Pennsylvania.

➔ 1 2 3 ➔

Vendor Identification Vendor Details Submit Registration Form

Instructions

Welcome! Thank you for taking the time to register as a Non-Procurement Vendor with the Commonwealth of Pennsylvania. To begin the process, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the **Next** button. Please insert Tax Identification Number as a string of numbers without any dashes.

Vendor Identification

Employer Identification Number:

OR

Social Security Number:

Next

<https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx>

Click on the Non-Procurement link



Need Help Registering as a Commonwealth Vendor?

Visit the [Non-Procurement Vendor Help](#) site!



GRANT APPLICATION

- HOW TO LOGIN
- HOW TO ACCESS THE FA
- APPLICATION SECTIONS

Egrants Tips

1. **Ensure you write down your Grant ID and keep it handy!**
2. **You do not need complete the Performance Indicators section.**
 - a. **It will already show as complete.**
3. **Must start with completing the Main Summary.**
 - a. **You cannot access the Budget until this complete.**
4. **Don't use the Back button; must use CANCEL.**
5. **Egrants times out after 20 min; ensure important items are saved.**
6. **All sections must be marked as "Complete" before you are able to submit.**



Link to access Egrants:

▪ <https://www.pccd.pa.gov/Funding/Pages/Egrants-Home.aspx>



NOTE: We recommend you print the PDF of the Funding Announcement, as well as, utilize the [guides](#) on our website as you complete the application.



Egrants Demonstration

Main Summary

Section Point Value: 0

Completion Status: **In Process**

SubGrant ID: --

Applicant Agency: [Sample Agency](#)

FID #: 24-6002530

Recipient Agency:

Project Director: **Mr. Cordon Nader** [Details](#) Project Director not listed in dropdown? [?](#)

Financial Officer: **Ms. Phyllis Cull** [Details](#) Financial Officer not listed in dropdown? [?](#)

Primary Contact: **Mr. Cordon Nader** [Details](#) Primary Contact not listed in dropdown? [?](#)

[Additional Contacts \(0-PCCD\)](#)

Program Staff Contact: [Ms. Lindsay Vaughan](#)

Fiscal Contact: [Mr. Chris Epoca](#)

Listing of Signatories

[Add New Signatory](#)

Name	Title
Mr. Cordon Nader	Superintendent

Application Invitation Date:

Application Received Date:

Advisory Committee Meeting Date:

Commission Meeting Date:

Signature Paper Received Date:

Returned Date:

Continuation Invitation Date:

Application Award Date:

Application Award Amount:

Notification of Award Date:

Resubmitted Date:

January 1, 2023

Start Date:

End Date:

June 30, 2024

Short Project Title: *

Brief Project Description: *

School District

School District	Action
<input type="text" value="Abington SD"/>	Delete

Keywords

Keyword	Action
<input type="text" value="Non-Profit Security"/>	Delete

Senate District

Senate District	Action
<input type="text" value="001"/>	Delete

State House District

State House District	Action
<input type="text" value="001"/>	Delete

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

Important Dates

DUE DATE

March 17, 2023

**PROJECT START
DATE & END DATE**

January 1, 2023 –
June 30, 2024

Procurement Details

Micro-Purchase

- Purchases under \$10,000 per unit dollar
- May be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable

Competitive Bid

- Items over \$10,000 must be competitively bid (usually this means getting 3 bids)
- Grantee must show they made a clear effort

Sole Source

- Purchases over \$10,000 not bid out
- Must be justified and must be approved by PCCD

***Grantee must keep documentation for the life of the grant.**

Federal Transparency

You are only required to answer #2.

You are not required to have an UEI.

Primary performance location should be in PA.

Budget Detail Tips

- 1. YOU MAY ONLY INCLUDE WHAT WAS APPROVED IN YOUR SURVEY MONKEY SUBMISSION.**
- 2. There is a “Justification” box at the top of every section. Each line items should include a brief justification.**
- 3. Benefits % must match Personnel %**
 - a. EXAMPLE: Security Personnel – 10% of time, 10% benefits**
- 4. In each category, when you enter the #s, it does the calculation for you.**
- 5. Training – not typical, but training for safety is not required to be in PA; however, should make a good faith effort for the training to be in PA.**
 - a. Must follow [GSA Rates](#)**
- ★ 6. Equipment – any item with a unit cost over \$5,000**
- 7. Other – generally, nothing should be placed here. All expenses should be direct expenses.**



Reminder – There is a [Budget Detail Walkthrough](#) guide!

Budget Detail Source & Match

BY RECIPIENT AGENCY		YEAR1	TOTAL
Example, Inc.	(Agency Budget)	300,000.00	300,000.00
Total:		300,000.00	300,000.00
BY CATEGORY		YEAR1	TOTAL
Personnel		0.00	0.00
Employee Benefits		0.00	0.00
Travel (Including Training)		0.00	0.00
Equipment		0.00	0.00
Supplies & Operating Expenses		0.00	0.00
Consultants		0.00	0.00
Construction		300,000.00	300,000.00
Other		0.00	0.00
Total:		300,000.00	300,000.00
BY SOURCE		YEAR1	TOTAL
Federal		0.00	0.00
State		150,000.00	150,000.00
Project Income		0.00	0.00
Interest		0.00	0.00
State Match		0.00	0.00
Cash Match (New Approp.)		150,000.00	150,000.00
In-Kind Match		0.00	0.00
Project Income Match		0.00	0.00
Total: Σ		300,000.00	300,000.00

Signature Page

SUBGRANT: 30461

Short Title: Violence Prevention and Targeted Outreach

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE
SIGNATURE OF ATTESTING OFFICER
TITLE OF ATTESTING OFFICER

Sample Agency NAME OF APPLICANT AGENCY
By: _____
Title: _____
By: _____
Title: _____
By: _____
Title: _____

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

SOLICITOR
APPROVED:
CONTROLLER

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

DISTRICT ATTORNEY (VS applications only)

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

PCCD Executive Director or designee	DATE
COMPTROLLER OPERATIONS	DATE
Approved as to form and legality:	
COUNSEL TO PCCD	DATE
35-FA-1.2 OFFICE OF GENERAL COUNSEL	DATE
35-FA-1.2 DEPUTY ATTORNEY GENERAL	DATE

PCCD's Funding Process

1. The formal application is submitted to PCCD via Egrants.

2. Both PCCD Program and Fiscal staff review the grant application for completeness. We will notify you if any revisions need to be made; An email is generated from Egrants to alert you if there are any issues to resolve.

3. After Program and Fiscal staff approval, the application is sent to PCCD legal staff for review.

4. After legal staff approval, the grant is changed to awarded status in Egrants. At this point, all expenses on the grant are guaranteed to be reimbursed by PCCD up to the approved value of the grant. Your organization will receive an official Award Letter via email that will need to be signed, scanned and emailed back to PCCD.

5. Also, after legal staff approval, PCCD will create the contract with the Office of the Budget.

6. Once the Office of the Budget approves the contract, reimbursements can be sent to the agency. The agency will need to use the Fiscal Reports on the Monitoring tab in Egrants to request reimbursements.



Fiscal Report

HOW DO I SUBMIT FOR PAYMENT?



Reminder - There is a [Fiscal Report](#) guide!



Program Report

BRIEF UPDATE ON PROJECT ACTIVITIES



Reminder – There is a [Program Report](#) guide!



Q&A

- COMMON QUESTIONS
- WHAT QUESTIONS CAN WE ANSWER FOR YOU?

Common Questions

Question 1: If individual line items are under \$10,000, what do I need to do?

Answer 1: This is considered a micro-purchase. Review micro-purchase details. These do not need to be competitively bid.

Question 2: What is a sole source?

Answer 2: Sole Source contracts are non-competitive procurements that allow a single supplier to fulfill the needs of the contractual requirements. This is must be submitted and approved by PCCD before proceeding and only applies to items over \$10,000.

Question 3: Do we need to get a separate checking account?

Answer 3: This is not required, but is standard for PCCD. Your organization should still be able to track the funding separately.

Question 4: Can I request budget items not included in the Survey Monkey?

Answer 4: No. Due to the competitive nature of the funding, you may only request budgetary line items in the initial Survey Monkey submission.

Common Questions

Question 5: My budget categories aren't showing as a hyperlink. What do I do?

Answer 5: This usually happens when the Main Summary page isn't complete. Go to that section in the application and make sure it's complete and saved as 'Complete'. Refer to slide 14 for a screen shot of the section and the required elements that need completed.

Question 6: What if I don't have exact numbers for my budget?

Answer 6: The budget in the application is a best guess estimate. The amounts can differ from the Survey Monkey (the actual line items cannot) – the amount between categories can change. The total budget amount cannot change. You may use your amounts in the Survey Monkey if you don't have actual quotes yet. The budget numbers are not considered final – the actual expense will be submitted through the Fiscal Reports for payment.

Common Questions

Question 7: I received bids prior to the start date. Do they still count?

Answer 7: These bids count as long as they are still valid. The bidding doesn't have to be within the project period.

Question 8: If I am purchasing 40 cameras at a unit cost of \$300, do I have to get this competitively bid?

Answer 8: If one line-item costs over \$10,000, it does need competitively bid.

Calculation: 40 cameras x \$300 = \$12,000 (> \$10,000)

Question 9: Does my organization need an UEI #?

Answer 9: No. Your organization does not need an UEI to receive funding.

Question 10: If my organization was previously funded, do I need to restart the process?

Answer 10: At this point, your organization and users are registered. You will need to submit an application under this particular funding announcement as each solicitation is considered separate funding.

Common Questions

Question 11: I don't understand how to apply the match to an expense. Can you provide an example?

Answer 11: The match applies to the total requested amount. It's up to the grantee to determine how to apply the funds (state/match) when submitting the Fiscal Reports. To keep easy track, you can apply the same % match that was required for your grant application. For example, If an applicant requested and was approved for \$50,000 in state funding, the applicant is required to provide a non-state financial participation of \$16,500 (i.e., 33% of \$50,000), which means that the total project budget is \$66,500.

Expense Example: \$10,000 Cameras & Install

Split would be: \$6,700 of state funds, and \$3,300 of the cash match

Question 12: If I am purchasing equipment and also hiring the same company to do the install, how do I list it in the budget?

Answer 12: There are two possible scenarios that would determine how to list these expenses in the budget:

1. If you are purchasing the cameras, then hiring for the install, you would list the expenses as follows:
Cameras (under \$5,000) – Supplies & Operating Expenses
Installation – Consultants
2. Purchase & Hiring (1 invoice) – Construction

Common Questions

Question 13: When can I start purchasing items?

Answer 13: You can start purchasing once you receive the Open – Awarded status in Egrants. Retro expenses will be rejected. Expenses paid for the grant must occur during the project period.

Question 14: Can I add money for staff into my budget?

Answer 14: No. You cannot edit line items. You can only submit for expenses how it was originally approved in your Survey Monkey submission.

Question 15: Is every expense that I submitted in the Survey Monkey approved?

Answer 15: Expenses are not guaranteed until your grant is officially awarded. After the formal application submission, there will be back and forth between your organization, and the Program and Fiscal staff listed on your grant. Once you submit, staff complete a more thorough review and might have questions and request edits. The Egrants application must be more detailed than the Survey Monkey due to compliance with regulations.

Common Questions

Question 16: What if an item ends up going over \$10,000, but it wasn't anticipated?

Answer 16: The item must be bid or the organization must complete a Sole Source request that must be submitted and approved by PCCD.

Question 17: Is this grant reimbursement only?

Answer 17: PCCD's grants are usually reimbursement only; however, we know it can be difficult with cash flow, especially for smaller organizations. The organization will need to submit a request to Fiscal. If approved, the organization can receive payment upfront if needed.

THIS MUST GET REQUESTED AND APPROVED BY PCCD. PLEASE SUBMIT YOUR REQUEST TO THE RESOURCE ACCOUNT.

Question 18: Do my vendors need to be registered with the Commonwealth?

Answer 18: No. Only the applicant agency needs to be registered. The payments go to the grantees and the agency is responsible for paying their vendors.



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.

As a reminder, to the extent possible, any questions that we are not able to address in today’s webinar can be emailed to the resource account:

RA-CD-NPSEC-GRANT@pa.gov.

The screenshot shows the Facebook Live event Q&A interface. At the top right, there are icons for help, settings, and information. Below these is the title "Live event Q&A" with a close button. Underneath, there are tabs for "Featured" and "My questions", with "My questions" being the active tab. The main area displays a list of questions from users, each with a profile picture and a question text. Below the questions, there are two emojis: a sunglasses emoji and a smiley face emoji. At the bottom, there is a section titled "Ask a moderator" with a note: "Questions won't be visible to everyone until a moderator approves them". Below this note is a form for asking a question, which includes a name field labeled "Your name (optional)", a text input field with the placeholder "Ask a question", and a checkbox labeled "Post as anonymous". A red box highlights the "My questions" tab and the "Ask a moderator" form area.



Questions?



Grant Application Questions:

RA-CD-NPSEC-GRANT@pa.gov

- Examples:
 - What should I include in the Project Information section?
 - How should I list this expense?



Egrants Technical Support:

RA-eGrantsSupport@pa.gov

- Examples:
 - I need help with logging into Egrants.
 - I need to update my User Manager.

Additional Information & Resources

- **Reference the update emails from CD, NP Sec Grant**

- If you are not receiving these emails, but would like to be listed as a contact for your grant, please email the resource account below.

- **Nonprofit Security Grant Fund Program website**

- Tutorials can be found on the Important News for Applicants Receiving Awards ★

Questions?

If you have questions about this process, please email RA-CD-NPSEC-GRANT@pa.gov for assistance. You may also call 717-265-8448 and leave a voice mail message for assistance. We will update the FAQ sheet below to this webpage for commonly asked questions, so please check back regularly for updates.

Please note that due to the competitive nature of these grants, PCCD staff are unable to answer questions about specific proposals. Further, we cannot provide in-person presentations on this process at this time.

Frequently Asked Questions

- **Scroll to the bottom of the page for Frequently Asked Questions**



Questions about the Fall 2022 Nonprofit Security Grant Program?

Questions regarding this funding opportunity can be directed to PCCD staff at RA-CD-NPSEC-GRANT@pa.gov. Please include your Grant ID or organization name in the subject line.