



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: May 8, 2018
Subject: 2018 Gun Violence Reduction Initiative
To: Eligible Applicants
From: 
Derin Myers
Acting Executive Director

The Office of Criminal Justice System Improvements of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of \$1.5 million in state funds to support Gun Violence Reduction Initiatives.

This funding announcement is being issued on a competitive basis and is open to all municipalities (includes townships, boroughs, and cities) in the Commonwealth. PCCD is now accepting applications for funding under the 2018 Gun Violence Reduction Initiative. The primary purpose of this initiative is to support the implementation of strategies that will result in reduced gun violence in local communities. The funding guidelines provide the necessary information to complete this application. Approved applications will have a project start date of July 1, 2018.

Applications must be submitted in PCCD's Egrants system no later than Friday, June 22, 2018.

Your interest in public safety and reducing the rate of violence by firearms in Pennsylvania is greatly appreciated.



Office of Criminal Justice System Improvements

2018 Gun Violence Reduction Initiative

Fiscal Year **2018/2019** Solicitation

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

Recommended Egrants Agency Registration Date:
June 8, 2018

Recommended Egrants User Registration Date:
June 15, 2018

Mandatory Egrants Application Deadline:
June 22, 2018

Signature Page Deadline:
June 29, 2018

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

Funding Guidelines: 2018 Gun Violence Reduction Initiative

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

Funding Guidelines for: 2018/2019

Funding Announcement Title: 2018 Gun Violence Reduction Initiative

Funding Available: \$1.5 Million

Submission Requirements for Applications:

- **Scoring** - All Applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to the Funding Announcement Guidelines, and a timely submission in the PCCD Egrants system.
- **Due Date** - All Applications must be submitted, electronically through PCCD's Egrants system no later than Friday, June 22, 2018 by 11:59 p.m., Eastern Time. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: RA-eGrantsSupport@pa.gov.
- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD.
- **Completeness** - Applications that do not meet ALL the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** - If an Application is returned by PCCD for corrections, the final Application (including all corrections and required documents) must be returned to and approved by PCCD for the Application to be awarded.
- **Funding Announcement Questions** - Due to the competitive nature of these awards, PCCD Program Staff will not be able to answer questions about how an applicant should respond to any section of this funding announcement. PCCD may only field questions to clarify the funding announcement. If applicants require assistance, questions must be submitted by email to ra-pccd-ocjsi@pa.gov. PCCD Staff will monitor this account on a regular basis, and all questions and answers will be posted on [PCCD's website](#). All questions regarding this funding announcement must be received by close of business on **June 8, 2018**. PCCD Staff will post responses to all questions received by close of business on **June 15, 2018**.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the 2018 Gun Violence Reduction Initiative. The primary purpose of this initiative is to support the implementation of strategies that will result in reduced gun violence in local communities. Since 2014, Pennsylvania Uniform Crime Report (UCR) statistics have shown an increase in assaults by firearm. In 2016 alone, there were 5,103 assaults by firearm, which represented approximately 39.9 assaults by firearm per 100,000 Pennsylvanians.

In response to the increased concern for public safety and the rate of violence by firearms in Pennsylvania, the Governor's Office has designated \$1.5 million to support the 2018 Gun Violence Reduction Initiative.

This is a competitive solicitation open to all municipalities (includes townships, boroughs, and cities) in the Commonwealth who demonstrate in their application collaboration with key stakeholders and a commitment to the implementation of evidence-based programming or promising practices that have been proven to be effective in reducing gun violence.

2. Funding Availability:

A total of approximately \$1.5 Million in state funds is being announced to support this initiative. PCCD expects to fund five to seven grants. There are no matching fund requirements.

PCCD has established maximum award amounts based on the population of the locality as follows:

- Municipalities with population size of 500,000 or more are eligible to apply for up to \$500,000;
- Municipalities with population size of 250,000 to 499,999 are eligible to apply for up to \$250,000; and
- Municipalities with population of up to 249,999 are eligible to apply for up to \$150,000.

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

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

3. Non-supplantation:

Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.

4. Project Dates:

Contingent upon availability of funds, successful applications will be 12-month projects and have a start date of July 1, 2018 and an end date of June 30, 2019.

5. Eligible Applicants:

All municipalities in Pennsylvania are eligible to apply under this funding solicitation. Under this solicitation, municipalities include townships, boroughs, and cities.

6. Program Goals, Objectives and Anticipated Impact:

- a. The goal of the Gun Violence Reduction initiative is to provide municipalities in Pennsylvania with resources to develop a program structure to reduce gun violence that includes participation by a variety of public and community organizations, including but not limited to prosecutors, courts, probation and parole, schools, health services, community organizations, local businesses, and the media.
- b. The primary objective of this initiative is to implement strategies resulting in the reduction of gun violence in communities. Gun Violence Reduction funds will support the implementation of evidence-based or promising practices aimed to reduce gun violence.
- c. Anticipated Impact: Increased collaboration among law enforcement and community members; reduction in the number of assaults by firearms; reduction in the number of robberies by firearms; and reduction in the number of homicides by firearms in the targeted communities.

7. Eligible Program Activities and Expenses:

Funds may be used to develop a plan or implement a program aimed to reduce gun violence based on the needs and gun violence problems in the targeted community. The application must include baseline data that identifies specific high-risk target populations and should include effective strategies with measurable goals and outcomes. Funds will also support the implementation of evidence-based strategies and programs that include, but are not limited to:

- a. Implementation of *Operation Ceasefire*;
- b. Implementation of *Cure Violence Health Model*;
- c. Implementation of *Positive Action*; and
- d. Other strategies that result in the reduction of gun violence and increased safety in communities.

Operation Ceasefire – Originally developed in Chicago, Ceasefire is a violence intervention based on the premise that violence is a public health issue and can be prevented. Ceasefire’s approach includes efforts to heighten community awareness about gun violence and encourage area residents, community, business and faith-based leaders to work together and get involved. Ceasefire uses the five core components:

- Community mobilization
- Youth outreach
- Public education
- Leadership involvement
- Criminal justice participation

Cure Violence Health Model (<http://cureviolence.org/>). The Cure Violence Health Model uses epidemic control method to reduce violence. Like all potentially harmful

behaviors – drug addiction, smoking, eating too much, exercising too little, risky sexual behavior and other behaviors – violent behavior can be understood, diagnosed, and treated through a health lens.

The program trains carefully selected members of the community — trusted insiders — to anticipate where violence may occur and intervene before it erupts. These trained violence interrupters and outreach workers prevent shootings by identifying and mediating potentially lethal conflicts in the community, and following up to ensure that the conflict does not reignite.

Positive Action (www.positiveaction.net). A universal, evidence-based prevention program, Positive Action is a school-based program that focuses on school-wide climate change for grades K-6 and grades 7-8. The program content is divided into six units. The first unit underlines the program philosophy and provides an introduction to the potential impacts of positive and negative actions/behaviors. The remaining units educate students on positive actions and behaviors for the physical, intellectual, social and emotional areas. Outcomes include a reduction in violence, bullying, and disruptive behaviors.

Other Strategies that are deemed to show evidence of reducing gun violence. Examples of potential programs for consideration may be found on <https://crimesolutions.gov>.

8. Required Egrants Sections/Documents:

- a. Required Egrants Sections:
All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents:
 - Letter(s) of Support;
 - Signature Page (page 2 of the application).

9. Scoring:

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

- a. Executive Summary - (Maximum 5 points)
(Length is limited to 5,000 characters; approximately one printed page)
This section must include applicant entity's name; project title; and the dollar amount requested. Briefly state your project goals, major deliverables, and anticipated impact/outcomes.
- b. Statement of Problem – (Maximum 45 points)
This section must contain information that clearly illustrates the problem to be addressed. Provide relevant crime data and statistics for your municipality, including how the data/statistics for your municipality compare to state *and* national averages.

This section should include an accurate assessment and a consistency of the scope of effort and resources proposed. Specifically, this section must include the following data for 2015, 2016, and 2017:

- Number of Assaults by Firearm;
- Number of Homicides by Firearm; and
- Number of Robberies by Firearm.

c. Project Description – (Maximum 30 points)

This section establishes that the applicant has reviewed the program goals, objectives, anticipated impact, and has established a plan. Please address the following items 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 (if applicable), including the role to be performed by each subcontractor.
- Describe internal quality assurance processes that will be used to monitor the implementation of this project.
- Describe how this project will be sustained after grant funds expire.

d. Budget Detail – (Maximum 10 points)

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

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

e. Collaborative Planning – (Maximum 10 points)

(Length is limited to 10,000 characters; approximately two printed pages)

Applicants should describe a collaborative planning process and provide evidence of collaboration with key stakeholders for the proposed project. Applicants should describe and/or attach the following items, as applicable:

- Describe the collaboration and partnerships with the community organizations engaged in the implementation of this project;
- 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 indicating general support for your proposal; *and*
- Other documentation demonstrating the project will address issues that had been identified through collaborative and/or strategic planning efforts.

10. Performance Measures:

Under this Funding Announcement, successful applicants are **required** to submit Quarterly Progress Reports to PCCD via the Egrants system. Subgrant recipients under this Funding Announcement will be **required** to accept and report on performance measures selected by the staff of the PCCD Office of Criminal Justice System Improvements. Subgrant recipients may want to develop additional performance measures that are specifically related to the activities outlined in their Application and may track and report all measures on a Quarterly basis through the PCCD Egrants system.

The proposed project must be able to report out on the pre-selected performance measures. Projects must report Quarterly on these established performance measures via the Egrants system.

- Number of gun violence reduction strategies implemented during the reporting period;
- Number of assaults by firearm incidents during the reporting period;
- Number of robberies by firearm incidents during the reporting period;
- Number of homicides by firearm incidents during the reporting period;
- Number of arrests for assaults by firearm during the reporting period;
- Number of arrests for robberies by firearm during the reporting period; and
- Number of arrests for homicides by firearm during the reporting period.

11. Keywords:

You are required to select "Keywords" from the dropdown menu in Egrants. It is located on the Main Summary screen, when entering your Application.

Keywords: *Gun Violence Reduction*. You may also pick other keywords that apply to your specific Grant Application.

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 beginning on page 16 of PCCD's [Applicant's Manual](#).

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to justify a procurement by noncompetitive proposal. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a **substantial justification** for the request **within** their funding request. (See PCCD's [Applicant's Manual](#), page 18, for Procurement by Noncompetitive Proposal Approval Procedure.)

13. Other Administrative Requirements:

- a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit a grant application. Be sure to allow enough lead time so your agency has enough time to work on your application in Egrants prior to the submission deadline. Please go to the Registering in Egrants page on PCCD's website for further information.
- b. Fiscal Accountability: See the [Fiscal Accountability page](#) on PCCD's website for further information.
- c. Time and Effort Reporting: See the [Time and Effort Reports page](#) on PCCD's website for further information.
- d. Grant Payments:
 - i. Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
 - ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).
- e. Federal Application Requirements (DUNS Number and SAM Registration): See the [Federal Application Requirements page](#) on PCCD's website for further information.
- f. Reporting Requirements: Programmatic Reports are due Quarterly and must be submitted through the Egrants system. Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.
- g. UCR Reporting: Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.
- h. Information Technology Conditions: PCCD is required to include mandated subgrant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements. Additional information regarding the federal and state IT conditions can be found on PCCD's website at <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>

14.PCCD Contact Information and Resources:

- a. Due to the competitive nature of these awards, PCCD Program Staff will not be able to answer questions about how an applicant should respond to any section of this funding announcement. PCCD may only field questions to clarify the funding announcement. If applicants require assistance, questions should be submitted by email to ra-pccd-ocjsi@pa.gov. PCCD Staff will monitor this account on a regular basis, and all questions and answers will be posted on [PCCD's website](#). All questions regarding this funding announcement must be received by close of business on **June 8, 2018**. PCCD Staff will post responses to all questions received by close of business on **June 15, 2018**.
- b. Egrants Funding Announcement: The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for the title "2018 Gun Violence Reduction Initiative".
- c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's Applicants [Applicant's Manual](#), Standard Subgrant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's website.
- d. Egrants Technical Questions: Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887. Please note: While Egrants will accept your Application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.
- e. PCCD Webmaster: Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).
- f. Reporting Potential Fraud, Waste and Abuse: If you know about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a Pennsylvania Commission on Crime and Delinquency (PCCD) employee, program, contract, or grant you may report it to the PCCD Fraud Hotline. More information about reporting fraud, waste and abuse is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx>.

15. Mailing Information:

The Application must be entered into Egrants **no later than Friday, June 22, 2018 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that could not be submitted electronically must be **received or postmarked by Friday, June 29, 2018** and either mailed or sent via express delivery services to:

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

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

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

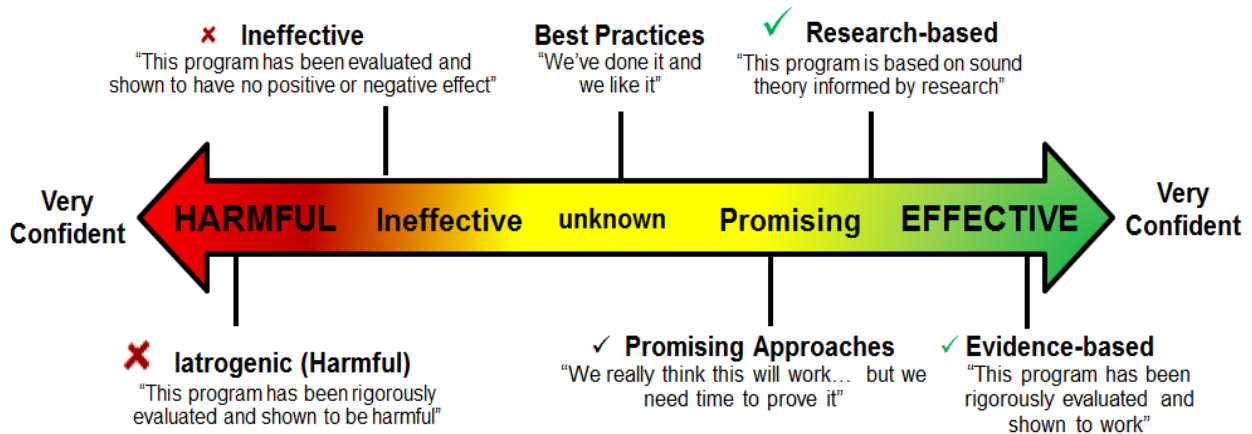
** Since staff is not available at this location on Saturday and Sunday, Signature Pages should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked **Friday, June 29, 2018.**

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

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.

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

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!