Date: June 16, 2020

Subject: COVID-19 Nonpublic School Health and Safety Grants FY20-21

To: Intermediate Units, applying on behalf of nonpublic schools

From: Derin Myers
           Office of Financial Management and Administration
             For:
           Michael Pennington
           Executive Director

The School Safety and Security Committee, established within the Pennsylvania Commission on Crime and Delinquency (PCCD), announces the availability of School Safety and Security funding to support COVID-19 Disaster Emergency Targeted School Health and Safety Grants for the 2020-2021 school year. Funding shall be awarded by the School Safety and Security Committee (SSSC) to intermediate units on behalf of nonpublic schools for targeted health and safety grants to address COVID-19-related health and safety needs.

Per Act 30 of 2020, a total of $7.5 million from the School Safety and Security Fund is being announced to support this initiative. The SSSC may fund up to 29 intermediate units on behalf of nonpublic schools for a project period not to exceed one year.

Intermediate units requesting funds on behalf of nonpublic schools must include a letter of support from the nonpublic school. Letters of support should be attached to the application in the Required Attachments section.

Questions concerning the Egrants System should be made directly to the Egrants Help Desk at either (717) 787-5887 or you may call toll-free at (800) 692-7292 and select option 9 and then option 6 when prompted, or by email at RA-egrantssupport@pa.gov.

We look forward to receiving applications under this funding opportunity and supporting the needs of Pennsylvania's schools.

COVID-19 Nonpublic School Health and Safety Grants

NOTE: This application is for Intermediate Units only, to apply on behalf of nonpublic schools. Nonpublic schools CANNOT make direct application.

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

Recommended Egrants Agency Registration Date:
Wednesday, June 24, 2020

Recommended Egrants User Registration Date:
Wednesday, July 1, 2020

Mandatory Egrants Application Deadline:
Wednesday, July 8, 2020

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

PCCD Program Staff will respond to questions to clarify the funding announcement. If you have questions, please send via email to RA-CD-SSSC@pa.gov with "Nonpublic COVID-19 Relief" in the subject line. PCCD Staff will post responses to questions, as they are received, on PCCD's website.

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.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee

Funding Stream: School Safety and Security Fund

TABLE OF CONTENTS

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee

Funding Announcement Title: COVID-19 Nonpublic School Health and Safety Grants FY20-21

Funding Stream: School Safety and Security Fund

Submission Requirements for Applications:

- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on Wednesday, July 8, 2020.

- **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.

- **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.

- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.

- **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 keyword is below. Applicants may also select other keywords that apply specifically to their application.

    Keyword: School Safety

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee

1. **Overview:**

   Per Act 30 of 2020, the Pennsylvania General Assembly allocated $7.5 million to the School Safety and Security Fund administered by the Pennsylvania Commission on Crime and Delinquency (PCCD) to support COVID-19 Disaster Emergency Targeted School Health and Safety Grants for the 2020-2021 school year. Funding shall be awarded by the School Safety and Security Committee (SSSC) to intermediate units on behalf of nonpublic schools for targeted health and safety grants to address COVID-19-related health and safety needs.

2. **Funding Availability:**

   A total of $7.5 million from the School Safety and Security Fund is being announced to support this initiative. The SSSC may fund up to 29 intermediate units on behalf of nonpublic schools for a project period not to exceed one year.

   Budget requests shall be limited to the requirements outlined in Act 30. Intermediate units are eligible for awards of up to $10,000. Intermediate units making targeted grant applications on behalf of a combination of nonpublic schools are eligible to apply for up to $10,000 for each nonpublic school. For example, an intermediate unit applying on behalf of 20 nonpublic schools in its service area is eligible to apply for up to $210,000 (i.e., 20 schools x $10,000 maximum budget + $10,000 for the intermediate unit). Per HB 1210, in carrying out the duties of this application, the intermediate unit may not use more than 2% of the intermediate unit's allocation under this section for targeted grant administration. The 2% calculation does not include any funding the intermediate unit may apply for on behalf of nonpublic school entities.

   Intermediate units requesting funds on behalf of nonpublic schools must include a letter of support from the nonpublic school. Letters of support should be attached to the application in the Required Attachments section.

   A workgroup comprised of representatives from the SSSC and PCCD shall review applications and make recommendations for funding at the July 29, 2020 SSSC meeting. To ensure geographic distribution of awards as required by 24 P.S. §13-1313-B(d)(2), funding to intermediate units may be allocated based on the average of both the total percentage of the population of the intermediate unit's region and the total percentage of their funding request in comparison to the state. Final award allocations will be determined by the SSSC.

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

   There is no cash or in-kind match requirement under this funding announcement. **<u>Applicant agencies may submit only one application under this funding announcement.</u>**

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

3. **Project Dates:**

   Applications will be approved at the July 29, 2020 SSSC meeting. Project period start date will be July 1, 2020 and end date shall be June 30, 2021. Any eligible purchase made by the applicant or any recipient agencies must be made during the project period.

4. **Eligible Applicants:**

This funding announcement is open to intermediate units only. Intermediate units may apply on behalf of nonpublic schools, which are defined by 24 P.S. §9-923.3-A as "any school, other than a public school within this Commonwealth, wherein a resident of this Commonwealth may legally fulfill the compulsory school attendance requirements of this act and which meets the requirements of Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 78 Stat. 241)."

NOTE: School districts, area career and technical schools, intermediate units, charter schools, regional charter schools and cyber charter schools are eligible for COVID-19 relief through a separate PCCD solicitation (see the COVID-19 School Health and Safety Grants FY20-21 funding announcement).

5. **Eligible Program Activities and Expenses:**

Per 24 P.S. §13-1313-B(b), targeted grant awards to intermediate units on behalf of nonpublic schools shall be to fund the following programs, items or services which address the COVID-19 Disaster Emergency:
   (1) purchasing of cleaning and sanitizing products that meet the centers for disease control and prevention or department of health criteria.
   (2) training and professional development of staff on sanitation and minimizing the spread of infectious diseases.
   (3) purchasing of equipment, including personal protective equipment, thermometers, infrared cameras and other necessary items.
   (4) modification of existing areas to effectuate appropriate social distancing to ensure the health and safety of students and staff.
   (5) providing mental health services and supports, including trauma-informed approaches for students impacted by the covid-19 disaster emergency.
   (6) purchasing educational technology for distance learning to ensure the continuity of education.
   (7) other health and safety programs, items or services necessary to address the covid-19 disaster emergency.

All travel costs must adhere to Federal GSA guidelines:
http://www.gsa.gov/portal/category/100120

6. **Ineligible Program Activities and Expenses:**

Any items not related to addressing the COVID-19 disaster emergency as identified in section 5 – Eligible Program Activities and Expenses above are ineligible.

7. **Required Egrants Sections/Documents:**

- 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.

- Required Signed Documents – A successful application must be accompanied by the following:
  - The completed Signature Page (page 2 of the application).
  - Letter(s) of support from the nonpublic school(s) the intermediate unit is applying for on their behalf.

8. **Application Procedure:**

Applications must be submitted electronically through PCCD's Egrants system. Intermediate units must submit the requested information for each section specified below within the defined response fields provided in Egrants. Responses should not be duplicated in multiple sections.

   a. **Executive Summary**
   All applicants should fill out the following script and paste into the executive summary section:

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

   These funds will be used for the following: *[provide bullet points of what the funds will be used for as well as what nonpublic schools within your service area will receive funds].*

   Please note that responses in this section may be used in PCCD grant summaries, to fulfill Right-to-Know requests, or be posted publicly. Plain language that clearly describes the intent of the project is most effective.

   b. **Program Activities**
   This section is a checklist included in the Egrants application process. Applicants are required to select one or more of the seven items or activities included in 24 P.S. §13-1313-B(b) that directly relate to their application.[1] Applicants should determine which eligible category or categories best fit their project.

   c. **Project Narrative**
   The project narrative should be brief, and include the following information:
   - Provide a general overview of the intermediate unit's service area, the nonpublic schools that are part of that region, and the need for resources to address COVID-19 within that area;
   - Provide a general overview of the programs, items or services requested in the application as a whole and provide justification as to how the application will adequately address identified needs; and
   - If applying on behalf of a nonpublic school or multiple nonpublic schools, provide a list of those schools and include an overview of the programs, items or services the nonpublic school intends to utilize.

   d. **Budget Detail**
   All applicants should create one budget that includes all expenses not exceeding the budget allocations allowed for in Act 30. Intermediate units are eligible for awards of up to $10,000. Intermediate units making targeted grant applications on behalf of a combination of nonpublic schools are eligible to apply for up to $10,000 for each nonpublic school. For example, an intermediate unit applying on behalf of 20 nonpublic schools in its service area is eligible to apply for up to $210,000 (i.e., 20 schools x $10,000 maximum budget + $10,000 for the intermediate unit).

   NOTE ON INDIRECT/ADMINISTRATIVE COSTS: Per Act 30, in carrying out the duties of this application, the intermediate unit may not use more than 2% of the intermediate unit's allocation under this section for targeted grant administration. The 2% calculation

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[1] **NOTE:** Activities and items under 24 P.S. §13-1306-B(j)(1-21) and (23) are not eligible expenses under this solicitation.

does not include any funding the intermediate unit may apply for on behalf of nonpublic school entities.

> **If intermediate units are applying on behalf of a nonpublic school or schools within their area, each nonpublic school identified to receive funding is to be entered in the "Consultant" category of the budget.** Applicants should use the "Consultant" budget category within the Budget Detail section to provide an explanation of what each nonpublic school is requesting. A letter of support from the nonpublic school that provides a clear understanding of each line item requested, its purpose, and total cost shall also be included with the application.

> **Technical assistance tutorials/guides for the Budget Detail section can be accessed HERE. Additional technical assistance on the fiscal sections of PCCD's Egrants' application can be found in a series of tutorials HERE.**

e. **Certification**
This section requires the applicant to certify in Egrants via a checkbox that the funds will be used for the stated purpose in the grant.

9. Performance Measures:

Under this funding announcement, successful applicants are required to comply with all reporting, data collection and evaluation requirements, as prescribed by PCCD, state, and federal guidelines.

Successful applicants are **required** to submit quarterly program reports via the PCCD Egrants System. These measures will be selected by PCCD Staff who will work with award recipients on the types of data collection required for each program. Award recipients will be required to accept and report on these selected measures on a quarterly basis.

Award 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.

10. 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).

11. 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. **NOTE:** In late 2019, all Egrants registrants were required by the Commonwealth to convert to Keystone Login for their username and password. Registrants that have not updated to Keystone Login will be guided through that process on the [Egrants homepage](#) at the sign-in prompt.

b. <u>Fiscal Accountability</u>:
See the [Fiscal Accountability page](#) on PCCD's website for further information.

c. <u>Time and Effort Reporting</u>:
See the [Time and Effort Reports page](#) on PCCD's website for further information.

d. <u>Grant Payments</u>:
- 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. 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.
- <u>ACH Payments</u>:
  - 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. <u>Federal Transparency Act Certification</u>:
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. <u>Reporting Requirements</u>:
- Programmatic reports are due quarterly.
- Fiscal reports are due quarterly.
- Late submission of programmatic and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

12. PCCD Contact Information and Resources:

a. <u>Staff Contacts:</u>
Questions regarding this funding announcement should be directed as follows:
E-mail your funding announcement questions to RA-CD-SSSC@pa.gov with "Nonpublic COVID-19 Relief" in the subject line. All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.

b. <u>Egrants Funding Announcement:</u>
Log into the Egrants system and search under the "Funding Announcement" tab for COVID-19 Nonpublic School Health and Safety Grants (FY20-21).

c. <u>PCCD Guidelines and Documents:</u>
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.

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.

13. Submission Information:

The application must be entered into Egrants **no later than Wednesday, July 8, 2020 by 11:59 PM.**

The signature page (page 2 of the application) must be attached to the Required Attachments section of the application upon submission or emailed to ra-cd-grantsigs@pa.gov **by Wednesday, July 29, 2020**. This page must be signed by the head of the organization or an official with documented signature authority (e.g., IU executive director). Another official of the organization must sign as the Attesting Officer attesting to the authenticity of the authorized official's signature (e.g., business manager, etc.).

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