

**PENNSYLVANIA COMMISSION ON CRIME
AND DELINQUENCY**

PCCD USE ONLY

Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
		-- 33743

1. Type of Funds for which you are applying	CARES Act - COVID RF School Safety and Security (Federal 21.019 CS)		
2. Applicant	Name Of Applicant: Northern Bedford County School District		
	Federal I.D.: 236050330	County: Bedford	
	Street Address Line 1: 152 NBC Dr		
	Address Line 2:	Address Line 3:	
	City: Loysburg	State: PA	Zip: 16659-9640
3. Recipient Agency	Northern Bedford County School District		
4. Project Director	Name: Mr. Todd Beatty		Title: Superintendent
	Agency: Northern Bedford County School District		
	Street Address Line 1: 152 NBC Dr		
	Address Line 2:	Address Line 3:	
	City: Loysburg	State: PA	Zip: 16659-9640
5. Financial Officer	Name: Ms. Teri Biddle		Title: Business Manager
	Agency: Northern Bedford County School District		
	Street Address Line 1: 152 NBC Dr		
	Address Line 2:	Address Line 3:	
	City: Loysburg	State: PA	Zip: 16659-9640
6. Contact	Name: Ms. Teri Biddle		Title: Business Manager
	Agency: Northern Bedford County School District		
	Street Address Line 1: 152 NBC Dr		
	Address Line 2:	Address Line 3:	
	City: Loysburg	State: PA	Zip: 16659-9640
7. Brief Summary of Project	Short Title (May not exceed 50 characters)		
	School Safety--COVID-19		
	Phone: 814-766-4706		
	Fax:		Email: tbiddle@nbcsd.org
(Do Not Exceed Space Provided)	Monies will ensure full 1:1 for students K-12 for educating students on-line and during face to face instruction. We will also purchase additional equipment for use in sanitizing areas within the school along with sanitation supplies.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	179,366.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	179,366.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	0.00	
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	0.00	100%

10. Project Start Date: 6/17/2020

Project End Date:

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

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

SOLICITOR

APPROVED:

CONTROLLER

Northern Bedford County School District
NAME OF APPLICANT AGENCY

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

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

12. BUDGET DETAILS**A. MASTER BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
	0.00	0.00
Total:	0.00	0.00

Applicant Agency: Northern Bedford County School District

BY CATEGORY	YEAR 1	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	0.00	0.00
OTHER	0.00	0.00
Total:	0.00	0.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	0.00	0.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	0.00	0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Northern Bedford County School District

YEAR 1

PERSONNEL

	<u>COST</u>
Position:	
Name:	0.00
<hr/>	
Personnel - Year 1 Total:	0.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position:	
Name:	0.00
<hr/>	
Employee Benefits - Year 1 Total:	0.00

TRAVEL (INCLUDING TRAINING)

	<u>COST</u>
Purpose of Travel:	
Location:	
Item:	0.00
<hr/>	
Travel (Including Training) - Year 1 Total:	0.00

EQUIPMENT

	<u>COST</u>
Item:	0.00
<hr/>	
Equipment - Year 1 Total:	0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Northern Bedford County School District

SUPPLIES & OPERATING EXPENSES

Supply Item:	<u>COST</u>
	0.00
Supplies & Operating Expenses - Year 1 Total:	0.00

CONSULTANTS - CONSULTANT

Name / Position: Service Provided:	<u>COST</u>
	0.00
Consultants - Consultant - Year 1 Total:	0.00

CONSULTANTS - TRAVEL

Consultant: Location: Item:	<u>COST</u>
	0.00
Consultants - Travel - Year 1 Total:	0.00

CONSULTANTS - PRODUCT/SERVICE

Consultant: Item:	<u>COST</u>
	0.00
Consultants - Product/Service - Year 1 Total:	0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Northern Bedford County School District

CONSTRUCTION

Description:	<u>COST</u>
	0.00
Construction - Year 1 Total:	0.00

OTHER

Description:	<u>COST</u>
	0.00
Other - Year 1 Total:	0.00

YEAR 1 TOTAL: 0.00

12. BUDGET DETAILS**B. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Northern Bedford County School District	179,366.00	179,366.00
Total:	179,366.00	179,366.00

Recipient Agency: Northern Bedford County School District

BY CATEGORY	YEAR 1	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	179,366.00	179,366.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	179,366.00	179,366.00

Applicant Agency: Northern Bedford County School District

BY SOURCE	YEAR 1	TOTAL
FEDERAL	0.00	0.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	0.00	0.00

12. BUDGET DETAILS

B. AGENCY BUDGETS

Line Item Details for: Northern Bedford County School District

YEAR 1

PERSONNEL

	<u>COST</u>
Position:	
Name:	0.00
<hr/>	
Personnel - Year 1 Total:	0.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position:	
Name:	0.00
<hr/>	
Employee Benefits - Year 1 Total:	0.00

TRAVEL (INCLUDING TRAINING)

	<u>COST</u>
Purpose of Travel:	
Location:	
Item:	0.00
<hr/>	
Travel (Including Training) - Year 1 Total:	0.00

EQUIPMENT

	<u>COST</u>
Item:	0.00
<hr/>	
Equipment - Year 1 Total:	0.00

12. BUDGET DETAILS**B. AGENCY BUDGETS****Line Item Details for: Northern Bedford County School District****SUPPLIES & OPERATING EXPENSES**

Justification: The school district will be utilizing the funds for this grant for unanticipated maintenance supplies such as sprayers, disinfectant spray, water bottle fill stations to allow for better sanitary water refills, PPE supplies for students and staff, items to customize bathroom areas such as bathroom stall dividers and wash areas, HVAC filters and equipment, thermometers and other nursing area supplies. A portion will be used to do our Middle School netbooks for a 1:1 scenario for use in a red, yellow or green COVID status as well as network enhancements with switches upgrades for our network closets to allow for enhanced interoperability for students and staff.

				<u>COST</u>
Supply Item: DISINFECTANT SPRAYERS	Unit Cost Per Item	Quantity	% Applied To Grant	
	1,200.00	6.00	100.00	7,200.00
Supply Item: DISINFECTANT SPRAY FOR SANTIZATION OF BUILDING AND GROUNDS	Unit Cost Per Item	Quantity	% Applied To Grant	
	10,000.00	1.00	100.00	10,000.00
Supply Item: Water bottle fill stations	Unit Cost Per Item	Quantity	% Applied To Grant	
	1,000.00	12.00	100.00	12,000.00
Supply Item: Infrared Thermometers	Unit Cost Per Item	Quantity	% Applied To Grant	
	100.00	2.00	100.00	200.00
Supply Item: PPE Supplies for Students and Staff	Unit Cost Per Item	Quantity	% Applied To Grant	
	25,000.00	1.00	100.00	25,000.00
Supply Item: Plexiglass for Bathroom sink areas, office areas and cafeteria	Unit Cost Per Item	Quantity	% Applied To Grant	
	280.00	60.00	100.00	16,800.00
Supply Item: Bathroom Urinal Stall Dividers	Unit Cost Per Item	Quantity	% Applied To Grant	
	250.00	34.00	100.00	8,500.00
Supply Item: Middle School 1:1 Netbooks	Unit Cost Per Item	Quantity	% Applied To Grant	
	388.87	210.00	100.00	81,663.00

12. BUDGET DETAILS

B. AGENCY BUDGETS

Line Item Details for: Northern Bedford County School District

Supply Item: Maintenace supplies for Sanitization and Protection areas

Unit Cost Per Item	Quantity	% Applied To Grant	
18,003.30	1.00	100.00	18,003.00

Supplies & Operating Expenses - Year 1 Total: 179,366.00

CONSULTANTS - CONSULTANT

	<u>COST</u>
Name /	
Position:	
Service	
Provided:	0.00

Consultants - Consultant - Year 1 Total: 0.00

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	0.00

Consultants - Travel - Year 1 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	0.00

Consultants - Product/Service - Year 1 Total: 0.00

12. BUDGET DETAILS

B. AGENCY BUDGETS

Line Item Details for: Northern Bedford County School District

CONSTRUCTION

Description:	<u>COST</u>
	0.00
<hr/>	
Construction - Year 1 Total:	0.00

OTHER

Description:	<u>COST</u>
	0.00
<hr/>	
Other - Year 1 Total:	0.00

YEAR 1 TOTAL: 179,366.00

12. BUDGET DETAILS**C. PASS THROUGH BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
	0.00	0.00
Total:	0.00	0.00

Recipient Agency:

BY CATEGORY	YEAR 1	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	0.00	0.00
OTHER	0.00	0.00
Total:	0.00	0.00

Applicant Agency: Northern Bedford County School District

BY SOURCE	YEAR 1	TOTAL
FEDERAL	0.00	0.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	0.00	0.00

12. BUDGET DETAILS

C. PASS THROUGH BUDGETS

Line Item Details for:

YEAR 1

PERSONNEL

	<u>COST</u>
Position:	
Name:	0.00
<hr/>	
Personnel - Year 1 Total:	0.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position:	
Name:	0.00
<hr/>	
Employee Benefits - Year 1 Total:	0.00

TRAVEL (INCLUDING TRAINING)

	<u>COST</u>
Purpose of Travel:	
Location:	
Item:	0.00
<hr/>	
Travel (Including Training) - Year 1 Total:	0.00

EQUIPMENT

	<u>COST</u>
Item:	0.00
<hr/>	
Equipment - Year 1 Total:	0.00

12. BUDGET DETAILS

C. PASS THROUGH BUDGETS

Line Item Details for:

SUPPLIES & OPERATING EXPENSES

Supply Item:	<u>COST</u>
	0.00
Supplies & Operating Expenses - Year 1 Total:	0.00

CONSULTANTS - CONSULTANT

Name / Position: Service Provided:	<u>COST</u>
	0.00
Consultants - Consultant - Year 1 Total:	0.00

CONSULTANTS - TRAVEL

Consultant: Location: Item:	<u>COST</u>
	0.00
Consultants - Travel - Year 1 Total:	0.00

CONSULTANTS - PRODUCT/SERVICE

Consultant: Item:	<u>COST</u>
	0.00
Consultants - Product/Service - Year 1 Total:	0.00

12. BUDGET DETAILS

C. PASS THROUGH BUDGETS

Line Item Details for:

CONSTRUCTION

Description:	<u>COST</u>
	0.00
<hr/>	
Construction - Year 1 Total:	0.00

OTHER

Description:	<u>COST</u>
	0.00
<hr/>	
Other - Year 1 Total:	0.00

YEAR 1 TOTAL: 0.00

13. SECTIONS:**A. 20-21 COVID-19 SS&S Program Activities**

1. The below checklist contains all eligible program activities per 24 P.S. §13-1312-B(b). Click the box next each program activity that is directly supported through this grant. Applicants must select a minimum of one program activity. Please note that the program activities selected must be directly related to the line items entered in the Budget section of the application.

- (1) Purchasing of cleaning and sanitizing products that meet the centers for disease control and prevention or department of health criteria.
- (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.
- (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.

13. SECTIONS:

B. Attachments COVID-19 SS&S

All supporting documentation for your grant application and the signature page (page 2 of the application) may be uploaded to this section. Examples of supporting documentation include letters of support, job descriptions, Memorandums of Understanding (MOU), etc

13. SECTIONS:

C. Procurement Details

1.

Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - [2CFR 200.318 through 200.326](#).

Methods of Procurement

Subgrantees must use one of the following methods of procurement (from 2 CFR 200.320):

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67Micro-purchase). To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;

13. SECTIONS:

- (3) The subgrantee must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The subgrantee may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or
- (4) After solicitation of a number of sources, competition is determined to be inadequate.

Micro-purchase (2 CFR 200.67) means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1(Definitions). It is \$10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Simplified acquisition threshold (2 CFR200.88) means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement.

Does this application include any procurements by noncompetitive proposal?

No

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?

Yes

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.

ID	Description of Product or Service	Egrants Budget Category	\$ Value of Product or Service	Procurement Method	Vendor Name If Known
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13. SECTIONS:

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

Proposed Sole Source Vendor #1

- 4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

- 4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

- 4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

- 4.4. Provide an outline of the unique qualities of the contractor.

- 4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

- 4.6. Provide any other points to "sell the case."

- 4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

- 4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

13. SECTIONS:

D. School Safety Funding Use Certification

1.

CARES Act School Health and Safety Funding Use Certification

The Applicant hereby certifies that:

1. Its receipt, handling, and expenditure of the grant funds is governed by Commonwealth law, by the federal CARES Act, and by all of the guidance and frequently asked questions concerning the permitted uses of federal Coronavirus Relief Fund monies issued by the United States Department of the Treasury on or after March 1, 2020. The Applicant is responsible for knowing and applying the state and federal statutes, and the United States Department of the Treasury's Coronavirus Relief Fund guidance and frequently asked questions.
2. The Applicant will only use the grant funds provided by the Pennsylvania Commission on Crime and Delinquency (PCCD):
 - a. pursuant to the Act 30 of 2020;
 - b. In accordance with the Federal CARES Act, applicable state law, the funding solicitation, executed grant application and award notice to be issued by PCCD;
 - c. To pay for necessary expenses incurred by the Applicant or subrecipients between March 1, 2020 and October 30, 2020 to respond to the COVID-19 health emergency as allowed by Act 30 of 2020.
3. All uses of these grant funds are subject to audit by the Commonwealth of Pennsylvania, the federal General Accountability Office, federal inspectors general, and are subject to audit as part of the Commonwealth's Single Audit. Any interest earned by the Applicant or subrecipients on grant payment(s) shall be reported to PCCD and shall be subject to and must be expended in accordance with this certification, the grant agreement and all other terms and conditions.
4. If any Commonwealth or federal office or official disallows, declares ineligible, or otherwise invalidates the Applicant's use, handling, or expenditure of any amount of the grant, then the Applicant shall return that amount (including the amount of any interest earned thereon) to PCCD.

1.1. Has the applicant read and does the applicant agree to all of the above conditions?

Yes

13. SECTIONS:

E. Civil Rights Responsibilities

1. Recipients of PCCD grant funds must provide notification to its employees, program participants and beneficiaries that the recipient does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or age; and that it does not retaliate against persons who file a discrimination complaint or lawsuit, who complain about discrimination; or who participate in a discrimination proceeding, such as being a witness in a complaint investigation or lawsuit.

1.1. Does the applicant agency provide notifications as described in #1 above?

Yes

1.1.1. Explain how the applicant agency provides notifications described in question #1 above.

EMPLOYEE HANDBOOKS AND EMAIL NOTIFICATION

2. Recipients of federal PCCD grant funds must have written policies in place for notifying employees, program participants and beneficiaries how to file complaints alleging discrimination by the recipient, including how to file complaints with the Department of Justice Office for Civil Rights.

2.1. Does the applicant agency provide notifications as described in #2 above?

Yes

3. Recipients of PCCD grant funds must take reasonable steps to provide persons of limited English proficiency (LEP) meaningful access to services or benefits. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. Information on LEP obligations can be found at www.lep.gov.

3.1. Does the applicant agency have procedures in place to provide services to those that have limited English proficiency?

Yes

3.1.1. Are the services provided free of additional charges/fees?

Yes

3.2. Does the applicant agency keep track of the number of individuals provided service who have limited English proficiency?

Yes

4. Has the applicant agency had any adverse findings of discrimination issued within the past three years based on race, color, national origin, sex, or religion from a federal or state court or a federal or state administrative agency after a due process hearing?

No

4.1. Has the applicant agency submitted all adverse finding as described in Question #3 above to the Federal Office for Civil Rights?

A response to this question is optional and no answer was provided.

4.1.1. Attach a copy of the applicant agency's submission of the adverse finding to the federal Office for Civil Rights to this section of the application.

13. SECTIONS:

5. Does the applicant agency receive Federal financial assistance of \$25,000 or more from the Department of Justice and employ 50 or more persons?

No

5.1. Does the applicant agency have a designated Section 504 Coordinator? The Section 504 coordinator is responsible for coordinating the applicant agency's efforts to comply with Section 504 of the Rehabilitation Act, including:

1. investigating complaints of disability discrimination. The subrecipient should make available the name, office address, and telephone number of the coordinator

2. adopt grievance procedures that incorporate due process standards, and that provide for the prompt and equitable resolution of complaints alleging disability discrimination

3. notify program participants, beneficiaries, applicants, employees, unions or professional organizations holding collective bargaining or professional agreements with the subrecipient, that it does not discriminate on the basis of disability

Yes

6. Is the applicant agency a faith-based organization?

No

6.1. PCCD grantees must: 1. not use federal resources for explicitly religious activities; 2. complete and submit a Certificate of Exemption, if they have hiring practices favoring coreligionists; and 3. have a referral procedure in place for potential beneficiaries objecting to the religious nature of the organization. Although explicitly religious activities are prohibited in the programs or services funded with PCCD financial assistance, an organization can conduct these activities if it satisfies two conditions. 1. the organization must offer these explicitly religious activities separately, in time or location, from the programs or activities funded with federal financial assistance 2. participation in the programs or activities must be voluntary for beneficiaries. Does the applicant agency understand and agree to these terms?

A response to this question is optional and no answer was provided.

7.

Responding to Discrimination Complaints:

As a recipient of PCCD federal funds, your organization is required to respond to complaints of discrimination from individuals or groups (i.e. program beneficiaries, subrecipient beneficiaries, or recipient/subrecipient agency employees) who are aggrieved by your agency or any agency receiving funds through this grant. A discrimination complaint may be related to a claim to have been denied the benefits of, excluded from participation in, subjected to discrimination under, or denied employment in connection with any program or activity, on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, disability or age.

The information below is to assist you in providing guidance regarding the proper steps to file complaints of discrimination with the Federal Office for Civil Rights (OCR). Formal complaints should be filed as soon as possible (under some civil rights laws you only have 180 days after the incident to file a complaint; others, such as the Omnibus Crime Control and Safe Streets Act of 1968 and the Violence Against Women Act of 1994, provide a year).

Information about applicable laws, complaint forms, and the investigative process is available at the website for the OCR: <http://www.ojp.usdoj.gov/ocr>. To file a civil rights complaint with OCR, the aggrieved person(s) must complete a Complaint Verification Form (download from the OCR website) and send the form to:

Office of Justice Programs
Office for Civil Rights
810 7th Street, NW
Washington, D.C. 20531

Additionally, a copy of this form should be provided to PCCD at the below address:

Pennsylvania Commission on Crime and Delinquency
Director, Office of Financial Management and Administration
3101 North Front Street
Harrisburg, PA 17110

After receiving the letter of complaint, OCR will make the determination if an investigation will be initiated. OCR will contact the complainant as well as the agency in question.

Training and technical assistance on federal civil rights laws is available through the OCR. Online training on federal civil rights laws is available at www.ojp.usdoj.gov/about/ocr/assistance.htm. PCCD encourages all subrecipients to view the online training and ensure that any other subrecipients are aware of the OCR as a training resource.

13. SECTIONS:

7.1. Does the applicant acknowledge that they have read, understand and accept these terms?

No

8.

EEOP Requirements:

Pursuant to U.S. Department of Justice regulations, all applicants must submit an EEOP Certification Form to the Office for Civil Rights (OCR) at the federal Office of Justice Programs. The applicant may also be required to develop an EEOP and submit an EEOP Utilization Report to OCR. The matrix at the end of this section is meant to help you determine your agency’s EEOP requirements. All applicants for federal funds are required to certify that they are in compliance with OCR requirements and PCCD will monitor successful applicants to ensure compliance with OCR requirements. Please visit OCR’s website at <https://ojp.gov/about/offices/ocr.htm> for additional information. Prepare and submit EEOP and Certification forms referenced in the matrix below at <https://ojp.gov/about/ocr/eeop.htm>.

IF \ THEN	Does the recipient need to submit a Certification Form to OCR?	Does the recipient need to develop an EEOP?	Must the recipient submit an EEOP Utilization Report?
Recipient is a Medical or Educational Institution, Indian Tribe, or Nonprofit	YES	NO	NO
Largest individual grant received is less than \$25,000	YES	NO	NO
Recipient has less than 50 employees	YES	NO	NO
None of the above	YES	YES	YES

8.1. Does the applicant acknowledge that they have read and understand all EEOP requirements?

Yes

8.2. Does the applicant certify that they will maintain compliance with all EEOP regulations as described above and on the Office of Civil Rights' website?

Yes

13. SECTIONS:

9.

Civil Rights Training

PCCD is required to ensure that subrecipients are adequately trained on applicable federal civil rights laws. In order to ensure adequate training, PCCD requires all applicants for federal funds to view the online civil rights training provided by the Office of Justice Programs Office for Civil Rights (OCR). The training can be found on OCR's website at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Should a grant award be made as a result of this application, the award will be conditioned upon all contacts certifying that they have completed viewing OCR's online civil rights training in its entirety.

9.1. Has the individual listed as the Project Director in the Main Summary section of this application viewed OCR's online civil rights training in its entirety?

Yes

9.2. Has the individual listed as the Financial Officer in the Main Summary section of this application viewed OCR's online civil rights training in its entirety?

Yes

9.3. Has the individual listed as the Primary Contact in the Main Summary section of this application viewed OCR's online civil rights training in its entirety?

Yes

13. SECTIONS:

F. Fiscal Accountability

1.

Subgrantee Accountability

The following procedures have been implemented across all of PCCD's funding streams to ensure fiscal accountability of PCCD grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this back-up when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.

Programmatic Back-up: PCCD will periodically verify that data submitted by grantees in their program reports is accurate. PCCD will select one or more performance measures/data categories each reporting period and require grantees to submit documentation to support what was reported on their Egrants program report or other reporting tool.

Subgrantee Payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line Item Detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

1.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's fiscal accountability procedures?

Yes

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity (grant and non-grant) for which employees are compensated and which is required in fulfillment of their

13. SECTIONS:

obligations to the organization

- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

The following sample forms are available on the [Grant Procedures and Forms](#) page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

2.1.

Does the applicant acknowledge that they have read, understand and will abide by PCCD's employee time and effort reporting standards?

Yes

13. SECTIONS:

3. Individual consultants funded with PCCD grant funds must maintain time and effort reports to support all charges billed to PCCD grant funds. Does the applicant acknowledge that they understand the requirement for individual consultants to maintain time and effort reports as support for charges against PCCD grant funds?

Yes

4.

Payment Terms

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.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

All funds (Federal, State, match and project income) must be expended by the end of the project period.

4.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's payment terms?

Yes

13. SECTIONS:**G. Federal Transparency Act Certification 2017 -FFATA**

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the System for Award management (SAM). Information on how to request a DUNS number and register with SAM is available in the Funding Announcement Guidelines or on the PCCD Website. Additionally, if subrecipients/contactors are applicable and receiving \$25,000 or more through the life of this federal award DUNS and SAM information must be provided. The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below. Additional information relating to the Act can be at <https://www.fdrs.gov/>

1. The following questions pertain to the applicant agency's DUNS number and SAM registration.

1.1. Enter the applicant agency's DUNS number.

011482627

1.2. Enter the applicant agency's DUNS + 4 number, if applicable.

1.3. The applicant agency is registered with the SAM and agrees to maintain a valid SAM registration at all times while they have a grant award.

Yes

1.4. Enter the date that the applicant agency's SAM registration is valid through. The applicant agency's SAM registration date can be found at www.sam.gov.

10/24/2020

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg). Max 35 characters -

NOTE:

City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

LOYSBURG

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

13. SECTIONS:

2.3.

Zip + 4 (i.e. 171091244) Exclude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance

166599604

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). if the grant is Statewide, please select 'STATEWIDE'

005 - Bedford

3. Are there any subrecipients receiving \$25,000 or more through the life of this application?

No

3.1. The Applicant Agency certifies that the following subrecipients receiving \$25,000 or more of federal funds has a DUNS number and has and will maintain a valid SAM registration during the award.

A response to this question is optional and no answer was provided.

4. For each subrecipient/contractor receiving \$25,000 or more through the life of this application, add a row to the grid below.

ID	Subrecipient/Contractor Name	Subrecipient/Contractor DUNS Number	SAM Expiration Date
----	------------------------------	-------------------------------------	---------------------

5.

The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received—

- (I) 80 percent or more of its annual gross revenues in Federal awards; and
- (II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

No

13. SECTIONS:

6. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

Response #1

6.1. Officer Name:

6.2. Annual Salary:

13. SECTIONS:

H. Federal Funding Announcement Certifications

This section contains all of the conditions/certifications on a funding announcement for federal funds that must be accepted/agreed to by the Applicant agency.

1.

Audit Responsibilities:

Federal Funds

The Applicant must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996*; *2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

If the Applicant is a local government or non-profit organization that expends \$750,000 or more in federal awards during its fiscal year, the Applicant is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

If the Applicant expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

If the Applicant is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, PCCD is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit reports for local governmental and non-profit subrecipients are electronically submitted to the Federal Audit Clearinghouse.

Additional Potential Components of the Single Audit Reporting Package

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

In accordance with 2 CFR 200.510, PCCD requires that PCCD grant numbers and amounts expended for each PCCD award be individually identifiable on all Single Audit Report Schedules of Expenditures of Federal Awards.

Steps for Submission

The Applicant's submission responsibilities are as follows:

(1) Submit the Single Audit or Program-Specific Audit Report to the Federal Audit Clearinghouse (FAC) and receive an email confirmation of receipt from the FAC.

(2) Complete the Single Audit/Program Specific Audit Reporting Checklist to ensure your package contains all required elements. A fill-in version of the checklist can be found on the Commonwealth's Bureau of Audits (BOA) website at <http://www.budget.pa.gov/Documents/single-audit->

13. SECTIONS:

[checklist.pdf](#).

(3) Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to RA-BOASingleAudit@pa.gov. The subject line of the email must identify the exact name on the Single Audit or Program-Specific Audit Reporting Package and the period end date pertaining to the reporting package.

(4) The Applicant will receive an email from BOA confirming the receipt of the FAC's confirmation, the certified copy of the data collection form, and the completed Checklist.

Audit Oversight Provisions

The Applicant is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the Applicant's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the Applicant.

Audit documentation and audit reports must be retained by the Applicant's auditor for a minimum of five years from the date of issuance of the audit report, unless the Applicant's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

State Funds

PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

1.1. Does the applicant agency accept these terms?

Yes

1.2. Does the applicant agency expect to expend \$750,000 or more in federal award funds in its current fiscal year?

No

13. SECTIONS:

2. Use of Federal Funds:

- A. Grant funds shall not be used to support inherently religious activities, such as worship, religious instruction, or proselytization.
- B. Grant funds shall not be used to purchase religious materials or pay for the supervisory, administrative, labor, or other costs of construction, maintenance, or repair of buildings that are used primarily as houses of worship or primarily for inherently religious activities.
- C. Grantee’s officers, employees, and volunteers shall not pressure or coerce any beneficiary of or participant in the funded program to attend or participate in any inherently religious activities.
- D. If the grantee offers or engages in inherently religious activities, the activities must occur separately in time or location from the funded program, must be voluntary, and must occur in a manner that protects beneficiaries of and participants in the funded program from any pressure or coercion to take part in the activity.
- E. The grantee shall keep the grant funds separate from any funds used to support inherently religious activities, and shall maintain separate financial records for the account that contains the grant funds.
- F. In identifying or admitting beneficiaries of or participants in the funded program, and in rendering assistance to beneficiaries of and participants in the funded program, the grantee must not discriminate against or among beneficiaries or participants based on religion, a religious belief, a refusal to express or hold a religious belief, or a refusal to attend or participate in an inherently religious activity.
- G. If your agency contracts or subgrants any portion of the grant funds to a third-party contractor or subgrantee the requirements shown above must be included in the third-party contract or subgrant terms, and your agency must agree to monitor the contractor’s or subgrantee’s compliance with those requirements as follows:
 - i. Conducting site visits (unannounced when reasonable), as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or on your own initiative where there exists reasonable cause to believe that a violation has occurred.
 - ii. Annual reviews of fiscal reports submitted by the subgrantee/contractor that relate to the grant funds; further review of financial and/or accounting records maintained by the subgrantee/contractor as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or where there exists reasonable cause to believe that a violation has occurred; and imposition, upon receipt of a complaint or other reasonable cause, of such additional reporting requirements upon the subgrantee/contractor as may be reasonably necessary in order to determine whether a violation of the terms of items A through F has occurred or to prevent future violations.
 - iii. Preparation of written reports documenting each visit referenced in item G above.
 - iv. Such other measures as may be required by applicable law and contractual provisions.

2.1. Does the applicant agency accept these terms?

Yes

13. SECTIONS:

3.

Reporting Potential Fraud, Waste and Abuse:

The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has either 1) submitted a claim for award funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by –

Online Hotline at: <https://oig.justice.gov/hotline/contact-grants.htm>

Mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
1425 New York Avenue, N.W.
Suite 7100
Washington, DC 20530

Fax: (202) 616-9881 (Attn: Grantee Reporting)

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

3.1. Does the applicant agency accept these terms?

Yes

4.

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

4.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

13. SECTIONS:

5.

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.everify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

13. SECTIONS:

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

5.1. Does the applicant agency accept these terms?

Yes

6. Publicity or Propaganda

Federal funds are not legally available, and may not be used (whether directly or indirectly, including by private contractors), for publicity or propaganda purposes not authorized by the Congress.

6.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

7. Certain Employee Trainings

Federal funds are not legally available, and may not be used, for any employee training that--

1. does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties;
2. contains elements likely to induce high levels of emotional response or psychological stress in some participants;
3. does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation;
4. contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or
5. is offensive to, or designed to change, participants' personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes an agency from conducting training bearing directly upon the performance of official duties.

7.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

13. SECTIONS:

8.

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award--

a. it represents that --

1) it has determined that no other entity that the recipient’s application proposes may, or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

8.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

8.2. Should a subgrant award be made to the applicant agency as a result of this grant application, does the applicant agency agree to notify PCCD immediately if it has any reason to believe that the applicant agency is not in compliance with the above condition?

Yes

13. SECTIONS:

9. Requirement to report actual or imminent breach of personally identifiable information (PII) The applicant and any subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of a PCCD-funded grant program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The applicant's breach procedures must include a requirement to report an actual or imminent breach of PII to PCCD no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

9.1. Does the applicant understand and agree to have written procedures in place to report an actual or imminent breach of PII to PCCD as described?

Yes

10.**Determination of suitability to interact with participating minors**

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

10.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

11.

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The current version of PCCD's Standard Subgrant Conditions is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Standard-Subgrant-Conditions.aspx>. Please refer to the website for a copy. If you are unable to obtain a copy from the website, please contact PCCD's offices at (800) 692-7292.

11.1. Has the applicant agency read the Standard Subgrant Conditions?

Yes

11.2. Does the applicant agency agree to be bound by all Standard Subgrant Conditions?

Yes

14. PERFORMANCE INDICATORS:

1. Established by PCCD

2. Established by Subgrantee

15. APPROVAL CHECKLIST:

A. Does the applicant agency have any type of audit done regularly?

- Yes No

If yes, when was the last one completed?

June 30, 2019

B. Is the applicant agency required to have an audit performed in accordance with the Single Audit Act?

- Yes No

If yes, when was the last one completed?

C. For non-profits only, do the by-laws of the applicant agency require an annual audit?

- Yes No N/A

D. Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports?

- Yes No N/A

If yes, please provide the date of the last review.

June 16, 2020

E. Does the Financial Officer listed in the Main Summary section have more than three years of experience?

- Yes No

F. Does the Project Director listed in the Main Summary section have more than three years of experience?

- Yes No

G. Does the applicant agency have a segregation of duties policy?

- Yes No

16. PCCD's Standard Subgrant Conditions:

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The Standard Subgrant Conditions **should not** be submitted to PCCD with your application. The current version of PCCD's Standard Subgrant Conditions (Revised September 2017) is available at www.pccd.state.pa.us <<http://www.pccd.pa.gov>>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact PCCD's offices at (800) 692-7292.

17. ATTACHMENTS:

List of Attachments required for submission of this Application for funding: