

MONROE COUNTY FISCAL AFFAIRS OFFICE  
Monroe County Administrative Center, Room 204  
Telephone: 517-3127

M-2024-181  
4/5

MEMORANDUM

Awarded

**TO:** Robert Gress, Chief Clerk/Administrator

**FROM:** Jennifer Strauch, Grants Manager *yes*

**DATE:** May 14, 2024

**RE:** AUTHORIZATION FOR GRANT APPLICATION SUBMISSION

**ACTION:** RATIFY authorization for the Grant Manager, Jennifer Strauch, to electronically submit the FY 23-24 Violence Intervention and Prevention (VIP) application (See Attached).

**GRANT NAME**

FY 23-24 Violence Intervention and Prevention (VIP)

**GRANT PERIOD**

April 1, 2024 – March 31, 2027

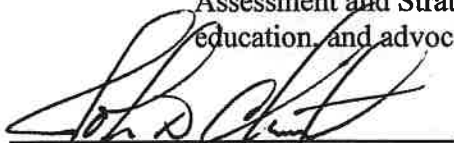
**GRANTOR**

PA Commission on Crime and Delinquency

**APPLICATION AMOUNT**

\$695,286

**PURPOSE:** To continue the Community Partnership for Gun Safety Initiative, the funding request is for a portion of the Crisis Intervention Team Coordinator, a consultant coordinating the initiative and project objectives, a consultant completing a Youth Community Needs Assessment and Strategic Plan, and marketing materials for community engagement, education, and advocacy.

  
John D. Christy, Chairman Date

 6-5-24  
David C. Parker, Vice-Chairman Date

 6-5-24  
Sharon S. Laverdure, Commissioner Date

Thank you for your attention to this matter.

Cc: Jennifer Barclay, Fiscal Director  
Jennifer Strauch, Grant Manager  
Michael Mancuso, District Attorney

**PCCD Subgrant Award Number: 2023-VI-VI-43968****SPECIAL CONDITIONS**

3. Grant recipients must be familiar with and comply with PCCD's accounting system requirements as shown in PCCD's Applicant's Manual beginning on page 34.
4. Documentation to support reported grant expenditures must be kept on file and made available for review when requested by PCCD or any other Commonwealth of Pennsylvania oversight agency. Supporting documentation must include accounting system documentation such as a general ledger report which agrees with the expenditures reported on the submitted fiscal reports and the source documentation described below. Source documentation includes, but is not limited to, the following:
  - Personnel: Time and effort reports (timesheets) which reflect all hours worked on all compensated activities for the recipient agency. This project must be identified as a separately identifiable activity on the time and effort reports.
  - Benefits: Documentation which supports how each benefit cost was calculated and charged to the project.
  - Travel: Documentation for all costs such as mileage logs, receipts, invoices, etc.
  - Equipment: Invoices, receipts, etc. to support the reported expenditures.
  - Supplies and Operating Expenses: Invoices, receipts, etc. for all costs. Calculations for all prorated costs must be included with the documentation.
  - Consultants: Invoices for all costs which include the minimum requirements as shown in PCCD's Applicant's Manual beginning on page 33 under the heading Vendor Invoices.
  - Other: Invoices, receipts, etc. to support the reported expenditures.
5. By accepting this award, the applicant agrees that funds from this grant award will be used for expenditures not currently budgeted or planned for with other funding sources. The applicant agrees that funds from this grant award will supplement the entity's other funding sources.

M-2024-266  
8/21

**MONROE COUNTY FISCAL AFFAIRS OFFICE**  
Monroe County Administrative Center, Room 204  
Telephone: 517-3127

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**MEMORANDUM**

**TO:** Robert Gress, Chief Clerk/Administrator

**FROM:** Kwanza Smith, Grants Manager *KS*

**DATE:** August 12, 2024

**RE:** E-SIGNATURE AUTHORIZATION FOR CONTRACT

**ACTION:** [RATIFY] the Fiscal Director, Jennifer Barclay, to electronically sign the FY 23-24 Violence Intervention and Prevention (VIP) Contract (2023-VI-VI-43968).

**GRANT NAME**

FY 23-24 Violence Intervention and Prevention (VIP)

**Contract Number**

(2023-VI-VI-43968)

**GRANT PERIOD**

April 1, 2024 – March 31, 2027


**AWARD AMOUNT**

\$695,286


**PURPOSE:** To continue the Community Partnership for Gun Safety Initiative, the funding request is for a portion of the Crisis Intervention Team Coordinator, a consultant coordinating the initiative and project objectives, a consultant completing a Youth Community Needs Assessment and Strategic Plan, and marketing materials for community engagement, education, and advocacy.

  
John D. Christy, Chairman

*8-21-24*  
Date

  
David C. Parker, Vice-Chairman

*8/21/24*  
Date

  
Sharon S. Laverdure, Commissioner




*8/21/24*  
Date

Thank you for your attention to this matter.

**Cc:** Jennifer Barclay, Fiscal Director  
Kwanza Smith, Grant Manager  
Michael Mancuso, District Attorney

M. 2024 266  
8/21

 <b>pennsylvania</b> COMMISSION ON CRIME AND DELINQUENCY	<b>Subgrant Award Notification</b>  Page 1 of 2
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<b>1. Recipient Name and Address</b> Monroe County Commissioners 1 Quaker Plaza Room 201 Stroudsburg, Pennsylvania 18360-2141	<b>2. PCCD Subgrant Award Number</b> 2023-VI-VI-43968  <b>3. Total Award Amount:</b> \$695,286.00				
<b>4. Project Title</b> "Community Partnership for Gun Safety"	<b>5. Project Period</b> 4/1/2024 - 3/31/2027				
<b>6. Special Conditions</b> This grant is approved subject to such conditions or limitations as set forth below:  <ol style="list-style-type: none"> <li>1. This award will become effective when an appropriate official of your organization accepts it by signing and attaching the signed copy to Egrants.</li> <li>2. This subgrant is offered on the condition that you comply in administering your program with:             <ol style="list-style-type: none"> <li>a. All of the representations contained in your application, as amended</li> <li>b. The most recent version of PCCD's standard subgrant conditions (December 2020)</li> <li>c. PCCD's Applicant's Manual</li> <li>d. For federally funded awards, all applicable federal grant guidelines including, but not limited to, 2 CFR 200 and the special conditions listed on PCCD's federal award(s) applicable to this subaward. PCCD's federal awards can be found at <a href="http://www.pccd.pa.gov/Funding/Pages/PCCD-Federal-Awards.aspx">http://www.pccd.pa.gov/Funding/Pages/PCCD-Federal-Awards.aspx</a></li> </ol> </li> </ol> Continued on the Following Page(s)	<b>7. Funding Details</b> <u>Fund Source #1</u> 2023 VI Award Amount: \$695,286.00 2023 VI Project Period: 4/1/2024 - 3/31/2027				
<table border="1"> <tr> <td data-bbox="164 1367 488 1493"> <b>8. Fiscal Contact</b>            Mr. Dominic DiPaul            ddipaul@pa.gov            717-257-6246         </td> <td data-bbox="488 1367 824 1493"> <b>9. Program Contact</b>            Mr. Kariem M Morssy            kmorssy@pa.gov            201-675-4732         </td> </tr> </table>	<b>8. Fiscal Contact</b> Mr. Dominic DiPaul ddipaul@pa.gov 717-257-6246	<b>9. Program Contact</b> Mr. Kariem M Morssy kmorssy@pa.gov 201-675-4732	<table border="1"> <tr> <td data-bbox="824 1493 1474 1640"> <b>11. Name and Title of Authorized Recipient</b>            Monroe County Commissioners   </td> </tr> <tr> <td data-bbox="824 1640 1474 1770"> <b>13. Signature of Authorized Recipient</b>            John D. Christy, Chairman            Monroe County Commissioners         </td> </tr> </table>	<b>11. Name and Title of Authorized Recipient</b> Monroe County Commissioners 	<b>13. Signature of Authorized Recipient</b> John D. Christy, Chairman Monroe County Commissioners
<b>8. Fiscal Contact</b> Mr. Dominic DiPaul ddipaul@pa.gov 717-257-6246	<b>9. Program Contact</b> Mr. Kariem M Morssy kmorssy@pa.gov 201-675-4732				
<b>11. Name and Title of Authorized Recipient</b> Monroe County Commissioners 					
<b>13. Signature of Authorized Recipient</b> John D. Christy, Chairman Monroe County Commissioners					
<b>10. Name and Title of Approving Official</b> Derin Myers Director, Office of Financial Management and Administration					
<b>12. Signature of Approving Official</b> /Derin Myers/ Electronically Signed: 08/12/2024 09:25AM					

**PENNSYLVANIA COMMISSION ON CRIME  
AND DELINQUENCY**

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

**PCCD USE ONLY**

Receipt Date	Award Date	Subgrant Number(s)
5/14/2024		-- 43968

<b>1. Type of Funds for which you are applying</b>	Violence Intervention and Prevention (State VIP)		
<b>2. Applicant</b>	<b>Name Of Applicant:</b> Monroe County Commissioners <b>Federal I.D:</b> 24-6000734 <b>County:</b> Monroe <b>Street Address Line 1:</b> 1 Quaker Plaza <b>Address Line 2:</b> Room 201 <b>Address Line 3:</b> <b>City:</b> Stroudsburg <b>State:</b> PA <b>Zip:</b> 18360-2141		
<b>3. Recipient Agency</b>	Monroe County Commissioners		
<b>4. Project Director</b>	<b>Name:</b> Ms. Jennifer L Strauch <b>Title:</b> Grants Manager <b>Agency:</b> <b>Street Address Line 1:</b> 1 Quaker Plaza <b>Address Line 2:</b> <b>Address Line 3:</b> <b>City:</b> Stroudsburg <b>State:</b> PA <b>Zip:</b> 18360 <b>Phone:</b> 570-517-3129 <b>Fax:</b> 570-517-3861 x517 <b>Email:</b> jstrauch@monroecountypa.gov		
<b>5. Financial Officer</b>	<b>Name:</b> Mrs. Jennifer L Barclay <b>Title:</b> Administrator <b>Agency:</b> <b>Street Address Line 1:</b> 1 Quaker Plaza <b>Address Line 2:</b> 204 <b>Address Line 3:</b> <b>City:</b> Stroudsburg <b>State:</b> PA <b>Zip:</b> 18360 <b>Phone:</b> 570-517-3131 <b>Fax:</b> 570-517-3861 x517 <b>Email:</b> jbarclay@monroecountypa.gov		
<b>6. Contact</b>	<b>Name:</b> Ms. Jennifer L Strauch <b>Title:</b> Grants Manager <b>Agency:</b> <b>Street Address Line 1:</b> 1 Quaker Plaza <b>Address Line 2:</b> <b>Address Line 3:</b> <b>City:</b> Stroudsburg <b>State:</b> PA <b>Zip:</b> 18360 <b>Phone:</b> 570-517-3129 <b>Fax:</b> 570-517-3861 x517 <b>Email:</b> jstrauch@monroecountypa.gov		
<b>7. Brief Summary of Project</b>  (Do Not Exceed Space Provided)	<b>Short Title (May not exceed 50 characters)</b> Community Partnership for Gun Safety In collaboration with the Community Partnership for Gun Safety, Monroe County Office of the District Attorney will implement identified goals and evidence-based strategies from the 2024 Community Needs Assessment and Strategic Plan to save lives and reduce harm caused by gun violence through education and engagement.		

**8. Subgrant Budget TOTAL BUDGET BY CATEGORY**

BUDGET CATEGORY	AMOUNT
PERSONNEL	75,162.00
EMPLOYEE BENEFITS	18,448.00
TRAVEL (INCLUDING TRAINING)	6,000.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	30,500.00
CONSULTANTS	502,000.00
CONSTRUCTION	0.00
OTHER	63,176.00
<b>TOTAL</b>	<b>695,286.00</b>

**9. TOTAL BUDGET BY FUND SOURCE**

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	0.00	
STATE	695,286.00	100%
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	
<b>TOTAL</b>	<b>695,286.00</b>	<b>100%</b>

**10. Project Start Date:** 4/1/2024

**Project End Date:** 3/31/2027

SUBGRANT: 43968

Short Title: Community Partnership for Gun Safety

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

Monroe County Commissioners  
NAME OF APPLICANT AGENCY  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
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  
\_\_\_\_\_  
COMPTROLLER OPERATIONS

Approved as to form and legality:

\_\_\_\_\_  
COUNSEL TO PCCD  
\_\_\_\_\_  
35-FA-1.2  
OFFICE OF GENERAL COUNSEL  
\_\_\_\_\_  
35-FA-1.2  
DEPUTY ATTORNEY GENERAL

\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	YEAR 2	YEAR 3	TOTAL
Monroe County Commissioners	226,262.00	252,762.00	216,262.00	695,286.00
<b>Total:</b>	<b>226,262.00</b>	<b>252,762.00</b>	<b>216,262.00</b>	<b>695,286.00</b>

**Recipient Agency: Monroe County Commissioners**

BY CATEGORY	YEAR 1	YEAR 2	YEAR 3	TOTAL
PERSONNEL	15,054.00	30,054.00	30,054.00	75,162.00
EMPLOYEE BENEFITS	6,140.00	6,150.00	6,158.00	18,448.00
TRAVEL (INCLUDING TRAINING)	2,000.00	2,000.00	2,000.00	6,000.00
EQUIPMENT	0.00	0.00	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	23,500.00	7,000.00	30,500.00
CONSULTANTS	182,000.00	170,000.00	150,000.00	502,000.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER	21,068.00	21,058.00	21,050.00	63,176.00
<b>Total:</b>	<b>226,262.00</b>	<b>252,762.00</b>	<b>216,262.00</b>	<b>695,286.00</b>

**Applicant Agency: Monroe County Commissioners**

BY SOURCE	YEAR 1	YEAR 2	YEAR 3	TOTAL
FEDERAL	0.00	0.00	0.00	0.00
STATE	226,262.00	252,762.00	216,262.00	695,286.00
PROJECT INCOME	0.00	0.00	0.00	0.00
INTEREST	0.00	0.00	0.00	0.00
STATE MATCH	0.00	0.00	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00	0.00	0.00
IN-KIND MATCH	0.00	0.00	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00	0.00	0.00
<b>Total:</b>	<b>226,262.00</b>	<b>252,762.00</b>	<b>216,262.00</b>	<b>695,286.00</b>

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**YEAR 1****PERSONNEL**

**Justification:** Monroe County District Attorney - Crisis Intervention Team Coordinator Salary at 25% of time annually in coordinating Crisis Intervention Training of Local Law Enforcement Officers, including mental health and gun violence crises. Annual Salary \$60,216 x 25% allocated time on project = \$45,162

Officer Overtime for 50 Officers Annually for a 4-hour Crisis Intervention Training (25 Officers per class x 2 classes x \$75 per hour x 4 hours = \$15,000

**COST****Position:** Crisis Intervention Team Coordinator**Name:** William Parish

# Budgeted Hours / Week

10

# Weeks

x 52

Hourly Pay Rate

x 28.95

15,054.00

Standard working hours per week: 40.000 hrs.

% Budgeted Hours: 25

**Personnel - Year 1 Total: 15,054.00****EMPLOYEE BENEFITS**

**Justification:** Monroe County District Attorney - Crisis Intervention Team Coordinator Fringe Benefits at 25% of time annually in coordinating Crisis Intervention Training of Local Law Enforcement Officers, including mental health and gun violence crises. Annual Benefits \$24,550.31 x 25% allocated time on project = \$18,448.74

**COST****Position:** Crisis Intervention Team Coordinator**Name:** William Parish

% Budgeted Hours: 25.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	4,608.00	1,152.00	25.00
Medical	N/A	10,500.00	2,625.00	25.00
Worker's Compensation	N/A	2,892.00	723.00	25.00
Retirement	N/A	6,100.00	1,525.00	25.00
Unemployment Compensation	N/A	368.00	92.00	25.00
Other	Life Insurance	92.00	23.00	25.00
<b>Totals:</b>		<b>24,560.00</b>	<b>6,140.00</b>	

**Employee Benefits - Year 1 Total: 6,140.00**



**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**TRAVEL (INCLUDING TRAINING)**

**Justification:** Gun Safety Coordinator Annual Training Opportunity to maintain the highest level of evidence-based community initiative for the reduction of gun violence in rural communities, including the maintenance of certifications on firearm proficiency to maintain educational safety standards and practices. \$2,000 per opportunity to include travel, hotel, registration fees, meals, materials, etc.)

**COST****Purpose of Travel:** Annual Training Conference**Location:** TBD**Item:** Travel to Conference, Registration and associated costs

Subsistence				
# Days 5	x # Staff 1	x # Trips 1	x Rate 20.00	100.00
Lodging				
Nights 5	x # Staff 1	x # Trips 1	x Cost per Night 200.00	1,000.00
Training Registration Costs				
	# Staff 1	x # Trips 1	x Cost per Person 500.00	500.00
Airfare				
	# Staff 1	x # Trips 1	x Cost per Person 400.00	400.00

Travel (Including Training) - Year 1 Total: 2,000.00

**CONSULTANTS - CONSULTANT**

**Justification:** Gun Safety Coordinator, Consultant (\$75 per hour x 40 hours per week x 50 weeks = \$150,000 annually, The Carey Group will perform a Youth Community Needs Assessment Survey and Focus Groups (\$22,000) and create an online education certification opportunity for the community (\$10,000); Marketing Firm will develop branding for the Community Partnership for Gun Safety including logo, 10 graphics for social media billboard design, branding kit, provide marketing materials including 5x7 postcards, community event promotion table cloth and tri-fold presentation board, brochures, tabletop signs, rack cards, and production of four educational videos (\$20,000). Monroe County will use the Small Procurement Purchase Method by seeking estimates from multiple sources based on a Request for Proposal to acquire services for the grant.

**COST****Name /** Gun Safety Coordinator, Consultant**Position:****Service**  
**Provided:** Coordination of the Initiative, Program Management

<b>Cost per</b>	<b>Duration</b>	
75.00 per Hour	x 2000 Hour(s)	150,000.00

**Name /** The Carey Group**Position:****Service**  
**Provided:** Youth Community Needs Assessment Survey and Online Course

<b>Cost per</b>	<b>Duration</b>	
22,000.00 (Flat Fee)	--	22,000.00

SUBGRANT: 43968

Short Title: Community Partnership for Gun Safety

## 12. BUDGET DETAILS

### A. AGENCY BUDGETS

Line Item Details for: Monroe County Commissioners

Name /  
Position: TBD, Marketing Firm  
Service  
Provided: Branding, Marketing Materials, Video Production

Cost per  
10,000.00 (Flat Fee)

Duration

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10,000.00

Consultants - Consultant - Year 1 Total: 182,000.00

### OTHER

Justification: 10% Administrative Costs to manage the grant, monitor progress, perform quarterly programmatic and financial reports, oversee contractors, process expenses, maintain financial records, audit fees, etc.

### COST

Description: 10% Administrative Costs to manage the grant

Computation

10% of Annual Projected Budget

Cost

21068

21,068.00

Other - Year 1 Total: 21,068.00

YEAR 1 TOTAL: 226,262.00

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**YEAR 2****PERSONNEL**

**Justification:** Monroe County District Attorney - Crisis Intervention Team Coordinator Salary at 25% of time annually in coordinating Crisis Intervention Training of Local Law Enforcement Officers, including mental health and gun violence crises. Annual Salary \$60,216 x 25% allocated time on project = \$45,162

Officer Overtime for 50 Officers Annually for a 4-hour Crisis Intervention Training (25 Officers per class x 2 classes x \$75 per hour x 4 hours = \$15,000

**COST**

**Position:** Crisis Intervention Team Coordinator

**Name:** William Parish

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
10	x 52	x 28.95	15,054.00
Standard working hours per week: 40.000 hrs.		% Budgeted Hours: 25	

**Position:** Officer Overtime

**Name:** TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
100	x 2	x 75.00	15,000.00
Standard working hours per week: 100.000 hrs.		% Budgeted Hours: 100	

**Personnel - Year 2 Total: 30,054.00**

**EMPLOYEE BENEFITS**

**Justification:** Monroe County District Attorney - Crisis Intervention Team Coordinator Fringe Benefits at 25% of time annually in coordinating Crisis Intervention Training of Local Law Enforcement Officers, including mental health and gun violence crises. Annual Benefits \$24,550.31 x 25% allocated time on project = \$18,448.74

**COST**

**Position:** Crisis Intervention Team Coordinator

**Name:** William Parish

**% Budgeted Hours: 25.00**

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	4,648.00	1,162.00	25.00
Medical	N/A	10,500.00	2,625.00	25.00
Worker's Compensation	N/A	2,892.00	723.00	25.00
Retirement	N/A	6,100.00	1,525.00	25.00
Unemployment Compensation	N/A	368.00	92.00	25.00
Other	Life Insurance	92.00	23.00	25.00
<b>Totals:</b>		<b>24,600.00</b>	<b>6,150.00</b>	

**Employee Benefits - Year 2 Total: 6,150.00**

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**TRAVEL (INCLUDING TRAINING)**

**Justification:** Gun Safety Coordinator Annual Training Opportunity to maintain the highest level of evidence-based community initiative for the reduction of gun violence in rural communities, including the maintenance of certifications on firearm proficiency to maintain educational safety standards and practices. \$2,000 per opportunity to include travel, hotel, registration fees, meals, materials, etc.)

**COST****Purpose of Travel:** Annual Training Conference**Location:** TBD**Item:** Travel to Conference, Registration and associated costs**Subsistence**

# Days 5	x # Staff 1	x # Trips 1	x Rate 20.00	100.00
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**Lodging**

Nights 5	x # Staff 1	x # Trips 1	x Cost per Night 200.00	1,000.00
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**Training Registration Costs**

# Staff 1	x # Trips 1	x Cost per Person 500.00	500.00
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**Airfare**

# Staff 1	x # Trips 1	x Cost per Person 400.00	400.00
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Travel (Including Training) - Year 2 Total: 2,000.00

**SUPPLIES & OPERATING EXPENSES**

**Justification:** Purchase of Gun Locks with Community Partnership for Gun Safety Branding (2,000 gun locks @ \$8/each = \$16,000; Monroe County will use the Small Purchase Procurement Method by receiving multiple quotes with a minimum of three for the gun locks); Facility Rental for Crisis Intervention Training Classes (2 annual classes @ \$1,500/facility rental); Officer Overtime for 50 Officers Annually for a 4-hour Crisis Intervention Training (25 Officers per class x 2 classes x \$75 per hour x 4 hours = \$15,000; Lunch/Breakfast for Crisis Intervention Training Officers (25 Officers x 2 Classes x \$50 per person = \$2,500 annually; Community Event Registration Fees (10 events @ \$50 per event = \$500 annually; Incentives for Youth Survey Participation (4 school districts x 5-\$50 gift cards per school district = \$1,000; The gift cards will be purchased after each focus group event where a random drawing will be completed and gift cards will be mailed to participants electronically); Pizza/Snacks for Youth Focus Groups (\$500)

**COST****Supply Item:** Gun Locks

Unit Cost Per Item	Quantity	% Applied To Grant	
8.00	2,000.00	100.00	16,000.00

**Supply Item:** Facility Rental for Crisis Intervention Training Classes

Unit Cost Per Item	Quantity	% Applied To Grant	
1,500.00	2.00	100.00	3,000.00

**Supply Item:** Lunch/Breakfast for Crisis Intervention Training Officers

Unit Cost Per Item	Quantity	% Applied To Grant	
50.00	50.00	100.00	2,500.00

**12. BUDGET DETAILS****A. AGENCY BUDGETS****Line Item Details for: Monroe County Commissioners**

Supply Item: Community Event Registration Fees

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
50.00	10.00	100.00	500.00

Supply Item: Incentives for Youth Survey Participation (Gift Cards)

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
50.00	20.00	100.00	1,000.00

Supply Item: Pizza/Snacks for Youth Focus Groups

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
125.00	4.00	100.00	500.00

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**Supplies & Operating Expenses - Year 2 Total: 23,500.00**
**CONSULTANTS - CONSULTANT**

**Justification:** Gun Safety Coordinator, Consultant (\$75 per hour x 40 hours per week x 50 weeks = \$150,000 annually, The Carey Group will perform a Youth Community Needs Assessment Survey and Focus Groups (\$22,000) and create an online education certification opportunity for the community (\$10,000); Marketing Firm will develop branding for the Community Partnership for Gun Safety including logo, 10 graphics for social media billboard design, branding kit, provide marketing materials including 5x7 postcards, community event promotion table cloth and tri-fold presentation board, brochures, tabletop signs, rack cards, and production of four educational videos (\$20,000). Monroe County will use the Small Procurement Purchase Method by seeking estimates from multiple sources based on a Request for Proposal to acquire services for the grant.

**COST**

**Name / Position:** Gun Safety Coordinator, Consultant

**Service Provided:** Coordination of the Initiative, Program Management

<b>Cost per</b>	<b>Duration</b>	
75.00 per Hour	x 2000 Hour(s)	150,000.00

**Name / Position:** The Carey Group

**Service Provided:** Youth Community Needs Assessment Survey and Online Course

<b>Cost per</b>	<b>Duration</b>	
10,000.00 (Flat Fee)	--	10,000.00

**Name / Position:** TBD, Marketing Firm

**Service Provided:** Branding, Marketing Materials, Video Production

<b>Cost per</b>	<b>Duration</b>	
10,000.00 (Flat Fee)	--	10,000.00

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**Consultants - Consultant - Year 2 Total: 170,000.00**

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**OTHER**

**Justification:** 10% Administrative Costs to manage the grant, monitor progress, perform quarterly programmatic and financial reports, oversee contractors, process expenses, maintain financial records, audit fees, etc.

**COST**

**Description:** 10% Administrative Costs to manage the grant

**Computation**

10% of Annual Projected Budget

**Cost**

21058

21,058.00

**Other - Year 2 Total: 21,058.00****YEAR 2 TOTAL: 252,762.00**

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**YEAR 3****PERSONNEL**

**Justification:** Monroe County District Attorney - Crisis Intervention Team Coordinator Salary at 25% of time annually in coordinating Crisis Intervention Training of Local Law Enforcement Officers, including mental health and gun violence crises. Annual Salary \$60,216 x 25% allocated time on project = \$45,162

Officer Overtime for 50 Officers Annually for a 4-hour Crisis Intervention Training (25 Officers per class x 2 classes x \$75 per hour x 4 hours = \$15,000

**COST**

**Position:** Crisis Intervention Team Coordinator

**Name:** William Parish

# Budgeted Hours / Week

10

# Weeks

x 52

Hourly Pay Rate

x 28.95

15,054.00

Standard working hours per week: 40.000 hrs.

% Budgeted Hours: 25

**Position:** Officer Overtime

**Name:** TBD

# Budgeted Hours / Week

100

# Weeks

x 2

Hourly Pay Rate

x 75.00

15,000.00

Standard working hours per week: 100.000 hrs.

% Budgeted Hours: 100

**Personnel - Year 3 Total: 30,054.00**

**EMPLOYEE BENEFITS**

**Justification:** Monroe County District Attorney - Crisis Intervention Team Coordinator Fringe Benefits at 25% of time annually in coordinating Crisis Intervention Training of Local Law Enforcement Officers, including mental health and gun violence crises. Annual Benefits \$24,550.31 x 25% allocated time on project = \$18,448.74

**COST**

**Position:** Crisis Intervention Team Coordinator

**Name:** William Parish

% Budgeted Hours: 25.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	4,680.00	1,170.00	25.00
Medical	N/A	10,500.00	2,625.00	25.00
Worker's Compensation	N/A	2,892.00	723.00	25.00
Retirement	N/A	6,100.00	1,525.00	25.00
Unemployment Compensation	N/A	368.00	92.00	25.00
Other	Life Insurance	92.00	23.00	25.00
<b>Totals:</b>		<b>24,632.00</b>	<b>6,158.00</b>	

**Employee Benefits - Year 3 Total: 6,158.00**

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

Line Item Details for: Monroe County Commissioners

**TRAVEL (INCLUDING TRAINING)**

**Justification:** Gun Safety Coordinator Annual Training Opportunity to maintain the highest level of evidence-based community initiative for the reduction of gun violence in rural communities, including the maintenance of certifications on firearm proficiency to maintain educational safety standards and practices. \$2,000 per opportunity to include travel, hotel, registration fees, meals, materials, etc.)

**COST****Purpose of Travel:** Annual Training Conference**Location:** TBD**Item:** Travel to Conference, Registration and associated costs

Subsistence				
# Days 5	x # Staff 1	x # Trips 1	x Rate 20.00	100.00
Lodging				
Nights 5	x # Staff 1	x # Trips 1	x Cost per Night 200.00	1,000.00
Training Registration Costs				
	# Staff 1	x # Trips 1	x Cost per Person 500.00	500.00
Airfare				
	# Staff 1	x # Trips 1	x Cost per Person 400.00	400.00

Travel (Including Training) - Year 3 Total: 2,000.00

**SUPPLIES & OPERATING EXPENSES**

**Justification:** Purchase of Gun Locks with Community Partnership for Gun Safety Branding (2,000 gun locks @ \$8/each = \$16,000; Monroe County will use the Small Purchase Procurement Method by receiving multiple quotes with a minimum of three for the gun locks); Facility Rental for Crisis Intervention Training Classes (2 annual classes @ \$1,500/facility rental); Officer Overtime for 50 Officers Annually for a 4-hour Crisis Intervention Training (25 Officers per class x 2 classes x \$75 per hour x 4 hours = \$15,000; Lunch/Breakfast for Crisis Intervention Training Officers (25 Officers x 2 Classes x \$50 per person = \$2,500 annually; Community Event Registration Fees (10 events @ \$50 per event = \$500 annually; Incentives for Youth Survey Participation (4 school districts x 5-\$50 gift cards per school district = \$1,000; The gift cards will be purchased after each focus group event where a random drawing will be completed and gift cards will be mailed to participants electronically); Pizza/Snacks for Youth Focus Groups (\$500)

**COST****Supply Item:** Facility Rental for Crisis Intervention Training Classes

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
1,500.00	2.00	100.00	3,000.00

**Supply Item:** Lunch/Breakfast for Crisis Intervention Training Officers

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
50.00	50.00	100.00	2,500.00

**Supply Item:** Community Event Registration Fees

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
50.00	10.00	100.00	500.00



**12. BUDGET DETAILS****A. AGENCY BUDGETS****Line Item Details for: Monroe County Commissioners**

Supply Item: Incentives for Youth Survey Participation (Gift Cards)

Unit Cost Per Item	Quantity	% Applied To Grant	1,000.00
50.00	20.00	100.00	

Supplies &amp; Operating Expenses - Year 3 Total: 7,000.00

**CONSULTANTS - CONSULTANT**

**Justification:** Gun Safety Coordinator, Consultant (\$75 per hour x 40 hours per week x 50 weeks = \$150,000 annually, The Carey Group will perform a Youth Community Needs Assessment Survey and Focus Groups (\$22,000) and create an online education certification opportunity for the community (\$10,000); Marketing Firm will develop branding for the Community Partnership for Gun Safety including logo, 10 graphics for social media billboard design, branding kit, provide marketing materials including 5x7 postcards, community event promotion table cloth and tri-fold presentation board, brochures, tabletop signs, rack cards, and production of four educational videos (\$20,000). Monroe County will use the Small Procurement Purchase Method by seeking estimates from multiple sources based on a Request for Proposal to acquire services for the grant.

**COST**

**Name / Position:** Gun Safety Coordinator, Consultant

**Service Provided:** Coordination of the Initiative, Program Management

Cost per	Duration	150,000.00
75.00 per Hour	x 2000 Hour(s)	

Consultants - Consultant - Year 3 Total: 150,000.00

**OTHER**

**Justification:** 10% Administrative Costs to manage the grant, monitor progress, perform quarterly programmatic and financial reports, oversee contractors, process expenses, maintain financial records, audit fees, etc.

**COST**

**Description:** 10% Administrative Costs to manage the grant

<b>Computation</b>	<b>Cost</b>	21,050.00
10% of Annual Projected Budget	21050	

Other - Year 3 Total: 21,050.00

**YEAR 3 TOTAL: 216,262.00**

**13. SECTIONS:****A. VIP 2023 Data Collection & Performance Measurement****1. Data Collection**

1.1. Does your organization have a plan in place for collecting, tracking, analyzing, monitoring, and reporting performance measures as part of proposed project activities?

Yes

1.2. What type(s) of data sources will your project use to track progress and outcomes?

Monroe County Office of the District Attorney will use process-oriented performance indicators to assess community engagement in preventing gun violence and related firearm injuries. The Community Needs Assessment (CNA) will use primary (survey/focus groups) and secondary data to inform the strategic plan for preventing gun violence among youth.

Measurable achievements and activities include (1) hiring a Coordinator for the Community Partnership for Gun Safety Initiative to oversee progress of the grant and meeting all grant objectives and activities, (2) developing outreach materials to be used for community events to increase awareness gun violence prevention, (a) # of community events attended, (b) # of businesses who share materials with clients, (c) # of social media posts, (d) # of media outlet stories, (e) landing page on the District Attorney/Sheriff Office website; (2) development of educational materials including a series of educational videos to share with the community and firearm owners, (a) video on Conceal Carry Permits and who needs one about 5-7 min, (b) video on gun ownership safety for beginners 5-7 minutes, (c) video on firearm storage practices 5-7 minutes, (d) video for children and youth on firearm safety, (e) video on firearms and mental health including resources, (f) develop an online gun safety certification class for beginners, and (3) # of law enforcement officers trained in Crisis Intervention using the Memphis Model through coordination with the Crisis Intervention Team Coordinator.

**2. Research/Evaluation (If Applicable to Your Project):** If applicable, please describe the role of any research/evaluation partners who will be engaged as part of the proposed project. How were these partners/providers identified and selected for this initiative? What experience do they have that is relevant to your project/initiative? Have they worked with your organization/partners in the past?

Monroe County Office of the District Attorney will subcontract with the Carey Group to perform a Youth Community Needs Assessment (CNA) and Strategic Plan. Reviewing the PAYS data identified the need for additional research. This was incorporated into the 2024 Community Partnership Community Needs Assessment and Strategic Plan under Goal 3: Foster and Maintain Firearm Safety Among Youth. The strategy is to gauge the prevalence of firearm use and youth attitudes toward firearms using validated tools like the Attitudes Towards Gun and Violence Scale (ATGV). The assessment will include a youth survey and focus groups in partnership with the four local school districts in Monroe County: East Stroudsburg Area School District, Pleasant Valley School District, Pocono Mountain Area School District, and Stroudsburg Area School District.

The Carey Group was identified based on our previous experience working on the 2024 CNA and Strategic Plan for the Community Partnership for Gun Safety, which was comprehensive, and the strategic plan had actionable steps for the Monroe County community to take to prevent gun violence. The Carey Group contracted with a researcher from Rutgers University to assist with the survey's data analysis and collection of secondary data to inform the strategic plan and work across the United States on related criminal justice projects.

**Performance Indicators.** Please utilize the 'Performance Indicators' section of Egrants to add any project-specific performance measures your organization and/or project partners plan to use to track the project's implementation progress and relevant outcomes/impacts. NOTE: These grantee-established performance indicators will be in addition to the PCCD-required performance indicators that VIP grantees will be asked to provide data for within their quarterly program reports.

### **13. SECTIONS:**

#### **B. Executive Summary**

Executive Summary - (length is limited to 5,000 characters; approximately one printed page)

1.

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 describing 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]*.

Please note that responses in this section will be used in grant summaries and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

The Monroe County Office of the District Attorney is requesting \$695,285.82 to implement identified strategies in the 2024 Monroe County Community Partnership for Gun Safety Strategic Plan using evidence-based prevention strategies with a community approach to prevent gun violence and promote community safety through outreach and education using marketing, educational materials, and training of law enforcement officers in Crisis Intervention over the next three years.

These funds will be used for the following:

- Hiring an initiative coordinator for the Community Partnership for Gun Safety to oversee the progress of the grant goals, objectives, and activities
- Develop outreach materials, attend community events, share on social media, and create a landing page for the initiative on the DA's website
- Develop educational materials, conceal carry permits, firearm storage practices, children and youth firearm safety, firearms and mental health, gun safety certification for beginners, law enforcement officer Crisis Intervention training.

**13. SECTIONS:****C. VIP 2023\_Organization Background**

**1. Organization/Applicant Background.** Please provide a brief overview of your organization, when you were founded, what your organization does, and the individuals and/or communities you serve, as well as information about your organization's experience and capabilities related to violence intervention and prevention programming.

Based on 1850 Pennsylvania Legislation, the first Monroe County District Attorney was elected in 1853, and 25 District Attorneys have since been elected, including Michael Mancuso, who took office on January 1st, 2024. The Monroe County Office of the District Attorney is staffed by seventeen prosecutors, ten secretaries, an office manager, five victim witness advocates, a trial director, and nine full-time county detectives serving 168,327 residents, four municipal police departments, one state university police department, and three state police barracks. The Monroe County Office of the District Attorney serves a county-wide community by efficient and fair prosecution of criminal offenders, performing criminal investigations, assisting local police departments with investigations, offering assistance and support to victims of crime, and participating in anti-crime and quality-of-life initiatives, like the Community Partnership for Gun Safety Initiative while striving towards a safe and crime-free Monroe County.

The District Attorney's Office is involved in community initiatives, including crime watch, crime stoppers, community policing services, law enforcement training, and task force operations. They recently invested in a full-time Crisis Intervention Team (CIT) Coordinator who will work with local law enforcement and community partners, including Carbon-Monroe-Pike Mental Health and Developmental Services, to train officers using the CIT Memphis Model which joins police and the community together for common goals of safety, understanding, and services to the mentally ill and their families. The CIT Memphis Model is one way to prevent the root causes of gun violence, including mental health, drug and alcohol addictions, and gang involvement. The Community Partnership for Gun Safety Initiative was formed in 2023, comprised of 75+ members of local law enforcement officers, government leaders, and community members who worked together to complete a Gun Violence Community Needs Assessment and Strategic Plan for the rural community of Monroe County which was funded by PCCD FY 22-23 Gun Violence Investigation & Prosecution Grant. The purpose of the assessment is to understand better the community's perception of the issue of gun violence and its root causes to implement prevention strategies.

**13. SECTIONS:****D. VIP 2023 Target Areas and Populations****1. Project Location(s)**

**1.1.** Where specifically will project activities primarily take place? (Please list all locations/addresses below.) For example, "XYZ Recreation Center, 123 Somewhere Drive, Anytown, PA 12345".

The Community Partnership for Gun Safety is a county-wide project coordinated by the Monroe County Office of the District Attorney, 610 Monroe Street, Stroudsburg, PA 18360.

Monroe County is a rural community with a population of 168,327 and covers 617 square miles. The County is located in the "Heart of the Poconos," which has a robust tourism industry, drawing 27.9 million visitors annually, according to the Pocono Mountains Visitors Bureau. It is conveniently located within a two-hour drive from two significant metropolitan areas on the East Coast, New York City and Philadelphia. The location has created a large commuter population who utilize the Martz Bus Terminal in Delaware Water Gap to travel to and from the New York City Port Authority with eighteen daily options. Monroe County is also home to East Stroudsburg University, with an approximate student population of 5,000. These unique geographic factors have influenced our community's growing gun violence problem and the need for additional resources for prevention.

**2. Will your organization's project serve youth under the age of 18?**

Yes

**2.1.** If YES above, will your organization be utilizing school-based programming and/or out-of-school or afterschool programs as part of the project?

No

**13. SECTIONS:**

3. Please identify and describe the project's target population(s). Where possible, please include demographic information such as age, gender, race/ethnicity, etc.

In 2021, Monroe County Emergency 911 Call Center reported 575 gun violence incidents. Stroud Area Regional Police Department received 196 incident calls, and Pocono Mountain Regional Police Department received 192 incident calls, encompassing 67.5% of gun violence reported within these two jurisdictions. Monroe County, compared to other counties of like population size within the Commonwealth of Pennsylvania, is experiencing a rise in the diversity of violent crimes involving firearms. On November 8th, 2023, two individuals died from gunshot wounds in a domestic violence murder and suicide. On January 3rd, 2024, a man was arrested for firing six shots into an occupied vehicle. From 2011 to 2020, according to the Common Pleases Criminal Case Management System, Monroe County saw a 24.3% change in weapons cases. There were 46 total weapons cases in 2020, including 35 felonies and 11 misdemeanors. Weapon offenses are also rising in Pennsylvania, with a 45.3% increase from 2012 to 2016. The PA Crime Trends and Statistics also placed the 4th Class County of Monroe among the highest 20 average yearly offense rates (82.8).

Governor Wolf's Executive Order 2019-6 Reducing Gun Violence recognizes the systemic root causes of violence around community economics and health conditions. The Centers for Disease Control and Prevention noted that 86% of all victims of firearm deaths are men, with more than half being suicide. The Monroe County rate of suicide is 16.8, which is higher than both the state (14.5) and the nation (13.8). Local law enforcement agencies are now required to meet demands outside of their formal training to handle violent situations involving mental health crises, which is why Monroe County has invested in a Crisis Intervention Team Coordinator to work closely with local law enforcement and mental health providers. Poverty, unemployment (4.5 versus PA 3.4 <https://www.workstats.dli.pa.gov>), and housing crisis with the largest homeless population in the Pocono region (<https://pennsylvaniacoc.org>), and an eviction rate of 6.1 compared to PA (6.8) (<https://evictionlab.org/>).

The Monroe County Community Partnership for Gun Safety Needs Assessment, conducted in November/December 2023, preliminary results indicated 60% of county residents reported having witnessed or heard about someone being shot in the community. 29% of residents feel gun violence is getting worse in Monroe County with the two largest reported causes being drug abuse (29%) and mental health (28%). One resident commented, "Have approved, but voluntary safety programs offered to the public to enhance firearm awareness and safety. Also, expand mental health services available to the public. Finally, provide firearm training and awareness programs for parents to teach their children the importance of firearm safety." There were 288 comments, which encompassed the importance of prevention through education and training, advocacy around gun safety for firearm owners, mental health awareness and support for those in need, and enforcement of current laws, including punishment for offenses.

Despite beautiful surroundings, Monroe County is experiencing an increase in gun violence with a lack of financial resources to prevent the root causes and support for law enforcement officers to reach successful prosecutions due to personnel capacity. Our community recognizes the need to address the problem and is taking the CDC approach to firearm prevention. Monroe County intends to use data to inform action, apply effective solutions, and collaborate across sectors to address root causes. The Monroe County Community Needs Assessment and Strategic Plan will be completed in May 2024 and will be utilized for future funding opportunities to implement preventative strategies. The Monroe County Community Partnership for Gun Safety will continue to serve Monroe County residents through the leadership and assistance of a consultant to provide guidance and support for the implementation of the objectives and activities highlighted in the 2024 Strategic Plan, which, upon preliminary data, will focus on advocacy and education initiatives, coordination with the Crisis Intervention Team Coordinator who will be working with law enforcement on mental health initiatives, local businesses to advocate for gun safety training and storage practices, and local government agencies like the Sheriff's Department who issues Conceal Carry Permits.

4. If possible, provide an estimate of the number of high-risk individuals who would be reached or served by the project.

100

**13. SECTIONS:**

5. How will the applicant ensure that services, resources, and/or programming effectively reaches and engages individuals who are at highest risk of violence involvement, whether as victims or perpetrators or both?

The Monroe County Community Partnership for Gun Safety will continue to serve residents county-wide through the guidance and support of consultants who will assist with implementing objectives and activities. Based on preliminary data, the initiative will focus on outreach and education. Outreach to local firearm business owners, gun clubs, community partners, mental health providers, hospital emergency departments, victim service providers, and youth about gun safety, training, and storage practices. The Sheriff's Department will provide educational information on who needs Conceal Carry Permits. The Gun Safety Coordinator will work closely with the Crisis Intervention Team Coordinator and local law enforcement training on mental health and violence crises in the field.

A youth target community needs assessment, and strategic plan will be completed by a consultant in cooperation with the four local school districts, including East Stroudsburg Area School District, Pleasant Valley Area School District, Pocono Mountain Area School District, and Stroudsburg Area School District. The Community Partnership for Gun Safety felt the youth voice was missing from the original Community Needs Assessment, and with the number of strategic activities focused on youth based on survey and focus group feedback, it is important to evaluate the youth attitudes and perceptions of gun violence in the community to implement targeted youth strategies.

6. Will your organization's project involve outreach, services, and/or supports for victims/survivors of gun violence and/or other violent crimes?

Yes

6.1. If you responded 'YES' or 'UNSURE' above, please explain your planned approach for responding to victimization incidents to ensure that outreach to victims and/or families is done in a trauma-informed manner, and in a way that does not duplicate efforts from other service providers in the community.

The Crisis Intervention Team (CIT) Coordinator will work with trained law enforcement officers to provide trauma-informed care when responding to incidents involving violent crime victims, including those related to firearms, suicide, and accidents. The CIT Coordinator works in partnership with Carbon-Monroe-Pike Mental Health and Developmental Services, Victim Witness, and Safe Monroe, a non-profit emergency shelter and victim service provider. Resource materials will be available to share with victims and bystanders who have experienced or witnessed a violent crime.

6.2. If your organization is not a victim service provider (e.g., an entity designated by PCCD as a local victim services program eligible for VOCA funding), please describe your current working relationship(s) with local victim service providers and how you will work together to identify what services each would provide to ensure a coordinated response.

The Monroe County Office of the District Attorney works in conjunction with the Victim Witness Department, which receives PCCD funding through VOCA, RASA/VOJO. The department also works with Safe Monroe, which receives VOCA funding. Both Victim Witness and Safe Monroe serve on other committees together under the DA's office including the STOP Task Force and CJAB.

### 13. SECTIONS:

#### E. VIP 2023 \_Project Overview

##### 1. Type(s) of Programming Offered

1.1. Please identify up to three (3) categories of programming that most closely align with your proposed project from the list below:

1.1.1. What type(s) of activities will your proposed project entail? Please select up to three (3).

Community engagement, outreach, and education

Street outreach and violence interruption using credible messengers (e.g., Cure Violence, Group Violence Intervention)

Trauma-informed approaches/care

##### 1.2. Program Status

1.2.1. Which of the following best describes your proposed project/program?

Continuation

1.2.2. Please provide the estimated number of individuals you expect to reach or serve over the life of the project.

100

##### 2. Project Goal & Expected Outcomes



### 13. SECTIONS:

2.1. Provide an overview of the proposed project, including the goal(s) of the project and a high-level description of your project's design (e.g., what you will do, what activities or programs you will use, etc.). What measurable achievements and outcomes do you expect to achieve using grant funding provided by PCCD? Describe what will change or be different (i.e., expected outcomes) because of the project's activities in the short-, mid-, and longer-term.

The Monroe County Office of the District Attorney, with funding from PCCD, will continue the mission of the Community Partnership for Gun Safety, which is to save lives and reduce the harm caused by firearms and gun violence in our community through advocacy and partnerships that provide education, support, and resources. Utilizing the funding, we will track outreach and advocacy efforts to the community through various media outlets and assess youth and their attitudes towards firearms through a survey and focus groups. The steps outlined below will assist in reaching our goals outlined in the 2024 Strategic Plan.

The Community Partnership for Gun Safety, an initiative under the Monroe County Office of the District Attorney, goal is to implement identified strategies in the 2024 Strategic Plan using evidence-based prevention strategies with a community approach to prevent gun violence and promote community safety through outreach and education using marketing, educational materials, and training of law enforcement officers in Crisis Intervention over the next three years. Measurable achievements and activities include (1) hiring a Coordinator for the Community Partnership for Gun Safety Initiative to oversee progress of the grant and meeting all grant objectives and activities, (2) developing outreach materials to be used for community events to increase awareness gun violence prevention, (a) # of community events attended, (b) # of businesses who share materials with clients, (c) # of social media posts, (d) # of media outlet stories, (e) landing page on the District Attorney/Sheriff Office website; (3) development of educational materials including a series of educational videos to share with the community and firearm owners, (a) video on Conceal Carry Permits and who needs one about 5-7 min, (b) video on gun ownership safety for beginners 5-7 minutes, (c) video on firearm storage practices 5-7 minutes, (d) video for children and youth on firearm safety, (e) video on firearms and mental health including resources, (f) develop an online gun safety certification class for beginners, and (4) # of law enforcement officers trained in Crisis Intervention using the Memphis Model through coordination with the Crisis Intervention Team Coordinator.

The Gun Safety Initiative project design is based on the preliminary results of the community needs assessment, for which a Strategic Plan will be completed in March 2024. The funding received by this grant opportunity will allow the Monroe County Office of the District Attorney to move directly into the implementation phase based on community data. A promising strategy for the Monroe County community is the Cure Violence Approach, a community-wide public health approach to preventing gun violence. Cure Violence focuses on credible community messaging, outreach to connect at-risk community members to services including drug and alcohol, mental health, job, and education supports, and a series of activities, including media campaigns, community events, and school education programs.

In Monroe County, there has been an uptick in applications for concealed carry permits. The Sheriff's Department noted some individuals believe they need a concealed carry permit to own and operate a firearm. Misinformation and lack of understanding among new gun owners, in particular, are believed to be driving the increase in permits. According to a new study from Rutgers University, Semenza said, "On the contrary, we found that more concealed carry permits issued in a given county are linked to a greater number of homicides in that county the following year." The concealed carry permit video would target community members who are purchasing firearms and those intending to seek a concealed carry permit. The video would include information from credible community messengers sharing information about the who, what, where, and when of concealed permits, along with pointing to other educational resources provided by the Community Partnership for Gun Safety to prevent community firearm violence. The video is an effort to prevent gun violence through having fewer firearms in public spaces, as referenced in "Gun-carrying laws are becoming looser in the U.S.; researchers and advocates say it's a dangerous change," written by Sammy Caiola.

### 3. Project Partners

**13. SECTIONS:****3.1.**

Please identify the specific individuals and organizations (other than your own) who will support the project's implementation. This should include a description of the specific staff/individuals who will be involved in the project for each partner entity (including newly hired positions, if applicable), as well as a description of their unique responsibilities related to project start-up, implementation, etc.

Please use the following format when completing this section:

- PROJECT PARTNER (NAME) - Specific Activity/ies & Project Role: *[add 3-4 sentences about who this organization is and what they will be responsible for]*
- CONSULTANT / INDIVIDUAL (NAME) - Specific Activity/ies & Project Role: *[add 3-4 sentences about who this project partner is and what they will be responsible for, including any organizational affiliations, if applicable]*

NOTE: Please include any letters of commitment/support, memoranda of understanding (MOUs), or similar documentation within the 'Attachments' section of the Egrants application.

The Gun Safety Initiative will involve key partners, including the Monroe County Detective Office Crisis Intervention Team (CIT) Coordinator, who will work closely with the local police departments on handling mental health crises and other crises; the Carbon-Monroe-Pike Mental Health and Developmental Disabilities CIT Coordinator will provide educational training to local law enforcement officers with an 8-hour or 40-hour training certification with the goal of training as many officers as possible with the 40-hour training. Carbon-Monroe-Pike Drug and Alcohol provide insight into the and resources for individuals and victims suffering from substance abuse, Victim Witness and Domestic Violence partner Safe Monroe to provide care and resources for victims of violence, these are just a few of the partnerships to be developed by the newly hired staff member, the Gun Safety Coordinator.

A contracted consultant will be hired as the Gun Safety Coordinator. The services provided are vital to the success of the program and will include the daily management of operations for the Community Partnership for Gun Safety (CPGS). Overseeing the Executive Committee and General Membership, consisting of 75+ members, by planning, scheduling, and convening meetings. Implementation of strategies/activities identified in the CPGS Strategic Plan. The Coordinator will work with the consulting group on the youth assessment survey by connecting the consultants to the local school districts, parents, and students, and assist with obtaining the required approvals and authorizations needed for the research assessment process to happen. Being involved with the community and connected as a credible messenger and representative, the Coordinator will collaborate with local law enforcement, non-profit organizations, victim service providers, mental health workers, local government, firearm deals, gun clubs, and more to forward the mission of CPGS. Another responsibility will be to work directly with the media and marketing firm on developing a logo, landing page, videos, and outreach materials, acting as a go-between for the CPGS and the marketing firm. The media materials produced will be presented by the Coordinator at community events and school fairs to engage the community in a conversation about gun violence prevention and firearm safety as a credible messenger. The voice and face of the CPGS will be the role and responsibility of the consultant hired into the Coordinator position.

A marketing firm will be hired to provide the Community Partnership for Gun Safety with branding, a website landing page, video production, and outreach materials, including postcards, tablecloths for community events, tri-fold presentation boards, brochures, tabletop signs, and rack cards. The community needs assessment also indicates a need for a youth-specific gun violence assessment based on data from the PAYS analysis for Monroe County around firearms and the root causes; therefore, partnering with the Carey Group to complete the assessment based on the current PCCD grant-funded work.

**3.2. Technical Assistance (If Applicable to Your Project):** If applicable, please describe the role of any technical assistance providers/partners who will be instrumental to the success of your proposed project. How were these partners/providers identified and selected for this initiative? What experience do they have that is relevant to your project/initiative? Have they worked with your organization/partners in the past?

N/A

**13. SECTIONS:****4. Community Engagement**

4.1. How will your organization/project partners establish and/or use channels of communication and feedback for community-based partners and community members to inform the project's implementation?

Monroe County Office of the District Attorney formed the Community Partnership for Gun Safety, a group of approximately 75+ members comprised of government officials, law enforcement officers, and community members, including school officials, local firearm retail stores, gated-community security, and sportsman clubs. The group was instrumental in developing the 2024 Community Needs Assessment and Strategic Plan. The work will now continue under the direction of the Gun Safety Coordinator, who will continue to organize meetings and move the project forward with feedback from the group and executive leadership team.

4.2. If applicable, how will your organization compensate community-based partners and community members for their time and contributions to the project?

N/A

**5. Plan for Staff Recruitment, Hiring, Development & Support**

5.1. Does your organization and/or project partners plan to hire new staff/employees to support the project?

Yes

5.1.1. If you responded 'YES' above, for new positions that will be created and hired if a grant is awarded, please describe the process and criteria for recruiting, selecting, hiring, and onboarding those staff/consultants.

Because the county will not be the direct services provider for the Community Partnership for Gun Safety (CPGS), the Monroe County Office of the District Attorney will publish a Request for Proposal for the Gun Safety Coordinator services, which will include the daily operations of the CPGS, convening meeting, working with the consulting group on the youth assessment survey, marketing materials, and being a credible messenger in the community. The Executive Leadership for the CPGS and the Carey Group, who completed the 2024 Community Needs Assessment and Strategic Plan, will provide onboarding information for the Gun Safety Coordinator along with the Grants Manager who will oversee the reporting requirements.

5.2. Please describe any current workforce or staffing challenges you are currently experiencing, as well as strategies you have used (or plan to use) to address those challenges.

N/A

5.3. If applicable, please describe how your project will provide staff, especially those who are directly interacting with clients/participants (such as outreach workers, violence interrupters, victim advocates, etc.), with comprehensive support, including adequate training (e.g., trauma and respite support), management, income, and job growth/security. NOTE: Please ensure this aligns with training costs outlined in the budget.

The Crisis Intervention Team (CIT) Coordinator, William Parish, a Detective with the Monroe County Detective Office, has received Mental Health First Aid Training and 40 hours of Crisis Intervention Training. As part of the Request for Proposal, the County will seek someone with certifications in firearm safety, training, and law enforcement background to be the credible messenger and face for the initiative. Both the CIT Coordinator and Gun Safety Coordinator will participate in annual training related to the Victim Intervention Program on preventing firearm violence in Monroe County.

**13. SECTIONS:****F. VIP 2023 \_Project Timeline & Implementation Plan****1. Project Timeline & Implementation Plan**

1.1. Describe the steps you will take to implement the project, including the specific activities, the timeframes for those activities, and the person(s) responsible for the activity for the full length of the project (i.e., first three months, 3-6 months, 6-12 months, 12-18 months, 18-24 months, etc.). This includes specifically outlining the role/activities of the Project Partners provided in the Project Overview section. Note: As much as possible, the activities outlined here should align with the 36-month budget.

First Three Months – Hire the Gun Safety Coordinator, bid and/or hire the Carey Group/Contractor to complete the Youth Community Needs Assessment for Gun Safety, bid and hire a marketing firm to begin work on branding, review the Strategic Plan completed in March 2024 with the Community Partnership for Gun Safety and prioritize strategies.

Three-Six Months – The Gun Safety Coordinator will develop partnerships within the community, reach out to the Crisis Intervention Team Coordinator to create a plan to work together on firearm crisis intervention, schedule a meeting to discuss branding with the Executive Committee and move forward with the branding, research community resources for the website landing page, review strategic plan for next steps, coordinate with the contractor to discuss Youth Assessment, present to the general membership logo designs and gather input for the Youth Assessment.

Six-Twelve Months – The Gun Safety Coordinator will finalize the logo and branding with the marketing firm, prepare educational information for the marketing materials, work with the marketing firm to develop outreach materials, including social media posts, schedule a meeting with executive leadership to review print marketing materials, and present to the general membership marketing materials for approval and plan for the implementation of the Youth Community Needs Assessment in 2025, and coordinate with the Crisis Intervention Team Coordinator on two training classes for law enforcement officers in 2025.

Twelve-Eighteen Months – The Gun Safety Coordinator will oversee the rollout of the Youth Community Needs Assessment in conjunction with the contractor, who will obtain permissions required to have youth complete the survey and distribute the survey, start the development of the educational videos, continue research for the videos and academic course materials, video production begins on the first two videos, register and participate in community events, completion of the landing page on the DA's and Sheriff's website, and present to the general membership marketing materials for approval while reviewing strategic plan next steps.

Eighteen-Twenty-four Months – The Gun Safety Coordinator will work with the marketing firm on the completion of two educational videos and start the third video along with firearm safety for beginners course materials, oversee the data analysis from the youth surveys and focus groups with the contractor who will complete and present the preliminary findings, including Executive Committee and General Membership feedback, and complete the Youth Needs Assessment, schedule a meeting with executive leadership to review videos and the Youth Assessment Strategic Plan, and present to the general membership videos, schedule a meeting with executive leadership to review print marketing materials, and present to the general membership marketing materials for approval, distribution of video on the landing page, social media, and news outlets.

Twenty-four – Thirty-six Months - The Gun Safety Coordinator will work with the marketing firm on the completion of two educational videos and the educational certification course, review the strategic plan with Executive Leadership and General Membership and begin the development of the next three to five-year strategic plan for the Community Partnership for Gun Safety which will include both community and youth goals and objectives, continue to participate in community events and other educational opportunities with youth and community members, continue outreach to local firearm businesses and clubs, support the Crisis Intervention Team Coordinator in the two remaining training courses of local law enforcement officers, schedule a meeting with the Executive Leadership and General Membership to report on the grant accomplishments, continued planning, and seeking additional resources.

**13. SECTIONS:****2. Outreach, Engagement & Referral Process(es)**

2.1. Provide a detailed description of the outreach, engagement, and referral process(es) your organization (or your partners) will use and/or the method(s) that will be used to make programming or services available and accessible for potential participants.

The Gun Safety Initiative project design is based on the preliminary results of the community needs assessment, for which a Strategic Plan will be completed in March 2024. The funding received by this grant opportunity will allow the Monroe County Office of the District Attorney to move directly into the implementation phase based on community data. A promising strategy for the Monroe County community is the Cure Violence Approach, a community-wide public health approach to preventing gun violence. Cure Violence focuses on credible community messaging, outreach to connect at-risk community members to services including drug and alcohol, mental health, job, and education supports, and a series of activities, including media campaigns, community events, and school education programs.

The Gun Safety Initiative will involve key partners, including the Monroe County Detective Office Crisis Intervention Team (CIT) Coordinator, who will work closely with the local police departments on handling mental health crises and other crises; the Carbon-Monroe-Pike Mental Health and Developmental Disabilities CIT Coordinator will provide educational training to local law enforcement officers with an 8-hour or 40-hour training certification with the goal of training as many officers as possible with the 40-hour training, Carbon-Monroe-Pike Drug and Alcohol provide insight into the and resources for individuals and victims suffering from substance abuse, Victim Witness and Domestic Violence partner Safe Monroe to provide care and resources for victims of violence, these are just a few of the partnerships to be developed by the newly hired staff member, the Gun Safety Coordinator.

The initiative activities will leverage the Gun Safety Coordinator's skills as a credible messenger in developing materials to address community needs and involve local partners in educational videos and marketing materials. They will also oversee the Community Partnership for Gun Safety Executive Committee and General Members, consisting of 75+ members, by organizing meetings and agendas and moving forward the goals and activities presented in the strategic plan. The Gun Safety Coordinator is vital to the success of the program.

A marketing firm will be hired to provide the Community Partnership for Gun Safety with branding, a website landing page, video production, and outreach materials, including postcards, tablecloths for community events, tri-fold presentation boards, brochures, tabletop signs, and rack cards. The community needs assessment also indicates a need for a youth-specific gun violence assessment based on data from the PAYS analysis for Monroe County around firearms and the root causes; therefore, partnering with the Carey Group to complete the assessment based on the current PCCD grant-funded work.

**13. SECTIONS:****G. Attachments**

While not required, applicants may submit additional documents that support the application. Examples of attachments may include letters of support, job descriptions, Memorandums of Understanding (MOU), etc.

**ATTACHMENTS related attachments:****File Name:**

- ✦ Monroe County Community Partnership for Gun Safety Strategic Plan Draft 5.13.24.pdf
- ✦ Monroe Gun Safety Initiative LOS.pdf
- ✦ PGK ltr re PA Crime Commission.pdf
- ✦ PMSD ltr of support for Monroe County PCCD VIP Grant.pdf
- ✦ WR\_Grant support letter.pdf

**File Description:**

DRAFT Monroe County Strategic Plan  
LOS PA Senator Rosemary Brown  
LOS Pocono Gun Keepers  
LOS Pocono Mountain SD  
LOS Safe Monroe

**13. SECTIONS:****H. 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 documentation to support the expenditures reported for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this documentation when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports.

**Accounting System Documentation:** PCCD requires that all grantees maintain an accounting system which can identify all PCCD revenue and expenditures for each PCCD grant separately from all other revenue and expenditure sources. All financial transactions should be able to provide a clear audit trail.

**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 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:

**13. SECTIONS:**

- 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 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

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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.

All funds (Federal, State, match and project income) must be obligated by the end of the project period and expended within 60 days from that date.

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

Yes

**13. SECTIONS:****I. 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 200.320).

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**

Subgrantee must have and use documented procurement procedures, consistent with the standards of 2 CFR 200.320; §200.317, §200.318, and §200.319 for any of the following methods of procurement used for the acquisition of property or services under a federal award.

(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 maximum 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, based on research, experience, purchase history or other information and documents it files accordingly.

(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 the aggregate dollar amount, which is higher than the micro-purchase threshold, but does 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;

**13. SECTIONS:**

- (2) Proposals must be solicited from an adequate number of qualified sources;
- (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;
- (4) After solicitation of a number of sources, competition is determined to be inadequate
- (5) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

**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 CFR 200.88)** 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.

**Formal Procurement methods.** When the value of the procurement for property or services under a federal financial assistance award exceeds the SAT, or a lower threshold established by a non-federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising, unless a non-competitive procurement can be used in accordance with 200.319.

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

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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

**13. SECTIONS:**

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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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. 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:****J. Federal Transparency Act Certification 2017 -FFATA**

YOU ARE ONLY REQUIRED TO ANSWER QUESTION #2 IN THIS SECTION.

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 \$30,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a Unique Entity Identifier (UEI).

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.fars.gov/>

Additional information on the new UEI requirement effective April 2022 can be found here: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

1. The following questions pertain to the applicant agency's Unique Entity Identifier (UEI).

1.1.

Enter the applicant agency's Unique Entity Identifier (UEI).

The applicant agency's UEI can be found by accessing the applicant agency's information in the federal System for Award Management (SAM) at <https://sam.gov/content/home>.

**Important Note:** By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: [Unique https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update](https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update).

GAMCNZFZEPC7

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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.

**13. SECTIONS:**

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.

Stroudsburg

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

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

183602141

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'

045 - Monroe

**13. SECTIONS:**

3.

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 Exchange 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

4. 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**

4.1. Officer Name:

4.2. Annual Salary:

**13. SECTIONS:****K. State Funding Announcement Certifications**

This section contains certain conditions/certifications applicable to all funding announcements which 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.

**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-checklist.pdf>.
- (3) Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to RA-



**13. SECTIONS:**

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

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2.

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.

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

Yes

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

Yes

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**13. SECTIONS:**

3.

**Determination of Suitability to Interact with minors**

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

The applicant, 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 applicant, and any subrecipient at any tier, agrees to comply with all Pennsylvania Child Protective Services Laws (CPSL) including, but not limited to, following mandated reporter requirements within the CPSL and obtaining all clearances and/or verifications for employees and volunteers as may be required by CPSL such as a PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check, National Sex Offender Registry Verification, and any other clearance/verification required by CPSL. The CPSL and information to assist in complying with this condition can be found at <http://keepkidssafe.pa.gov/>.

3.1. 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

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4.

**ACH Payment Requirement**

a. The Commonwealth will make payments to the recipient through ACH. Within 10 days of the grant award, the grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.

b. It is the responsibility of the recipient to ensure that the ACH information contained in the Commonwealth's Master Database is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

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

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**13. SECTIONS:****5.****Worker Protection and Investment Certification Form**

A. Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

**5.1.****CERTIFICATION**

I understand that by signing and submitting this grant application, I am certifying that I am duly authorized to execute this certification on behalf of the contractor/grantee identified as the applicant on this grant application, and I certify that the contractor/grantee identified as the applicant on this grant application is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Pennsylvania Commission on Crime and Delinquency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

Do you agree to the terms of this certification?

Yes

**13. SECTIONS:****L. Non-Profit Agency Checklist**Non-Profit Agency Checklist:

The following items must be attached in Egrants in conjunction with the submission of an application for direct funding of non-profit agencies (refer to PCCD's Applicant's Manual page 13). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

- \*A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;
  - \* A copy of the most recently submitted Form 990, Return of Organization Exempt from Income Tax (This requirement is applicable only if the applicant organization has not received funding from PCCD in the last five years);
  - \*A list of the members of the Board of Directors, stating each member's board position, profession or employment, community activity and other pertinent information;
  - \*A copy of the articles of incorporation;
  - \*A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect
  - \*Internal Revenue Service determination of the tax-exempt status of the organization;
  - \*A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;
  - \*Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater.
1. Has the above information been submitted to PCCD within the last year? (Governmental applicants should respond "Not Applicable.")
- Not Applicable

1.1. If the above information has been submitted to PCCD within the last year, please indicate the **grant number** that the information is on file with. Otherwise, attach all required information to this Egrants section. If you need to mail some or all of the information, indicate the date that the information was or will be mailed to PCCD.

**14. PERFORMANCE INDICATORS:****1. Established by PCCD**

- 1.1. (Unit Count/Process) GV - Total number of individuals served/reached/engaged by the program during the reporting period **Target:**  
**Purpose:** This performance indicator measures the number of individuals served, reached, and/or engaged by the program during the reporting period. NOTE: The number of individuals reported for this performance indicator should be directly connected to the core/funded service, not general operations or interactions that fall outside the scope of the PCCD-funded project.
- 1.2. (Unit Count/Process) GV - Number of new individuals served/reached/engaged by the program during the reporting period **Target:**  
**Purpose:** This performance indicator measures the number of unique individuals not previously served, reached, and/or engaged by the program who were served, reached, and/or engaged during the reporting period.
- 1.3. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Age (0-12 years old) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.4. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Age (13-17 years old) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.5. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Age (18-24 years old) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.6. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Age (25-34 years old) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.7. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Age (35-44 years old) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.8. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Age (45 years or older) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.9. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Male **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.10. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Female **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.11. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Race/Ethnicity (Asian) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.12. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Race/Ethnicity (Black - Non-Hispanic) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.13. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Race/Ethnicity (Hispanic - Black or White) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.14. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Race/Ethnicity (White - Non-Hispanic) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).
- 1.15. (Unit Count/Process) GV - Demographic Data: Number of individuals served - Race/Ethnicity (Other/Unknown) **Target:**  
**Purpose:** Number of individuals served/reached/engaged during the reporting period by demographic information (as available).

- 1.16. (Unit Count/Outcome) GV - Number of participants successfully completing the program **Target:**  
**Purpose:** Number of participants meeting program-specific standards for successful completion of program goals, objectives, and activities within a given reporting period (for example, the number of participants in a job training program who complete all program activities and successfully obtain an industry-recognized credential). The goals of this metric is to identify the number of individuals who are no longer actively participating in the program due to successful completion (defined by grantee) as opposed to the number of individuals no longer actively participating because they did not complete all of the required program expectations (e.g., 'dropouts').
- 1.17. (Unit Count/Process) GV - Number of trainings conducted for community and/or stakeholder groups **Target:**  
**Purpose:** This performance indicator should track the number of training sessions or training events hosted by the grantee as part of grant-funded project activities. (Note: Trainings that are not directly tied to PCCD funded activities should not be captured in this metric.)
- 1.18. (Unit Count/Process) GV - Number of meetings/events with community members, stakeholders, and/or partners **Target:**  
**Purpose:** This performance indicator should track the number of meetings/events with community members, stakeholders, and/or partners facilitated/hosted by the grantee as part of grant-funded project activities. (Note: General meetings/events that are not directly tied to PCCD funded activities should not be captured in this metric.)
- 1.19. (Unit Count/Process) GV - Number of active participants / mentees **Target:**  
**Purpose:** Number of participants/mentees regularly participating in mentoring activities.
- 1.20. (Unit Count/Process) GV - Number of mentors **Target:**  
**Purpose:** Number of active mentors recruited/engaged during the reporting period.
- 1.21. (Unit Count/Process) GV - Number of one-on-one mentor activities during the reporting period **Target:**  
**Purpose:** Number of one-on-one activities completed with participants/mentees and their mentors occurring during the reporting period (quarter).
- 1.22. (Unit Count/Process) GV - Number of youth served/reached/engaged by the program during the reporting period **Target:**  
**Purpose:** This performance indicator should be directly connected to the core/funded service, not general operations or interactions that fall outside the scope of the PCCD-funded project.
- 1.23. (Unit Count/Process) GV - Number of parents/caregivers/family members served/reached/engaged by the program during the reporting period. **Target:**  
**Purpose:** Note: These performance indicators should be directly connected to the core/funded service, not general operations or interactions that fall outside the scope of the PCCD-funded project.
- 1.24. (Unit Count/Outcome) GV - Number of participants meeting individualized goals (academic, behavioral, etc.) during the reporting period **Target:**  
**Purpose:** Number of active youth participants/mentees meeting individualized goals during the reporting period. This can include improved academic performance, school attendance, positive behavioral changes, etc.
- 1.25. (Unit Count/Process) GV - Number of individuals participating in training and employment activities during the reporting period **Target:**  
**Purpose:** Number of individuals participating in activities or programs designed to improve job skills, employment outcomes, and workforce readiness. These can include, but are not limited to, pre-apprenticeship and apprenticeship programs, job placement, occupational training in in-demand industries, pre-employment skill-building services, career exploration through work experience and internships, employer connections, needs assessments, etc.
- 1.26. (Unit Count/Process) GV - Number of individuals receiving education services during the reporting period **Target:**  
**Purpose:** Examples of education-related services/metrics: HiSET/GED, HS/alternative HS enrollment, Remedial, tutoring, after-school programs, skills training, ESL, credit recovery
- 1.27. (Unit Count/Outcome) GV - Number of participants successfully achieving their education, training, and/or employment goals during the reporting period **Target:**  
**Purpose:** Number of individuals receiving education services ("participants") who graduate, earn a credential, and/or meet education-related goals established by the program (i.e., obtain HS diploma or equivalent, improved academic performance, etc.) during the past quarter. This definition also encompasses individuals who successfully achieve other education, training, and/or workforce related goals, such as completing a training program, earning an industry-recognized credential or certificate, obtaining employment, etc.

- 1.28. (Unit Count/Process) GV - Number of individuals receiving crisis intervention during the reporting period **Target:**  
**Purpose:** Number of individuals (adults and/or youth) receiving one-on-one/individualized crisis intervention services/supports during the reporting period through any delivery mechanism (i.e., virtual, in-person, etc.).
- 1.29. (Unit Count/Process) GV - Number of individuals referred to other service providers and/or resources during the reporting period **Target:**  
**Purpose:** Number of unique individuals referred by the subgrantee to other service providers or community-based resources (e.g., mental health, behavioral health, job training/employment, etc.) during the reporting period as part of project/program activities.
- 1.30. (Unit Count/Process) GV - Number of individuals referred to victim service programs during the reporting period **Target:**  
**Purpose:** Number of unique individuals referred by the subgrantee to victim service programs during the reporting period as part of project/program activities.
- 1.31. (Unit Count/Outcome) GV - Number of individuals successfully receiving services from referrals during the reporting period **Target:**  
**Purpose:** Number of individuals who were referred for case management and related services who ultimately received those services from the referral agency/partner/entity.
- 1.32. (Unit Count/Process) GV - Number of victims served during the reporting period **Target:**  
**Purpose:** Number of unique individuals who have experienced victimization served by the program/project during the reporting period.
- 1.33. (Unit Count/Process) GV - Total number of individuals receiving counseling, therapy, and/or behavioral health services during the reporting period **Target:**  
**Purpose:** Number of individuals actively participating in counseling, therapy, and/or behavioral health services during the reporting period. Count each individual only once.
- 1.34. (Unit Count/Process) GV - Number of participants receiving case management supports during the reporting period **Target:**  
**Purpose:** Number of individuals receiving case management supports directly by your organization and/or project partners or who were referred for case management and related services by the subgrantee following completion of an initial intake process. "Case management supports" can include, but are not limited to, activities designed to assess the situation and needs of a client/participant, working with a client/participant to develop goals and an action plan, facilitating access to community resources and services, coordinating and/or monitoring services (referred/provided), and maintaining regular contact/communication to assess progress toward goals.
- 1.35. (Unit Count/Process) GV - Number of youth involved in the justice system served/reached/engaged by the program during the reporting period **Target:**  
**Purpose:** Number of youth who are involved in the juvenile justice system who were served, reached, and/or engaged by the program during the reporting period.
- 1.36. (Unit Count/Process) GV - Number of youth referred to diversion programs during the reporting period. **Target:**  
**Purpose:** Number of youth referred during the reporting period to programs and interventions designed to redirect youth who commit minor offenses from formal processing in the juvenile justice system or exclusionary discipline practices, while still holding them accountable for their actions.
- 1.37. (Unit Count/Outcome) GV - Number of gun-related incidents occurring within designated Safe Passages / Safe Routes corridors during the reporting period **Target:**  
**Purpose:** Number of incidents involving acts of violence, possession of a weapon, or other gun-related activities occurring within the boundaries of designated Safe Passages or Safe Routes corridors established by the project during the reporting period. NOTE: If the project includes a focus on students/youth and safety to/from school or school-sponsored activities, please include any incidents occurring on school property and/or involving students on their way to and/or from school or school-sponsored events.
- 1.38. (Unit Count/Process) GV - Number of individuals using designated routes during the reporting period **Target:**  
**Purpose:** Number of individuals, including students and/or youth, who used designated routes within the project's Safe Passages / Safe Routes areas during the reporting period (quarter). This can be an estimate if exact figures are not available.
- 1.39. (Unit Count/Process) GV - Number of firearm-related cases worked using grant funds during the reporting period **Target:**  
**Purpose:** Number of cases involving firearms-related evidence tested, analyzed, and/or reported during the quarter.

- 1.40. (Unit Count/Outcome) GV - Number of gun-related aggravated assaults during the reporting period within the service area(s) **Target:**  
**Purpose:** Number of firearm-related incidents of aggravated assault occurring during the reporting period within the geographic areas served by the project/program.
- 1.41. (Unit Count/Outcome) GV - Number of gun-related homicides during the reporting period within the service area(s) **Target:**  
**Purpose:** Number of firearm-related homicides occurring during the reporting period within the geographic areas served by the project/program.

2. Established by Subgrantee
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- 2.1. (Unit Count/Process) Hire a Community Partnership for Gun Safety Initiative Coordinator **Target: 1**  
**Purpose:** hiring a Coordinator for the Community Partnership for Gun Safety Initiative to oversee the progress of the grant and meeting all grant objectives and activities
- 2.2. (Unit Count/Process) Create educational videos on firearm safety topics for the community **Target: 5**  
**Purpose:** (a) video on Conceal Carry Permits and who needs one about 5-7 minutes, (b) video on gun ownership safety for beginners 5-7 minutes, (c) video on firearm storage practices 5-7 minutes, (d) video for children and youth on firearm safety, (e) video on firearms and mental health including resources
- 2.3. (Unit Count/Process) Number of law enforcement officers trained in crisis intervention **Target: 20**  
**Purpose:** # of law enforcement officers trained in Crisis Intervention using the Memphis Model through coordination with the Crisis Intervention Team Coordinator
- 2.4. (Unit Count/Process) Increase awareness of gun violence prevention through outreach efforts **Target: 150**  
**Purpose:** (a) # of community events attended, (b) # of businesses who share materials with clients, (c) # of social media posts, (d) # of media outlet stories, (e) landing page on the District Attorney/Sheriff Office website;
- 2.5. (Unit Count/Process) Develop and implement a beginner gun safety online certification course **Target: 1**  
**Purpose:** develop an online gun safety certification class for beginners
- 2.6. (Unit Count/Process) Number of individuals who complete the online beginner gun safety certification **Target: 50**  
**Purpose:** Number of individuals who complete the online beginner gun safety certification class



**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?  
2021
- 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?  
2021
- 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.
- 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 December 2020) is available at [www.pccd.pa.gov](https://www.pccd.pa.gov) <<https://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 1-800-692-7292.

**17. ATTACHMENTS:**

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

**Section: Attachments****File Name****File Description**

Monroe County Community Partnership for Gun  
Safety Strategic Plan Draft 5.13.24.pdf

DRAFT Monroe County Strategic Plan

Monroe Gun Safety Initiative LOS.pdf

LOS PA Senator Rosemary Brown

PGK ltr re PA Crime Commission.pdf

LOS Pocono Gun Keepers

PMSD ltr of support for Monroe County PCCD VIP  
Grant.pdf

.LOS Pocono Mountain SD

WR\_Grant support letter.pdf

LOS Safe Monroe

VIP Grant Budget

By Category	Year 1	Year 2	Year 3	Total
<b>Personnel</b>				<b>\$ 106,662.00</b>
CIT Coordinator (1/4 Time) \$	15,054.00	\$ 15,054.00	\$ 15,054.00	\$ 45,162.00
Officer Overtime (Training)		\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
Sheriff Officer Overtime \$	10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 31,500.00
<b>Employee Fringe Benefits</b>				
CIT Coordinator (1/4 Time) \$	6,140.00	\$ 6,150.00	\$ 6,158.00	<b>\$ 18,448.00</b>
<b>Travel</b>				<b>\$ 14,904.00</b>
Travel (2-indv Training)				<b>\$ 10,380.00</b>
Subsistence \$	590.00	\$ 590.00	\$ 590.00	\$ 1,770.00
Lodging \$	1,070.00	\$ 1,070.00	\$ 1,070.00	\$ 3,210.00
Registration \$	1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Airfare \$	800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
In-County Milage \$	1,508.00	\$ 1,508.00	\$ 1,508.00	<b>\$ 4,524.00</b>
<b>Equipment</b>	\$ -	\$ -	\$ -	<b>\$ -</b>
<b>Supplies &amp; Operating Expenses</b>				<b>\$ 22,500.00</b>
Community Event Fees \$	-	\$ 500.00	\$ 500.00	\$ 1,000.00
Facility Rental \$	-	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
Gun Locks \$	-	\$ 8,000.00		\$ 8,000.00
Incentives for Youth \$	-	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Pizza (Youth Focus Groups) \$	-	\$ 500.00		\$ 500.00
Lunch for LE CIT Event \$	-	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
<b>Consultants</b>				<b>\$ 472,000.00</b>
Coordinator 1 \$	70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 210,000.00
Coordinator 2 \$	70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 210,000.00
Carey Group \$	10,000.00	\$ 22,000.00	\$ -	\$ 31,500.00
Marketing Firm \$	5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 20,500.00
<b>Other</b>				
Adminitration (10%) \$	18,355.00	\$ 22,960.00	\$ 19,457.00	<b>\$ 60,772.00</b>
<b>TOTAL BUDGET</b>	<b>\$ 210,017.00</b>	<b>\$ 262,132.00</b>	<b>\$ 223,137.00</b>	<b>\$ 695,286.00</b>
				\$ 695,286.00

10 hours/week x 52 x \$28.95 = \$15,054

2 classes annually x 25 officers x 4 hours at \$300 per Officer (\$75/per hour) = \$15,000 Annually

30 hours/week x 5 weeks x \$70 = \$10,500 Annually

#### CIT Coordinator Benefits

45 Miles x 50 Trips @ .67 per mile

1,000 gun locks @ \$8/each = \$8,000

Gift Cards for Youth Participation in Survey

Pizza for youth focus group participants

2 Events 25 Officers (50 Per Officer)

35 Hours x 1,000 Hours

Youth Assessment, Educational Online Course

Development of Logo, Marketing Materials (Printed/Social Media/Website), Videos

PCCD Allocation Award

