COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: May 16, 2022

Subject: Crisis Intervention Team Training Initiative

To: Pennsylvania Counties and Municipalities

From: Michael D. Pennington
               Executive Director

The Pennsylvania Commission on Crime and Delinquency (PCCD), Office of Justice Programs (OJP), in collaboration with the Department of Human Services, Office of Mental Health and Substance Abuse Services (DHS/OMHSAS), announces the availability of $130,000 in federal funds to support Crisis Intervention Team (CIT) training and promote the use of CIT in Pennsylvania communities.

Under this solicitation, federal funds are being made available to eligible Pennsylvania counties and municipalities to support new or expanded CIT programs to support costs affiliated with the training of emergency/response personnel, certification of CIT Coordinators, and participation and completion of CIT Train-the-Trainer curriculum.

Agencies interested in applying for these funds to further the development of CIT to reduce the number of justice involved individuals with behavioral health, co-occurring substance use disorders, and intellectual disabilities/developmental disabilities from the justice system are advised to apply for consideration under *Crisis Intervention Team Training Initiative* in PCCD's Egrants System no later than 11:59 P.M. on June 28, 2022.

The funding guidelines provide the necessary information to complete this application. However, if there are any program or fiscal-related questions, please submit your question(s) via the PCCD resource account at RA-PCCD-OCJSI@pa.gov

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. daily.

Your interest in Crisis Intervention Team training programs is greatly appreciated.

Office of Justice Programs

Crisis Intervention Team Training Initiative

Fiscal Year 2022-23 Solicitation

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

Recommended Egrants Agency Registration Date:
June 14, 2022

Recommended Egrants User Registration Date:
June 21, 2022

Mandatory SAM Registration Deadline:
June 28, 2022
Federal Application Registration Process

Mandatory Egrants Application Deadline:
June 28, 2022

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

Questions requesting clarification on announcement language must be sent via email to: RA-PCCD-OCJSI@pa.gov with *Crisis Intervention Team Training Initiative* in the subject line. All questions pertaining to this funding announcement must be received by close of business on June 20, 2022. PCCD staff will post responses to questions, as they are received, on PCCD's website.

Questions concerning the Egrants System should be made directly to the Egrants Help Desk by phoning either (717) 787-5887 or (800) 692-7292; or via email to RA-eGrantsSupport@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Stream: Mental Health Enhancements

TABLE OF CONTENTS

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Crisis Intervention Team Training Initiative

Funding Stream: Mental Health Enhancement

Submission Requirements for Applications:

- **Scoring** – All applications received will be <u>competitively reviewed and scored</u> based on the applicant's adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.

- **Due Date** – Applications must be submitted electronically through PCCD's Egrants system no later than 11:59 PM on June 28, 2022.

- **Technical Assistance** – Grant application and administrative guides can be accessed on <u>PCCD's website</u> under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing <u>RA-eGrantsSupport@pa.gov</u>.

- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. Successful applications will be presented for consideration at the September 14, 2022 Commission meeting.

- **Administrative Rejection** – Applications not meeting the requirements listed in this funding announcement may be administratively rejected. Administrative rejection of an application WILL occur for the following:

  - Requesting more funds than the maximum amount permitted per application. See Section 2: *Funding Availability* for the funding limits.
  - Requesting items prohibited under Section 6: *Ineligible Program Activities and Expenses*.
  - Applying for more than one program in an application and/or submitting more than one application from a single applicant or for a single recipient agency.

- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.

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

- **Keywords** – Applicants are required to select "Keywords" from the dropdown menu located on the *Main Summary* screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application.

  <u>Keywords</u>: Crisis Intervention, Crisis Intervention Team, Training for Law Enforcement, Training for Mental Health Professionals

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. **Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD), Office of Justice Programs (OJP), in collaboration with the Department of Human Service (DHS), Office of Mental Health and Substance Abuse Services (OMHSAS), are announcing the availability of $130,000 in federal Transformation Transfer Initiative (TTI) funds to support Crisis Intervention Team (CIT) training for municipal law enforcement personnel and criminal justice practitioners and individuals who work in professions related to crisis services (emergency dispatchers and communications personnel; counselors, social workers, and certified peer specialists; emergency management services personnel; and fire fighters).

The goal of this initiative is to provide resources for CIT training by supporting costs affiliated with the training of emergency/response personnel, certification of CIT Coordinators, and participation and completion of CIT Train-the-Trainer curriculum. PCCD and DHS/OMHSAS anticipate municipalities establishing CIT programs or expanding existing CIT programs will experience:

- Enhanced diversion/treatment opportunities and connections to care in the community for individuals with behavioral health and/or intellectual disabilities;
- Increased officer and public safety during crisis situations; and
- A decrease in the number of individuals with behavioral health and/or other intellectual disabilities who become justice involved or from further penetrating the criminal justice system.

2. **Funding Availability:**

PCCD will accept applications with budgets not to exceed $20,000 over a one-year project period. There are no cash or in-kind match requirements under this funding announcement. Award letters will be available in Egrants as soon as possible after the applications are approved.

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

3. **Project Dates:**

Contingent upon availability of funds, applications approved at the September 14, 2022 Commission meeting will be for one-year projects and have a start date of October 1, 2022 and an end date of September 30, 2023.

4. **Eligible Applicants:**

Eligible local law enforcement agencies and local units of government (including counties and municipalities) are eligible applicants under this solicitation.

Applicants must be in good standing with PCCD to be eligible for these funds.[1] The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

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[1] This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, State and Federal funding guidelines, and acceptable risk rating as determined by PCCD.

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

   Funds may support training of emergency/response personnel, CIT Coordinator certification, or completion of a CIT Train-the-Trainer course. Funds may be used to reimburse agencies for overtime for personnel, as appropriate, and related training expenses including, but not limited to, instructor fees, travel, and training materials key to the delivery of CIT training and certification.

   Please note: <u>A prerequisite of participation in a CIT Train-the-Trainer course is to be currently certified as a CIT Coordinator</u>.

   Counties and municipalities receiving funds through this initiative are permitted to support the training of crisis response team members employed by partner non-profit organizations.

   Applicants must describe all expenses in the justification box located in the Egrants *Budget Detail* section. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests.

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

   Funds are NOT available for:

   - Routine supply purchases not integral to the implementation of the project
   - Funding personnel not shown to be directly integral to training delivery or attendance
   - Food/refreshments
   - Land acquisition or construction

   Each expense must be appropriately explained and justified.

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

   a. <u>Required Egrants Sections</u> – All sections identified in Egrants are required. Applicants cannot submit their grant application in Egrants until all sections are marked as complete. If new to PCCD's application process, please use the following grant guides: https://www.pccd.pa.gov/schoolsafety/Pages/Grant-Guides.aspx. Please note: These guides are for a different funding stream, but the screens in Egrants are the same.

   b. <u>Required Signed Documents</u> – A successful application must be accompanied by the following:
      - The completed Signature Page (page 2 of the application);
      - Letter(s) of support from relevant organizations or individuals; <u>and</u>
      - Letter(s) of commitment from partnering agency/agencies participating in the implementation of the project.

      Upload letters of support and commitment to the *Required Attachments* section in Egrants.

      An electronic signature such as Adobe Sign is acceptable. Applicants must upload the signature page to the Project Summary page within their Egrants application.

8. **Scoring**

   Applicants must submit the requested information for each section specified below within the defined response fields provided in Egrants. Do not duplicate responses in multiple sections.

   In addition to reviewer ratings, considerations for award recommendations and decisions to fund may include, but are not limited to, underserved populations, agency's past performance adhering to all PCCD reporting and other requirements, geographic diversity, strategic priorities, and available funding.

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

   a. **Executive Summary**

      Utilize the following script and copy and paste it into the executive summary section:

      The ___*name of applicant*___ is requesting $_____ to [*provide a single sentence or two of what you are seeking to implement with your grant funding*]. These funds will be used for the following: [*provide bullet points of what the funds will be used for*].

   b. **Statement of Problem – Maximum 20 points**

      Identify the precise problem to be addressed by the training project and explain why the applicant is seeking funds to create a new or expand an existing CIT and/or provide opportunity for instructor certification. Provide supporting data/facts/figures specific to the geographical area covered by the new or expanded CIT team and the target population the team may support that shows the need for this funding. Applicants must demonstrate an understanding, accurate assessment, and a consistency of the scope of effort and resources proposed and include supporting information.

   c. **Project Description – Maximum 30 points**

      This section establishes that the applicant has reviewed the funding announcement goal and has established a training plan consistent with this goal.

      The description should provide an overview of the training project, project objectives, and project plan and make it clear whether this training will support the creation of a new Crisis Intervention Team or contribute to the expansion of an existing team.

      Discuss the following in your response:
      • Which agencies are involved?
      • What type(s) of training will occur?
      • The roles of the individuals participating in training
      • The number of individuals the program anticipates training

   d. **Measurement of Program Outcomes – Maximum 15 points**

      This section establishes that the applicant has a clear understanding of the intent of the project and has a reasonable method to measure its success and impact. Discuss how the effects of the project will be assessed and how the overall impact will be evaluated, the process measures that will be used to monitor the implementation of the project, the intermediate outcomes that will be used to measure the success of the project and

how they will be tracked (what data will be collected), and describe the method, tools, and documentation that will be used to track process and outcome measures.

e. **Budget Details – Maximum 20 points**

As stated in PCCD's Applicant's Manual, all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one grant award. The budget detail section should identify what the funds will be used for and line items should be entered for each budgeted cost. Calculations should be clear and entered as the Egrants system requires in the budget detail section.

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

All Programs Must:

- Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.

- List each benefit as a separate line item (e.g., FICA taxes and health insurance should be listed separately).

- Adjust personnel hours and time dedicated if the project is offered on a part-time basis or is not offered the entire year.

NOTE: After the competitive process is completed, successful applicants should expect PCCD staff to engage with them in finalizing budgets which could include a requirement for the elimination or addition of budgeted items or a change in the overall amount requested. Please refer to the PCCD Applicant's Manual for more information about eligible costs.

f. **Sustainability – Maximum 15 points**

This section should describe the strategies the applicant will utilize to sustain the initiative beyond the project period and include information showing how ongoing support for this program will be generated, how commitments from key stakeholders necessary for successful sustainability of the program will be obtained and sustained, and the sources of financial support once grant funding expires. If you have a viable sustainability plan that involves partnership with other entities, you must provide letters of support from those partners indicating their willingness to accept some or all financial responsibility for the continuation of this project post grant funds.

9. **Performance Measures:**

Under the *Crisis Intervention Team Training Initiative* funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements as prescribed by PCCD and federal or state guidelines. This includes the requirement of submitting quarterly program reports, including performance measures specific to the report period, and fiscal reports to PCCD via the Egrants system.

All applicants are expected to report on the following measures and may be asked to provide pertinent demographics, which may include race, ethnicity, and gender for the individuals the Crisis Intervention Team supported during a crisis response.

- Number of incidents the Crisis Intervention Team responded to during the report period;
- Number of individuals incarcerated following Crisis Intervention Team response to an incident during the report period;
- Number of individuals diverted from incarceration as a result of Crisis Intervention Team response to an incident during the report period;
- Number of law enforcement personnel trained during the report period;
- Number of personnel receiving CIT Coordinator certification during the report period;
- Number of criminal justice practitioners (other than law enforcement) trained during the report period;
- Number of personnel completing CIT Train-the-Trainer course during the report period;
- Number of emergency dispatchers and communications personnel trained during the report period;
- Number of counselors, social workers, and certified peer specialists trained during the report period;
- Number of EMS personnel trained during the report period;
- Number of fire fighters trained during the report period; and
- Number of other personnel training during the report period.

10. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the *Procurement Standards* section in PCCD's Applicant's Manual.

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

11. Administrative Requirements:

a. Egrants Agency and User Registration:
Prior to submitting a grant application, both the applicant agency and at least two users from the applicant agency must be registered in Egrants. Applicants are strongly advised to allow adequate time to work on application documents in Egrants prior to the submission deadline. Please go to the Registering in Egrants page on PCCD's website for further information.

b. Fiscal Accountability:
See the Fiscal Accountability page on PCCD's website for further information.

c. Time and Effort Reporting:
See the Time and Effort Reports page on PCCD's website for further information.

d. Grant Payments:
- Payments will not be released until all applicable special conditions on the grant award have been satisfied.

- All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
- ACH Payments:
  - All payments to grant recipients will be made through ACH.
  - Either before or at the time an application is submitted to PCCD, the applicant agency must register as a Non-Procurement Vendor with the Commonwealth of Pennsylvania.

e. Federal Transparency Act Certification:
This section is required for both state and federal funding streams. See the Federal Application Requirements page on PCCD's website for further information.

f. Reporting Requirements:
- Program reports are due quarterly.
- Fiscal reports are due quarterly.
- Late submission of program and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

g. UCR Reporting:
Every criminal justice entity required to submit UCR report data and participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

h. Information Technology (IT) Project Conditions:
PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these IT Conditions on PCCD's website.

12. PCCD Contact Information and Resources:

a. Staff Contacts:
Due to the competitive nature of this funding announcement, staff may clarify the funding announcement language, but are not permitted to answer any questions about project or expense eligibility or how a potential applicant should respond to any section. Applicants with questions related to this funding announcement should:
- Draft an email, including the question(s), and type *CIT Training Initiative* in the subject line and submit it to RA-PCCD-OCJSI@pa.gov.
- Questions must be received by close of business on June 20, 2022. PCCD staff will post responses to all questions received by close of business on June 24, 2022.
- All questions and answers will be posted under this funding announcement title on the Funding Announcement Q&A page of the PCCD website.

b. Egrants Funding Announcement:
Log into the Egrants system and search under the Funding Announcement tab for *Crisis Intervention Team Training Initiative.*

c. PCCD Guidelines and Documents:
Applicants should have a familiarity with the Applicant's Manual, Standard Subgrant Conditions, and other documents common to PCCD's grant application process, which are all available on the Grant Information page of the PCCD website. Additionally, grant application and administrative guides are available on PCCD's website under the Funding link.

d. Egrants Technical Questions:
For assistance with technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

e. PCCD Webmaster:
Please address any technical problems you may have with the website or online forms to the PCCD Web Master.

f. Reporting Potential Fraud, Waste and Abuse:
Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract, or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the Reporting Fraud, Waste and Abuse page on PCCD's website.

13. Submission Information:

The application must be submitted in Egrants no later than June 28, 2022 by 11:59 PM.

The executed signature page (Page 2 of your application) must be uploaded to the *Main Summary* section of your application in Egrants. The Signature Page and Award Letter Upload Guide provides step by step directions to upload the executed signature page.

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