**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**

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

**PCCD USE ONLY**

| Recipient Date | Award Date | Subgrant Number(s) |
|---|---|---|
| 10/12/2010 | 2/23/2011 | 2009-JG-01 22090 |

| | | | |
|---|---|---|---|
| **1. Type of Funds for which you are applying** | Byrne Justice Assistance Grant Program (Federal 16.738 JAG) Vendor 138983 FE3600005790 | | |
| **2. Applicant** | **Name Of Applicant:** Norristown Borough | | |
| | **Federal I.D:** 23-6002914 | **County:** Montgomery | |
| | **Street Address Line 1:** 235 East Airy Street | | |
| | **Address Line 2:** | **Address Line 3:** | |
| | **City:** Norristown | **State:** PA | **Zip:** 19401-5003 |
| **3. Recipient Agencies** | Norristown Borough | | |
| **4. Project Director** | **Name:** Dr. William Geary | **Title:** Site Coordinator<br>**Agency:** | |
| | **Street Address Line 1:** 6 Cedarbrook Drive | | |
| | **Address Line 2:** | **Address Line 3:** | |
| | **City:** Horsham | **State:** PA | **Zip:** 19044 |
| | **Phone:** 215-847-1041 **Fax:** | **Email:** wrg6@yahoo.com | |
| **5. Financial Officer** | **Name:** Mr Michael D Allen | **Title:** Grant Coordinator<br>**Agency:** Norristown Borough | |
| | **Street Address Line 1:** 235 East Airy Street | | |
| | **Address Line 2:** | **Address Line 3:** | |
| | **City:** Norristown | **State:** PA | **Zip:** 19401-5003 |
| | **Phone:** 610-270-0452 **Fax:** | **Email:** mallen@norristown.org | |
| **6. Contact** | **Name:** Dr. William Geary | **Title:** Site Coordinator<br>**Agency:** | |
| | **Street Address Line 1:** 6 Cedarbrook Drive | | |
| | **Address Line 2:** | **Address Line 3:** | |
| | **City:** Horsham | **State:** PA | **Zip:** 19044 |
| | **Phone:** 215-847-1041 **Fax:** | **Email:** wrg6@yahoo.com | |
| **7. Brief Summary of Project** (Do Not Exceed Space Provided) | **Short Title** (May not exceed 50 characters)<br>Norristown Police and Youth Initiative | | |
| | The project seeks to reduce minority arrest rates in two primary ways: offering a youth/police forum and offering more family management services in the target zone. The program also seeks to address community/youth/police relations in the Target Zone | | |

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

| BUDGET CATEGORY | AMOUNT |
|---|---|
| PERSONNEL | 11,600.00 |
| EMPLOYEE BENEFITS | 0.00 |
| TRAVEL (INCLUDING TRAINING) | 0.00 |
| EQUIPMENT | 0.00 |
| SUPPLIES & OPERATING EXPENSES | 8,661.00 |
| CONSULTANTS | 7,100.00 |
| CONSTRUCTION | 0.00 |
| OTHER | 0.00 |
| **TOTAL** | **27,361.00** |

**9. TOTAL BUDGET BY FUND SOURCE**

| FUND SOURCE | AMOUNT | PERCENT |
|---|---|---|
| FEDERAL | 24,625.00 | 90% |
| STATE | 0.00 | |
| PROJECT INCOME | 0.00 | |
| INTEREST | 0.00 | |
| STATE MATCH | 0.00 | |
| CASH MATCH (NEW APPROP.) | 2,736.00 | 10% |
| IN-KIND MATCH | 0.00 | |
| PROJECT INCOME MATCH | 0.00 | |
| **TOTAL** | **27,361.00** | **100%** |

**10. Project Start Date:** 1/1/2011 **Project End Date:** 12/31/2011



Original RCD

**SUBGRANT #** 22090 **Short Title:** Norristown Police and Youth Initiative

10. 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. Through the submission of this subgrant application, an Applicant receiving PCCD funding support under the Drug Control and System Improvement (DCSI), Juvenile Justice and Delinquency Prevention (JJDP) or Title V program acknowledges the responsibility to assume project costs after PCCD funding support ceases.

10/12/10
DATE

SIGNATURE OF ATTESTING OFFICER

MUNICIPAL ADMINISTRATOR
TITLE OF ATTESTING OFFICER

(SEAL)

Norristown Borough
NAME OF APPLICANT AGENCY

By: [signature]

Title: COUNCIL PRESIDENT

By: _____

Title: _____

By: _____

Title: _____

APPROVED AS TO FORM AND LEGALITY:

Sean P. Kilkenny
SOLICITOR

APPROVED:

Blendine Borowski
CONTROLLER

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

_____
DISTRICT ATTORNEY
(VS applications only)

**FOR PCCD USE ONLY**

We certify that this application is approved and that a grant award has been received to pay the herein stated amount during the 2009JG fiscal year.

[signature]
EXECUTIVE DIRECTOR, PCCD — 2/24/11 DATE

[signature]
COMPTROLLER, CENTRAL SERVICES — 3/9/2011 DATE

Approved as to form and legality:

Alan Kennedy-Shaffer
COUNSEL TO PCCD — 2/24/2011 DATE

35-K-171
OFFICE OF GENERAL COUNSEL — DATE

35-K-171
DEPUTY ATTORNEY GENERAL — DATE

Back To CRP Check

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pennsylvania

# CRP CHECK CERTIFICATION FORM

| | |
|---|---|
| **Contractor TIN :** | *****2914 |
| **Contractor Name :** | Norristown Borough |
| **User Performing CRP Check :** | cwopa\suharvey |
| **Results:** | No Record(s) Found |

**CONTRACTOR RESPONSIBILITY CERTIFICATION**

I, the undersigned individual, hereby certify the above-referenced contractor has been determined to be a responsible contractor in accordance with the policies and procedures set forth in *Management Directive 215.9, Contractor Responsibility Program.*

I also certify that the contractor has certified in writing that:

a. neither the contractor nor any subcontractors as defined in Management Directive 215.9, Contractor Responsibility Program are under suspension or debarment by the Commonwealth, the federal government, or any governmental entity, instrumentality, or authority or, if the contractor cannot so certify, it has instead provided a written explanation of why such certification cannot be made; and

b. the contractor has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

| Susan Harvey | 2/23/2011 |
|---|---|
| Authorizing Signature | Generated Date |

# 12. BUDGET DETAILS

## A. MASTER BUDGETS

| BY RECIPIENT AGENCY | YEAR 1 | TOTAL |
|---|---|---|
| Norristown Borough | 27,361.00 | **27,361.00** |
| **Total:** | **27,361.00** | **27,361.00** |

**Applicant Agency:** Norristown Borough

| BY CATEGORY | YEAR 1 | TOTAL |
|---|---|---|
| PERSONNEL | 11,600.00 | **11,600.00** |
| EMPLOYEE BENEFITS | 0.00 | **0.00** |
| TRAVEL (INCLUDING TRAINING) | 0.00 | **0.00** |
| EQUIPMENT | 0.00 | **0.00** |
| SUPPLIES & OPERATING EXPENSES | 8,661.00 | **8,661.00** |
| CONSULTANTS | 7,100.00 | **7,100.00** |
| CONSTRUCTION | 0.00 | **0.00** |
| OTHER | 0.00 | **0.00** |
| **Total:** | **27,361.00** | **27,361.00** |

| BY SOURCE | YEAR 1 | TOTAL |
|---|---|---|
| FEDERAL | 24,625.00 | **24,625.00** |
| STATE | 0.00 | **0.00** |
| PROJECT INCOME | 0.00 | **0.00** |
| INTEREST | 0.00 | **0.00** |
| STATE MATCH | 0.00 | **0.00** |
| CASH MATCH (NEW APPROP.) | 2,736.00 | **2,736.00** |
| IN-KIND MATCH | 0.00 | **0.00** |
| PROJECT INCOME MATCH | 0.00 | **0.00** |
| **Total:** | **27,361.00** | **27,361.00** |

## 12. BUDGET DETAILS

**A. MASTER**

**Line Item Details for: Norristown Borough**

# YEAR 1

## PERSONNEL

| | | COST |
|---|---|---|
| **Position:** | Eddie Eagle Officer 1 | |
| **Name:** | | |
| **Computation:** | 100 hours X $58 | 5,800.00 |
| **Position:** | Eddie Eagle Officer 2 | |
| **Name:** | | |
| **Computation:** | 100 hours X $58 | 5,800.00 |

**Personnel - Year 1 Total:** **11,600.00**

## EMPLOYEE BENEFITS

| | COST |
|---|---|
| **Position:** | |
| **Name:** | |
| **Computation:** | 0.00 |

**Employee Benefits - Year 1 Total:** **0.00**

## TRAVEL (INCLUDING TRAINING)

| | COST |
|---|---|
| **Purpose of Travel:** | |
| **Location:** | |
| **Item:** | |
| **Computation:** | 0.00 |

**Travel (Including Training) - Year 1 Total:** **0.00**

## EQUIPMENT

| | COST |
|---|---|
| **Item:** | |
| **Item:** | |
| **Quantity:** | 0.00 |

**Equipment - Year 1 Total:** **0.00**

## 12. BUDGET DETAILS

**A. MASTER**

**Line Item Details for: Norristown Borough**

### SUPPLIES & OPERATING EXPENSES

| | | COST |
|---|---|---|
| **Supply Item:** | Out Of Harm's Way Supplies | |
| **Computation:** | Parents Books, copying, etc... | 1,200.00 |
| **Supply Item:** | Youth Forum Supplies | |
| **Computation:** | (1X$1961) | 1,961.00 |
| **Supply Item:** | Youth Forum Rental Space | |
| **Computation:** | 1 X 1000 | 1,000.00 |
| **Supply Item:** | Youth Forum Lunch | |
| **Computation:** | (225 lunches X $12) $1,956 is a match | 2,700.00 |
| **Supply Item:** | Youth Forum Breakfast | |
| **Computation:** | 225 X $12 ($780 is match) | 1,800.00 |
| | **Supplies & Operating Expenses - Year 1 Total:** | **8,661.00** |

### CONSULTANTS - CONSULTANT

| | | COST |
|---|---|---|
| **Name / Position:** | Family Services Instructor | |
| **Service Provided:** | Out of Harms way instructor | |
| **Computation:** | 60 hours X $40 | 2,400.00 |
| **Name / Position:** | Norristown PD Instructor | |
| **Service Provided:** | Out of Harm's Way Instructor 2 | |
| **Computation:** | 60 hours X $40 | 2,400.00 |
| **Name / Position:** | Youth Forum Facilitator | |
| **Service Provided:** | Oversees Youth Forum Discussions/Preps NPD | |
| **Computation:** | 1 X $1000 | 1,500.00 |
| **Name / Position:** | DMC Committee | |
| **Service Provided:** | Have DMC Board Members attend Youth Forum | |
| **Computation:** | 1 X $800 | 800.00 |
| | **Consultants - Consultant - Year 1 Total:** | **7,100.00** |

## 12. BUDGET DETAILS

### A. MASTER

**Line Item Details for: Norristown Borough**

### CONSULTANTS - TRAVEL

| | COST |
|---|---|
| **Consultant:** | |
| **Location:** | |
| **Item:** | |
| **Computation:** | 0.00 |
| **Consultants - Travel - Year 1 Total:** | **0.00** |

### CONSULTANTS - PRODUCT/SERVICE

| | COST |
|---|---|
| **Consultant:** | |
| **Item:** | |
| **Computation:** | 0.00 |
| **Consultants - Product/Service - Year 1 Total:** | **0.00** |

### OTHER

| | COST |
|---|---|
| **Description:** | |
| **Computation:** | 0.00 |
| **Other - Year 1 Total:** | **0.00** |

## YEAR 1 TOTAL: 27,361.00

# 13. SECTIONS:

## A. Budget Narrative

This section of the application should present an accurate budget narrative and clearly indicate the relationship between the budgeted costs and the proposed project activities/operation. If necessary, provide additional detail to support the calculations in the budget detail section.

All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition. Competitive bidding procedures must be used if the projected cost for products or services (items of a similar nature) exceeds $10,000. Procurement standards for use by grant recipients are described in PCCD's Applicant's Manual on page 16.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See PCCD's Applicant's Manual, page 18, for Sole Source Procurement Justification Approval Criteria.)

1. Response:

Eddie the Eagle

Category Hours Rate Total Supplies Total Cost

Salary 200 $58 $11,600 0 11600

Eddie the Eagle is taught by Norristown Police Officers. One hundred hours are required for each half of a school year.

Out of Harm's Way

Category Hours Rate Total Supplies Total Cost

Consultant 1 60 $40 $2,400 $2,400

Consultant 2 60 $40 $2,400 $2,400

Supplies $1,200

Youth Forum

There are 479 students in 7th grade in the 3 Norristown Area Middle Schools. Since this is almost a full school day, students are provided with meals. Rental refers to the maximum rental space costs. The Planning Dinners are planning sessions for all providers to provide a working dinner. The first meeting will be an introduction with basic ideas as to content and logistics. The second will be for finalizing the plans. The third will be a presentation of outcomes and discussing the possibility of offering some type of follow-up event(s). The facilitator will be recommended by Charla Plaines and chosen by the Team. These costs include their travel, meals and lodging. This budget is based closely on the Budget for the upcoming Youth Forum in Lancaster. We will provides services to 225 students. In addition, Chik-Fil-A has agreed to provide the full match of $2736 as part of the meals.

# 13. SECTIONS:

## B. Project Narrative

Project Narrative - Identify the precise problem to be addressed by this project. The project should be supported with an analysis or statistical information, other factual information and/or relevant literature that; provides a detailed description of the need or problem/s to be addressed with this project; provides data to support evidence of need; describes the project's relationship with the Law Enforcement Crime Task Force and it plan for the target area; describe the relationship between the proposed project and the Target Area Revitalization Plan; presents clear, realistic and measurable goals and objectives and how they will be reached; provide evidence of staff qualifications; describe whom this project will impact, describe the impact to the target area; demonstrate collaboration with other programs in the target are if applicable.

1. Response:

Introduction to Norristown

Norristown is a municipality in Montgomery County, Pennsylvania, 6 miles (10 km) northwest of the city limits of Philadelphia, on the Schuylkill River. It is the county seat of Montgomery County. As of the census of 2000, there were 31,282 people, 12,028 households, and 7,144 families residing in the municipality. The population density was 8,871.6 people per square mile (3,421.5/km²). There were 13,531 housing units at an average density of 3,837.4/sq mi (1,480.0/km²). The racial makeup was 54.32% White, 34.80% Black or African American, 0.20% Native American, 2.96% Asian, 0.03% Pacific Islander, 4.61% from other races, and 3.07% from two or more races. Hispanics or Latinos of any race were 10.49% of the population. There were 12,028 households out of which 28.7% had children under the age of 18 living with them, 33.7% were married couples living together, 19.8% had a female householder with no husband present, and 40.6% were non-families. 32.7% of all households were made up of individuals and 9.2% had someone living alone who was age 65 or older. The average household size was 2.52 and the average family size was 3.22.

The age distribution was 25.1% under the age of 18, 10.5% from 18 to 24, 32.6% from 25 to 44, 20.1% from 45 to 64, and 11.8% who were 65 years of age or older. The median age was 34 years. For every 100 females there were 94.9 males. For every 100 females age 18 and over, there were 92.8 males.

The median household income was $35,714, and the median family income was $42,357. Males had a median income of $32,113 versus $26,746 for females. The per capita income was $17,977. About 13.5% of families and 17.2% of the population were below the poverty line, including 23.6% of those under the age of 18 and 13.8% of those 65 and older.

Introduction to the Problem

The most important piece of data relevant to this grant application is the fact that while African-Americans make up about 35% of Norristown's population, about 81% of all juvenile arrestees in Norristown are African-American. The primary goal of this grant is to improve police/youth relationships and one of the primary objectives is to decrease the rate of minority arrest. There are two primary approaches to reducing this number. First, attempt to change the behavior of youth in the community so they put themselves less at risk for the attention of law enforcement. Second, improve the understanding and relationship between youth and police, so when these interactions occur they are less likely to end in arrest. Interview data in Norristown consistently reveals the perception of a strained relationship between police and youth. While there is no quantitative data indicating negative perceptions of police there is some data indicating it may be a serious problem in Norristown. While some of this data points directly to Norristown, previous research on police/community relations shows that Norristown is a high risk community for this relationship. Previous research identifies specific risk factors that negatively affect the relationship between police and the community. These risk factors include:

1. Race is the most important factor determining attitudes towards police with minorities more negative. While estimates are difficult to pinpoint given the available data, it is clear that the Weed and Seed target zone is almost exclusively minority and primarily African-American.

2. Those targeted (or perceived as targeted) are more negative towards police. The majority of police activity occurs in and near the Target Zone. Therefore these residents are much more likely to the target of criminal investigation activity then those who live outside the target zone.

3. Youth are more negative towards police than adults. This indicates that, in Norristown, relations between police and youth are at greater risk than adults and police.

4. Those victimized are more negative towards police. Uniform Crime Report data for Norristown, combined with police reports indicates that the majority of criminal activity occurs in the target zone. In fact, that is the determining factor for determining the boundaries of the target zone.

5. Low income citizens are more negative towards police than wealthy citizens. Again, the target zone is disproportionately poor.

6. Those in negative economic conditions more negative towards police as well. Levels of education, mental health status, and employment are all correlated with economic status. Interview data with social service providers, residents, police, and probation officers clearly indicate that the target zone uses far more municipal, county, and state resources on these issues than other jurisdictions in the county.

While these risk factors demonstrate a clear likelihood that police/youth relations in the target zone are strained, there are also indicators in Norristown that this is the case. These indicators include:

1. Police/Community relationships listed as the top priority in the Revitalization Plan (though supporting documentation is not provided)
2. Key informant interviews suggest this is a priority
3. Norristown residents are more likely to have minority status than in the recent past (previous 10 years) (see below on why this is important)
4. The NPD has identified it as a priority through the development of the "COPS N Community" program (geared specifically to adults)
5. Data clearly indicates much more racial disproportionality for youth arrests as opposed to adult arrests

a. All arrest date from January 2005 to August 2010 indicates

i. Adults – 51% of arrestees are black

ii. Youth- 81% of arrestees are black

iii. Norristown has a 59% difference between black adult and juvenile arrest rates while Philly has a 10% difference and Montgomery County has a 25% difference and National is 10% difference

6. Low levels of attendance for the previous year's Meet and Greets with the community
7. Recent Workshop (N=60) in which community members and service providers identified "Law Enforcement" as one of the top 3 problems in Norristown

Why This Is Important

There are several negative consequences stemming from poor police/community relations for both police and the community they serve. Research suggests that neighborhoods with poor relationships with law enforcement have a lower quality of life, decreased job satisfaction for police, less cooperation when solving crimes, lower rate of crimes reported to police, and an increased likelihood of police/community violence.

Of course Norristown is not the first jurisdiction to have to deal with this complex set of issues. Fortunately, history can provide a guide as to how the relationship between police and its community can be nurtured. The International Association of Chiefs of Police (IACP) has summarized the indicators associated with levels of effective police/community relations. They have narrowed the research down to 7 criteria that communities use to define their relationship with police. These 7 criteria provide the building blocks for enhancing the relationship between police and the community:

1. Attentiveness- do police appear to "go out of their way" to help people prevent being a future victim (includes both victims and potential victims)
2. Reliability- refers to predictability- do officers respond in a predicted manner-
3. Responsiveness- do police respond quickly enough- perceptions of this are affected by victimization experience (victims), age (younger), race (minority), income (lower), and participation in political process (disenfranchised)
4. Competence – are police doing their job effectively- this is criteria is only useful if the public and police AGREE on what the goal is
5. Manners – "patronizing, arrogant, aggressive, or intimidating" (PAAI) are the key factors here
6. Fairness – do police treat people the same way AND do police give people what they deserve (innocents are not locked up). However, perceptions are fairness are greatly affected by race (minorities), prior contact (those with more), delinquent attitudes, low socio-economic status, and wrongful accusation
7. Integrity- public image is a key component of perceptions of integrity (media perceptions)

Of course any police/citizen interaction is a two way street and even departments with high scores in all 7 of these criteria can still face opposition. Studies on arrest patterns clearly indicate that the attitude of the suspect is one of the most important factors relating to an officer's decision to arrest or not (seriousness of the offense is the most important factor). This seems to indicate that disproportionate arrest rates for a subgroup of any population may be influenced as much by the attitudes and behaviors of the suspect or community member as they are by the police.

Four general conclusions about the police/community issue in Norristown can be drawn. First, Norristown is a high risk community for poor police/community relations. Second, this reality has been recognized by both the Norristown Police Department and the Weed and Seed Team. Improving police/community relations is found in the Norristown Police Departments Crime Prevention and Mitigation Plan, and the Norristown Weed and Seed Revitalization Plan. Third, there are currently no adequate measures of this important relationship in Norristown. Fourth, what is needed is a comprehensive plan that addresses multiple Weed and Seed principles, addresses at-risk behaviors of youth as well as improved police/youth interactions.

Criteria for a Strategy

Any comprehensive strategy to improve the relationship between the community and the Norristown Police Department should involve the following characteristics:

1. It should be identified in the Crime Mitigation Plan for Norristown- this plan was developed by law enforcement as part of the Weed and Seed process and contains a framework based on law enforcement priorities in Norristown. Every part of the plan (or program) should directly link to these priorities.
2. It should be identified as a priority in the Norristown Weed and Seed Revitalization Plan- this plan was developed by the community and the police department as part of the Weed and Seed process. It provides a set of priorities as agreed upon by both groups. Again, every part of the plan should directly link to this document.
3. It should address all 7 Police Satisfaction Criteria- focusing on only a few criteria is inadequate since the criteria are interrelated. While it may be difficult (if not impossible) to have any single program address all of these, the compilation of programs or parts should address all criteria.
4. It should reinforce positive youth attitudes towards police- obviously, the preconceived notions that youth have will affect the police/youth interaction experience. Specifically, youth should learn how to behave in ways that decrease their chance of arrest once a police encounter begins.
5. It should address specific risk factors- the best way to decrease disproportionate arrest rates is to attempt to decrease the likelihood that youth will engage in behaviors that attract police attention.
6. It should be an environmental strategy where consistent messaging is reinforced across various domains- The prevention paradigm used for planning most prevention and intervention strategies in Norristown is rooted in Communities That Care. Any new plan of this magnitude should easily fit into the preexisting paradigm. In part, this strategy identifies four domains (Family, School, Individual, Community). Strategies that involve more than one domain have a greater likelihood of success because of consistent messaging across a youth's life.
7. All individual programs should be measurable and all measures should be valid, reliable, and relatively easy to obtain over time. Multiple measures should be used since no single measure is an accurate predictor of change.
8. It should enhance the capacity of the Weed and Seed Team to help ensure long term success. The plan should develop skills and relationships that help sustain the Weed and Seed Team. Weed and Seed holds a unique place in the panoply of prevention based organizations and its improved function will help Norristown.

The Strategy

The basic parts of the strategy should all be directly relevant to both the Crime Prevention and Mitigation Plan and the Norristown Weed and Seed Revitalization Plan. The following elements are included in these documents:

1. Eddie the Eagle is specifically mentioned in both documents as important to
   a. Preventing firearm fatalities/accidents among youth
   b. Youth/Police relations
2. Police/Youth Relations is mentioned in both documents as a priority and is one of two primary issues in the Revitalization Plan
3. Anti-Social Behavior Among Youth is the other priority mentioned in the Revitalization Plan
4. Underage Drinking is mentioned in the Crime Prevention and Mitigation Plan

In addition, as already mentioned, this plan calls for programming in three of the four primary domains under the CTC framework. The Weed and Seed Team currently oversees a program found in the School Domain (Truancy Abatement) so this plan incorporates that other three domains. Approval of this plan would ensure that the Weed and Seed Team is addressing all four domain areas for prevention.

Descriptions for each part of the plan are found below. Following each program summary is a description of which of the 8 required elements mentioned

above is fulfilled by each program along with a description of how each element is met. Within each of these are the measures being used to assess the overall problem according to each domain, as well as the steps required by the Weed and Seed in order to oversee the creation and implementation of each program. Rather than using multiple headings and subheadings, this section is in an outline framework so readers can more easily recognize each required element. The key partners in this initiative include the Norristown Police Department and Family Services of Montgomery County.

The Domains and Accompanying Programs are as follows:

i. Community

1. Eddie the Eagle-

a. Description

i. Gun Safety Program based on a national model from the National Rifle Association

ii. Very popular program

iii. Lacks grant funding for Spring 2011 and Fall 2011

b. Crime Prevention and Mitigation Plan specifically mentions the importance of this program

c. Norristown Revitalization Plan mentions police/youth relationships which is one of the two primary goals for Eddie the Eagle

d. Relates the following Police Satisfaction criteria:

i. Attentiveness- police viewed as proactively involved with safety

ii. Reliability- specific behavioral requirements for firearms are shared

iii. Competence- police clarify their role in controlling firearms

iv. Integrity- planned media interactions around the program help promote image

e. Reinforcing Police Youth/Police Relations

i. Police are presented as helpful and articulate to youth

ii. Police are viewed as being concerned with individual safety

iii. Police are viewed as a resource for public safety

f. Risk Factors

i. Availability of Firearms is higher in Norristown than the State and associated with Delinquency and Violence

1. Firearm sales in Montgomery County (local data is unavailable) has increased 32% in the past 5 years

2. Arrests for weapon possession in Norristown has increased 30% during same time period

g. Capacity

i. Many community volunteers are familiar with this program in a positive way

ii. Strong familiarity and positive feelings among Team members gives the Team the feeling that they are providing something positive to the community

iii. Since no measurement currently exists, one subcommittee would be tasked with helping to develop adequate measures for this program which gives the group more skills around evaluation

h. Measurement/Objectives

i. Currently there is no specific measurement for this program- ideas include

1. Gun accidents among youth

2. Some kind of verbal survey given to youth as an activity at the end- "How many can tell me..." or "How many remember" (then record feedback)

ii. Family

1. Out of Harm's Way (Accompanies Eddie the Eagle)

a. Description

i. Offered in conjunction with Family Services and taught by one officer and one social services person

ii. Is the type of parent-oriented support programming recommended by the Eddie the Eagle curriculum

iii. Helps parents understand

1. Risk factors for delinquency

2. Indicators for problem behaviors for youth

3. Consequences of law violations

4. Steps in the legal process

5. Available resources to address issues before they result in arrest

6. Effective Parenting techniques (how to address specific risk factors)

b. Crime Prevention and Mitigation Plan- falls into Police/Community Relations (see below)

c. Revitalization Plan- falls into Police/Community Relations

d. Reinforce Positive Attitudes Towards Police by

i. Police are viewed as an important asset in crime prevention

ii. Police are viewed as being concerned with prevention

iii. Provides a localized (program will be offered in the Target Zone) context for positive interaction

iv. Police are viewed as engaged with other, non-enforcement, agencies

v. Police are viewed as being concerned with family safety

e. Relates to the following criteria:

i. Attentiveness- proactively involved in personal safety

ii. Responsiveness- residents more clearly understand how and why police response takes its shape

iii. Competence- residents more clearly understand the steps of police response

iv. Integrity- planned media interactions

f. Risk Factors

i. Family Management - One of the strongest indicators of Family Management Issues is abuse which has increased 27% in past 4 years

ii. Interview data with key informants indicates Family Management is a critical issue in Norristown

g. Capacity

i. Greater involvement of subcommittees will be required to determine the logistics of the sessions- when and where it will occur

ii. Sessions will be open to Team members which reinforces their relationships with other agencies (who may also send representatives) and community members

iii. Members will focus primarily on providing positive media messages around the program

h. Measurement/Objectives

i. Basic survey

1. Satisfaction with course

2. Attitudes towards the officer

3. Usefulness of the information

4. Attitudes towards NPD

2. Guiding Good Choices

a. Description- Nationally recognized as an effective program

i. Currently being implemented in the NASD

ii. Purpose here is to have sessions specifically geared to families in the Target Zone

iii. The program is divided into five two-hour sessions, or ten one-hour sessions. Each session has a particular theme and parents are given activities to complete at home with the entire family.

Session 1, "Getting Started: How to Prevent Drug Abuse in Your Family," provides an overview of the risk factors associated with adolescent substance abuse and the theory of why social bonding may help mitigate those factors.

Session 2, "Setting Clear Family Expectations on Drugs and Alcohol," focuses on parenting skills. Parents learn how to develop family guidelines, how to effectively convey their expectations for children's behavior, and how to establish consequences for bad behavior. Parents also involve their children in a family meeting to develop a family policy about alcohol and other drugs.

Session 3, "Avoiding Trouble," is the one session that requires the children's attendance with the parents. The session discusses the social and peer pressures adolescents will face regarding substance abuse, and then teaches skills to resist such pressures. The session focuses on the risk factors of peers who use drugs. Together, parents and children practice skills to resist peer influences using the five steps of "Refusal Skills."

Session 4, "Managing Family Conflict," is aimed at reducing risks related to family conflict, negative interaction, and rebelliousness. Among other things, parents are taught ways to properly express and control anger without damaging family bonds and how to teach their children these same skills.

In Session 5, "Strengthening Family Bonds," parents learn ways to expand family involvement. The session also emphasizes the benefits of expressing positive feedback and love.

b. Crime Prevention and Mitigation Plan- directly addresses the topic of Underage Drinking which is listed as a priority

c. Weed and Seed Revitalization Plan- directly addresses anti-social behavior of youth which is one of two priorities

d. Positive Attitudes Towards Police

i. Youth will be less likely to come to the negative attention of law enforcement in the community

ii. Youth will have more skills, supported at home, in handling police/youth encounters

e. Risk Factors

i. Family Management- Norristown CTC has indentified this as a primary risk factor for a range of issues in Norristown

ii. Favorable Parental Attitudes and Involvement in the Problem Behavior- PAYS survey scale scores indicate that Norristown Youth are more likely to think parents would approve of their alcohol use than students in the comparison State sample

1. The 4 year trend data indicates students perceive more acceptability since 2006

2. Norristown students are 7% below the State Average for this risk factor

f. Capacity

i. Subcommittees will be active in promoting, planning, supporting and evaluating this initiative

ii. Team members will have to work directly with Family Services (increasing collaboration)

iii. Planning

1. Help identify sites

2. Familiarize themselves with the programming

3. Assist in finding families to participate

4. Assist in providing support such as food and childcare

5. Provide positive media exposure for the program

6. Track data relating to the program

g. Measurement/Objectives

i. Primarily Survey Data will be used (an instrument is included in the materials)

ii. Decrease in reported child abuse cases by 10%

iii. Underage drinking arrest data will also be used

1. Open container for youth

2. Public drunk for youth

3. Illegal possession for youth

iii. Individual/Peer

1. Police Youth Forums

a. Description

i. Based on a model presented by the PCCD and used in other areas

ii. Data indicates that the most useful age will be around 6 or 7th grade (see below)

iii. Takes place at college (Montco)

1. Neutral space

2. Gives students a exposure to local college climate

iv. Involves a series of workshops geared towards getting youth and police to understand each other better and gives a better understanding of the legal expectations for behavior

b. Crime Prevention and Mitigation Plan- addresses Police/Youth Relations

c. Revitalization Plan- addresses BOTH

i. Police/Youth Relations

ii. Anti-Social Behavior of Youth- goal is to have youth less hostile towards police, particularly in high stress situations (like a police stop and/or interview)

d. Relates to the following criteria:

i. All but Attentiveness

ii. Based on creating shared expectations

iii. Based on exchanging ideas about norms and attitudes

e. Risk Factors

i. Constitutional- PAYS scaled score data indicates that Norristown youth have higher rates of "thrill seeking" behavior than the State average (5% overall)

ii. PAYS data also indicates that "thrill seeking" has increased 47% among 6th graders over the past 5 years

iii. PAYS data also indicates the largest discrepancy between the State average and Norristown is found among 6th graders (20% higher)

f. Reinforces positive attitudes about police by

i. Providing positive, informal interaction between police and youth

ii. Helps youth understand the police role

iii. Helps youth see police as people

iv. Helps police see youth as people

v. Helps police see the youth point of view

g. Capacity

i. Team members would be involved in ALL aspects of planning

ii. Work with various agencies to provide appropriate curriculum (types and numbers of sessions). This provides a real opportunity for the Team to build relationships with a wide range of providers and organization serving Norristown.

iii. Find support in the way of food, beverages

iv. Work with all trainers before, during and after the event

1. What they will teach

2. How they will travel

3. How they will be assessed

4. How they can be supported

v. Coordinating volunteers to help support the training

vi. Choosing a site (working with local college)

vii. Develop public relations campaign

viii. Coordinate coverage of the event

ix. Develop appropriate assessment/measurement

x. Coordinate with the police department and school district

xi. Work with other jurisdictions who have already completed this type of event

xii. Become a resource for other jurisdictions who want to run this type of event

h. Measurement/Objectives

i. The Team will be responsible for evaluation but some initial ideas include:

1. During the event do a survey that addresses:

a. What knowledge they accumulated

b. Effectiveness of the materials/exercises

c. Effectiveness of the facilitators

d. Attitudes towards police/youth relations

e. Attitudes towards youth

f. Attitudes towards police

2. Team will also be responsible for working with the NPD in developing more precise measures of police/community/youth relations that are

a. Valid

b. Reliable

c. Realistic over time

Summary

The primary problem to be addressed by this initiative is police/youth relations. The overall goal is to create a more nurturing, cooperative relationship between the police and youth. Other goals include increasing the organizational capacity of the Weed and Seed Team, developing and maintaining a feedback mechanism for community satisfaction with police, and improve family management in Norristown. The target group for this initiative is youth living in the Weed and Seed target zone. Overall, the initiative seeks to improve the quality of life for all target zone residents by improving their relationship to police.

The objectives described above are as follows:

1. Decrease the disproportionality of youth arrest patterns in Norristown by 10%
2. Decrease the number of youth arrested for underage drinking categories such as "open container", public drunkenness, etc…in Norristown by 10%
3. Decrease the rate of child abuse/neglect in the target zone by 10%
4. Develop a "Police Satisfaction" survey for Norristown
5. Implement a "Police Satisfaction" survey for Norristown
6. Maintain the low rate of firearm accidents for youth in Norristown
7. Increase the organizational capacity of the Weed and Seed Team as measured by the Organizational Survey
8. Increase the number of partnerships by developing at least 5 new MOU based relationships with other organizations

There are four important resources that will be utilized throughout this initiative. The first is the Team members themselves. A recent skills survey indicated that current Team members have a fairly well developed set of skills particularly around organizing and planning. These skills, in association with the broad range of community connections places the objectives of this grant well within reach.

Another important resource is Family Services, Inc. staff. Family Services has been working with the NPD on the Truancy Abatement Initiative for over 5 years and has demonstrated competence, passion, and longevity. Family Services offers a wide range of programming across Norristown, including Guiding Good Choices and Out of Harm's Way.

Of course the Norristown Police Department is another important partner. They have been offering Eddie the Eagle for years and this program receives consistently positive feedback from Norristown residents. Recent police presence at Meet and Greets and the Cops N Community program have also demonstrated a strong commitment on the part of the NPD to make a difference in community relations.

Finally, the Weed and Seed Team is coordinated by Dr. William Geary. Dr. Geary has a broad range of expertise in all aspects of organizational development and community prevention. He has worked in this field for over 14 years and currently consults with organizations at both the local and national levels. He is a lead trainer for the National Coalition Institute funded by the Office of National Drug Control Policy.

# 13. SECTIONS:

## C. Sustainability

Sustainability- describe how applicant has established outcomes, determined the costs involved in implementing Law Enforcement Crime Task Force Plan objectives, assessed their current resources and devised a plan to raise funds to fill any additional gaps; describe short- and long-term funding sources outside of PCCD; describe collaboration efforts for funding this project.

1. Response:

Sustainability

These funds are necessary for Weed and Seed in Norristown for primarily three reasons:

1. Residents in the target zone do not view police led efforts with enthusiasm and in fact, interviews with key informants has revealed negative attitudes towards anything associated with the Police Department. For example, community members have informed the Coordinator that many minority youth will not use the PAL center because of its association with the NPD. Therefore, any initiative that addresses police/community relations makes it easier for Weed and Seed to be effective.
2. Police/Community relations does not fall into the mission of any other collaborative or coalition in Norristown. The Weed and Seed Team is uniquely positioned to take on this important issue.
3. The Weed and Seed team currently has a relatively low level of capacity and no real sustainability outside of grant funds. These projects will provide the materials around which both capacity and sustainability can be enhanced.

There have been no real sustainability efforts during the past year. Aside from individual Team member donations to specific events, the Team has no other sponsors or sources of income. Part of the plan under this initiative is to create the kind of collaborations and relationships that will enable the Team to create and pursue and realistic sustainability plan.

There is currently one funding source (short term) for this initiative- Family Services, Inc.. In an effort to build capacity and maintain sustainability the Team will be using this initiative to gain skills around sustainability planning.

And now for the good news…

This initiative cannot occur without multiple collaborations. Of course, the Team is already collaborating with Family Services. Part of the outcomes for this initiative is the increased capacity of the Team. Team members have already started discussion about this initiative with the School District, the ACLU, and Probation/Parole. The Team has no MOU's with these organizations as of yet, but the specifics of this initiative make MOUs far more specific in terms of roles and activities. Of course in addition, the Team will have to form many more relationships in order to facilitate these programs.

In addition, the Team will be using these new relationships with the specific intent of using those connections for additional programming during the year.

## 13. SECTIONS:

### D. Required Attachments

Required Attachments - Copy of Law Enforcement Crime Task Force strategic plan to address crime must be included; detailed Copy of AID Team/Steering Committee approval and support letter must be included; list of key stakeholders on the Law Enforcement Crime Task Force.

1. Response:

I have included all of the required attachments. I have also included the Agency Budget, and Budget Summary figures here on advice of Charla Plaines since I had trouble updating that page in the system. I have also included Timelines and Milestones.

REQUIRED ATTACHMENTS related attachments:

| File Name: | File Description: |
|---|---|
| LECTF Email List.docx | LECTF Email List |
| Team Approval Letter.pdf | Team Approval Letter |
| Weed and Seed Crime Prevention and Mitigation Plan 2010.docx | Crime Mitigation Plan |
| Agency Budget.docx | Recipient Agency Budget |
| Budget Summary.docx | Budget Summary |
| JAG 2011 Timeline.pdf | Timelines |

# 13. SECTIONS:

## E. Federal Transparency Act Certification 2006

The implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), as posted for comment in the Federal Register (http://www.whitehouse.gov/omb/fedreg/2008/060608_funding.pdf), and which as of now, becomes effective on January 1, 2009, requires a single searchable website, accessible by the public without cost, for each federal award of $25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the CCR. Information on how to request a DUNS number and register with CCR, entitled as "New Applicant Requirements," is available in the Funding Announcement Guidelines or at the PCCD Website under Grant Opportunities.

Additionally, if subrecipients/contactors are applicable and receiving $25,000 or more through the life of this federal award DUNS and CCR information must be provided.

**1.** Is the applicant agency requesting $25,000 or more in federal funds over the life of this application?

Yes

**1.1.** Enter the DUNS Number.

083253500

**1.2.** The Applicant agency is registered with CCR and agrees to maintain a valid CCR registration at all times while they have a federal award.

Yes

**1.3.** Enter the date the CCR registration is valid through. The CCR registration date can be found at www.ccr.gov in your agency's CCR trading Partner Profile une the Current Registration Status.

4/7/2011

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SubRecipient / Contractor Questions

**2.** Are there any subrecipients/contractors receiving $25,000 or more through the life of this application?

No

**2.1.** Enter the name of the subrecipient/contractor for this project.

**2.2.** The Applicant agency certifies that the following subrecipient/contractor has a DUNS number and has and will maintain a valid CCR registration through the life of the award.

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

**2.3.** Enter the DUNS Number.

**2.4.** Enter the date the CCR registration is valid through. The CCR registration date can be found at www.ccr.gov in your agency's CCR trading Partner Profile une the Current Registration Status.

| |
|---|
| **2.5.** If there are any additional subrecipients/contractors receiving $25,000 or more through the life of this application, enter the following information for each organization in the text area below: "xxxxxxx's DUNS number is xxxxxxxxx and their CCR registration is valid through mm/dd/yyyy." The Applicant Agency certifies that the following subrecipients/contractors receiving $25,000 or more of federal funds has a DUNS number and has and will maintain a valid CCR registration during the award. |

# 13. SECTIONS:

## F. Federal Funding Announcement Certifications

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

1. Audit Responsibilities:

Your organization must comply with all applicable federal, state and PCCD audit requirements. Additional details are included in the Standard Subgrant Conditions and in the PCCD Applicant's Manual that are incorporated herein by reference. The requirements are summarized below.

In accordance with the Single Audit Act, as amended, and OMB Circular A-133, if your organization expends $500,000 or more of federal awards during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, you are required to have an audit made in accordance with the provisions of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. PCCD must be named as the pass-through entity for this award, and the identifying grant number assigned by PCCD must be included on the Schedule of Expenditures of Federal Awards (SEFA). In addition to the SEFA, your audit report must include a schedule of all PCCD awards, listed individually with identifying grant numbers. The schedule must be reconciled to the SEFA and to receipts and expenditures for each subgrant as reported by you to PCCD on fiscal and program reports. The auditors must indicate whether the organization complied with all terms of the contract, and whether the fiscal reports and program reports submitted to PCCD contain accurate and reliable information.

American Recovery and Reinvestment Act of 2009 (ARRA) Awards might cause your organization to reach $500,000 of expenditures of awards of federal funds and require your organization to comply with OMB Circular A-133. Contact your auditor immediately to discuss increased audit requirements for ARRA award expenditures. When preparing a SEFA, ARRA expenditures must be specifically identified and subjected to additional audit procedures.

If your organization expends cumulative PCCD awards of state funds of $100,000 or more during its fiscal year, you are required to obtain an independent financial audit that complies with generally accepted auditing standards established by the American Institute of Certified Public Accountants (AICPA) and PCCD audit requirements. Your audit report must include a schedule of all PCCD awards, listed individually with identifying grant numbers. The schedule must be reconciled to receipts and expenditures for each subgrant as reported by you to PCCD on fiscal and program reports. The auditors must indicate whether the organization complied with all terms of the contract, and whether the fiscal reports and program reports submitted to PCCD contain accurate and reliable information.

**1.1.** Does the applicant agency accept these terms?

Yes

**2.** Use of Federal Funds:

A. Grant funds shall not be used to support inherently religious activities, such as worship, religious instruction, or proselytization.

B. Grant funds shall not be used to purchase religious materials or pay for the supervisory, administrative, labor, or other costs of construction, maintenance, or repair of buildings that are used primarily as houses of worship or primarily for inherently religious activities.

C. Grantee's officers, employees, and volunteers shall not pressure or coerce any beneficiary of or participant in the funded program to attend or participate in any inherently religious activities.

D. If the grantee offers or engages in inherently religious activities, the activities must occur separately in time or location from the funded program, must be voluntary, and must occur in a manner that protects beneficiaries of and participants in the funded program from any pressure or coercion to take part in the activity.

E. The grantee shall keep the grant funds separate from any funds used to support inherently religious activities, and shall maintain separate financial records for the account that contains the grant funds.

F. In identifying or admitting beneficiaries of or participants in the funded program, and in rendering assistance to beneficiaries of and participants in the funded program, the grantee must not discriminate against or among beneficiaries or participants based on religion, a religious belief, a refusal to express or hold a religious belief, or a refusal to attend or participate in an inherently religious activity.

G. If your agency contracts or subgrants any portion of the grant funds to a third-party contractor or subgrantee the requirements shown above must be included in the third-party contract or subgrant terms, and your agency must agree to monitor the contractor's or subgrantee's compliance with those requirements as follows:

i. Conducting site visits (unannounced when reasonable), as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or on your own initiative where there exists reasonable cause to believe that a violation has occurred.

ii. Annual reviews of fiscal reports submitted by the subgrantee/contractor that relate to the grant funds; further review of financial and/or accounting records maintained by the subgrantee/contractor as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or where there exists reasonable cause to believe that a violation has occurred; and imposition, upon receipt of a complaint or other reasonable cause, of such additional reporting requirements upon the subgrantee/contractor as may be reasonably necessary in order to determine whether a violation of the terms of items A through F has occurred or to prevent future violations.

iii. Preparation of written reports documenting each visit referenced in item G above.

iv. Such other measures as may be required by applicable law and contractual provisions.

**2.1.** Does the applicant agency accept these terms?

Yes

**3.** Civil Rights Responsibilities (Responding to Discrimination Complaints):

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

The information below is to assist you in providing guidance regarding the proper steps to file complaints of discrimination with the Federal Office for Civil Rights (OCR). Formal complaints should be filed as soon as possible (under some civil rights laws you have only 180 days after the incident to file a complaint).

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

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

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

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

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

**3.1.** Does the applicant agency accept these terms?

Yes

**4.** Reporting Potential Fraud, Waste and Abuse:

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

Mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish): (800) 869-4499

Or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

**4.1.** Does the applicant agency accept these terms?

Yes

**5.** Payment Terms - Federal and State Funds:

Payment for the subgrant contract will be made in quarterly amounts over the entire project period. The first payment will be released upon completion of the Commonwealth's signature process, provided all applicable special conditions have been satisfied. The payment schedule and amounts may be modified by PCCD based on information received on the required quarterly fiscal and progress reports. Non-submission or late submission of the required reports will result in payment delays.

Requests for advance payments are generally not approved unless the subgrantee demonstrates a special need for working capital or other conditions warrant such payments.

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

All funds (Federal, State, match and project income) must be obligated by the end of the project period and expended within 60 days from that date. Federal funds that are not expended must be returned to PCCD within 90 days from the end of the project period. The check should be made payable to the Pennsylvania Commission on Crime and Delinquency and mailed to:

PCCD
Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

**5.1.** Does the applicant agency accept these terms?

Yes

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**6.** EEOP Certification Form:

Pursuant to U.S. Department of Justice regulations, (unless the applying organization is exempt as listed below), each applicant agency receiving a federal award of $25,000 or more and having 50 or more employees is required to maintain an Equal Employment Opportunity Plan (EEOP) on file for review by the Federal Office for Civil Rights upon request.

The applying organization is required to complete the applicable section of the EEOP Certification Form. Complete Section A to claim exemption if the applying organization is a Non-Profit Organization, or your grant request is less than $25,000, or if the applying organization has less than 50 employees. Note: Completion of Section B requires that your organization have a current EEOP on file that is available for review upon request.

The EEOP Certification Form may be found on PCCD's website www.pccd.state.pa.us under Grant Opportunities > Application Information and Forms > Standard Forms > Equal Employment Opportunity Plan (EEOP) Certification. This form is available in PDF format only. You must print and sign this form. This section is complete when you mail the signed EEOP Certification Form along with the signed original signature page (page 2) of the subgrant application to PCCD. Alternatively, the signed form may be attached to this section in egrants.

**6.1.** Please enter whether the EEOP Certification Form is attached to your application in Egrants or if it will be mailed with the original signature page. If it will be mailed, enter the date it was or will be mailed.

It will be mailed 10/8/10

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**7.** Does the applicant agree to keep accurate time sheets documenting all compensated hours worked for all full-time and part-time personnel listed in the budget? (Compensated hours worked includes all hours paid to the employee from all sources of funding. A sample time sheet is available on PCCD's website.)

Yes

## 14. ACTIVITY AREAS:

| Fund Source | Purpose Area | Activity Area |
|---|---|---|
| JAG | Law Enforcement Programs | Contractual Support |
| JAG | Law Enforcement Programs | Local/State Initiatives |

## PERFORMANCE INDICATORS:

## 15. APPROVAL:

A. Will the assistance requested have an impact or effect on the environment?

☐ Yes ☑ No

B. Will the assistance requested cause the displacement of individuals, families, businesses or farms?

☐ Yes ☑ No

C. Has this project been coordinated with the appropriate state and federal agencies?

☐ Yes ☐ No ☑ Not Required

D. Does the project include the construction or renovation of any building?

☐ Yes ☑ No

E. Does the applicant agency's annual budget include monies for any law enforcement agency that has and exercises arrest powers?
If yes, please provide the following information:

☑ Yes ☐ No

Jurisdiction Name:

Norristown Burough

Police Department/Law Enforcement Agency Name:

Norristown Police Department

Police Department/Law Enforcement Agency Contact Person/Chief:

Chief Russ Bono

Police Department/Law Enforcement Agency ORI Number:

PA04619

F. Does this agency regularly submit Uniform Crime Reports to the PA State Police?

☑ Yes ☐ No

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

☑ Yes ☐ No

If yes, when was the last one completed?

2007

H. 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?

2010

## 16. RECIPIENT AGENCY TOTAL BUDGET FOR CURRENT FISCAL YEAR:

**Agency:** Norristown Borough
**Agency Year:** 2010

| A. REVENUE | Amount |
|---|---|
| Federal Funds | 1,877,039.00 |
| State Funds | 1,714,844.00 |
| Local Funds | 26,685,014.00 |
| OTHER FUNDING SOURCES:<br>(Per Diem, United Way, PCAR, PCADV, etc.)<br>Please identify each source: | 0.00 |
| **TOTAL REVENUE** | **30,276,897.00** |

| B. EXPENDITURES | Amount |
|---|---|
| General Fund | 26,023,824.00 |
| Capital Budget | 2,714,402.00 |
| Community Development | 1,055,641.00 |
| Other | 483,030.00 |
| **TOTAL BUDGETED EXPENDITURES** | **30,276,897.00** |

**C. QUESTIONS**

1. Are any of these fund sources to be used in the implementation of this project? *

   ☐ Yes ☑ No

   If so, name the source and the intended use. If not, identify the source of the matching contributions.

   Family Services provides the entire 10% match for the Truancy Abatement Initiative

2. Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? *

   ☐ Yes ☑ No

   If so, describe the source and state the amount.

3. Do you intend to apply for continuation funding for this project? *

   ☑ Yes ☐ No

## 17. PCCD's Standard Subgrant:

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 2010) is available at www.pccd.state.pa.us <http://www.pccd.state.pa.us>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact PCCD's offices at (800) 692-7292.

## 18. Private Non-Profit Agency Checklist:

The following items must be included with submission of an application for direct funding of private non-profit agencies (refer to the Applicant?s Manual pages 35-36). 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 list of the members of the Board of Directors, stating each member?s board position, sex, race, 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 or copies of the latest amendments and changes;
- ☐ 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; and
- ☐ A written statement that a checking account for subgrant funds will be arranged so that at least two signatures are required for issuance of checks, and a list of those individuals who have such authority.

## 19. ATTACHMENTS:

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

**Section:** Required Attachments

| File Name | File Description |
|---|---|
| Agency Budget.docx | Recipient Agency Budget |
| Budget Summary.docx | Budget Summary |
| JAG 2011 Timeline.pdf | Timelines |
| LECTF Email List.docx | LECTF Email List |
| Team Approval Letter.pdf | Team Approval Letter |
| Weed and Seed Crime Prevention and Mitigation Plan 2010.docx | Crime Mitigation Plan |