

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

PCCD USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
03/24/2008	6/10/08	2005-JG-01 18337-2

1. Type of Funds for which you are applying.	Byrne Justice Assistance Grant Program (Fed. 16.738 JAG)		
2. Applicant	Name Of Applicant: York Area Regional Police Comm 137934		
	Federal I.D.: 23-3027767	County: York	
	Street Address Line 1: 33 Oak Street		
	Address Line 2:		Address Line 3:
	City: York	State: PA	Zip: 17402
3. Recipient Agencies	York Area Regional Police Comm		
4. Project Director	Name: Chief Thomas C. Gross		Title: Agency: York Area Regional Police
	Street Address Line 1: 33 Oak Street		
	Address Line 2:		Address Line 3:
	City: York		State: PA Zip: 17402
	Phone: 717-741-1259	Fax: 717-741-5209	Email: chief@yapd.org
5. Financial Officer	Name: Mr. Robert W. Kessler		Title: Treasurer Agency: York Area Regional Police Comm
	Street Address Line 1: 33 Oak Street		
	Address Line 2:		Address Line 3:
	City: York		State: PA Zip: 17402
	Phone: 717-741-1259	Fax:	Email:
6. Contact	Name: Chief Thomas C. Gross		Title: Agency: York Area Regional Police
	Street Address Line 1: 33 Oak Street		
	Address Line 2:		Address Line 3:
	City: York		State: PA Zip: 17402
	Phone: 717-741-1259	Fax: 717-741-5209	Email: chief@yapd.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) School Resource Officer York County School of Tech York Area Regional Police will be adding a School Resource Officer to be assigned to the York County School of Technology.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	44,740.00
EMPLOYEE BENEFITS	18,211.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
OTHER	0.00
TOTAL	62,951.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	31,475.00	50%
CASH MATCH (NEW APPROP.)	31,476.00	50%
TOTAL	62,951.00	100%

10. Project Start Date: 07/01/2008 Project End Date: 06/30/2009

1 SP19

SUBGRANT # 18337-2

Short Title: School Resource Officer York County School of Tech

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.

3/20/08

DATE

[Signature]
SIGNATURE OF ATTESTING OFFICER

Chief of Police

TITLE OF ATTESTING OFFICER

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

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

SOLICITOR

APPROVED:

CONTROLLER

York Area Regional Police Comm
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 amount during the 05JC fiscal year.

Sally A. Hitz
EXECUTIVE DIRECTOR, PCCD

4/30/08
DATE

Randy Sch
COMPTROLLER, CENTRAL SERVICES

7/17/08
DATE

Approved as to form and legality:

35-K-170
COUNSEL TO PCCD

6/27/08
DATE

OFFICE OF GENERAL COUNSEL

DATE

35-K-170
DEPUTY ATTORNEY GENERAL

DATE

SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

12. BUDGET DETAILS:

A. MASTER BUDGETS:

BY RECIPIENT AGENCY	YEAR 2	TOTAL
York Area Regional Police Comm	62,951.00	62,951.00
Total:	62,951.00	62,951.00

Applicant Agency: York Area Regional Police Comm

BY CATEGORY	YEAR 2	Total
PERSONNEL	44,740.00	44,740.00
EMPLOYEE BENEFITS	18,211.00	18,211.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
OTHER	0.00	0.00
Total:	62,951.00	62,951.00

SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

12. BUDGET DETAILS:

A. MASTER BUDGETS

Line Item Details for York Area Regional Police Comm

YEAR 2

PERSONNEL

Justification: Salary for School Resource Officer

COST

Name:		
Position:	School Resource Officer	
Computation:	Salary	44,740.00

Personnel Year 2 Total:	44,740.00
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EMPLOYEE BENEFITS

Justification: Employer FICA, Health Insurance, Life Insurance, and Worker's Comp for School Resource Officer

COST

Name:		
Position:	School Resource Officer	
Computation:	Employer's Cost of Worker's Compensation at \$6..85/100	3,065.00

Name:		
Position:	School Resource Officer	
Computation:	Life Insurance per Collective Bargaining Agreement	466.00

Name:		
Position:	School Resource Officer	
Computation:	Health Insurance per Collective Bargaining Agreement	11,257.00

Name:		
Position:	School Resource Officer	
Computation:	Employer's FICA 7.65% of \$44740	3,423.00

Employee Benefits Year 2 Total:	18,211.00
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SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

12. BUDGET DETAILS:

A. MASTER BUDGETS

Line Item Details for York Area Regional Police Comm

TRAVEL (INCLUDING TRAINING)

Justification: School Resource Officer Training Fee

COST

Item:	Lodging	
Location:	To Be Determined	
Purpose of Travel:	School Resource Officer Training	
Computation:	0	0.00
Item:	Meals	
Location:	To Be Determined	
Purpose of Travel:	School Resource Officer Training	
Computation:	0	0.00
Item:	Fee	
Location:	To Be Determined	
Purpose of Travel:	School Resource Officer Training	
Computation:		0.00
Item:	Travel To and From	
Location:	To Be Determined	
Purpose of Travel:	School Resource Officer Training	
Computation:	0	0.00

Travel (Including Training) Year 2 Total: 0.00

EQUIPMENT

COST

Item:		
Quantity:		0.00
Unit Cost:		0.00

Equipment Year 2 Total: 0.00

SUPPLIES & OPERATING EXPENSES

COST

Supply Item:		
Computation:		0.00

Supplies & Operating Expenses Year 2 Total: 0.00

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Short Title: School Resource Officer York County School of Tech

12. BUDGET DETAILS:

A. MASTER BUDGETS

Line Item Details for York Area Regional Police Comm

OTHER

COST

Description:

Computation:

0.00

Other Year 2 Total:

0.00

YEAR 2 TOTAL: 62,951.00

13. SECTIONS:

A. BUDGET NARRATIVE

Present an accurate, detailed budget for all three years of the proposed program. It must include information to explain how estimated costs are determined, and it must show the relationship between the budgeted costs and the program’s operation. Finally, it must present a plan for continuation of the program upon termination of PCCD support.

RESPONSE:

Budget

The three year budget as shown below represents the first year cost for placement of the School Resource Officer and benefits as well as training costs for the first year. The second and third year include personnel costs and have been calculated by using the costs of the newly hired police officer with projected contract increases. In order to meet the grant requirement of a detailed budget, the itemized budget would include the following:

Salary SRO Average of 5 year officer(Replaced by new hire)	=	\$59,065
Employer’s FICA 7.65%	=	\$ 4,518
Health Insurance	=	\$12,327
Life Insurance	=	\$ 213
Worker’s Compensation \$6.51/\$100	=	\$ 3,840
Benefits	=	\$ 20,898
SRO Training	=	\$ 425
SRO Training Travel	=	\$ 500
SRO Training Lodging	=	\$ 320
SRO Meals	=	\$ 200
Training	=	\$ 1,445
Vehicle Fuel, 2000 miles @.14/mi	=	\$ 280
Total First Year	=	\$81,688

Fund Allocation

PCCD Funds (75%)	=	\$ 61,266
Local Funds (25%)	=	\$ 20,422
Total	=	\$ 81,688

Second Year

Salary SRO Average of 2 year officer(Replaced by new hire)	=	\$44,740
Employer’s FICA 7.65%	=	\$ 3,422.61
Health Insurance	=	\$ 11,257.44
Life Insurance	=	\$ 466.44
Worker’s Compensation \$6.85/\$100	=	\$ 3,065.00
Benefits	=	\$ 18,211.49
Total Second Year	=	\$62,951.49

PCCD Funds (50%)	=	\$ 31,475
Local Funds (50%)	=	\$ 31,476
Total	=	\$ 62,951.00

Third Year

Salary SRO Average of 3 year officer(Replaced by new hire)	=	\$50,993
Employer's FICA 7.65%	=	\$ 3,900
Health Insurance	=	\$12,158
Life Insurance	=	\$ 475
Worker's Compensation \$6.85/\$100	=	\$ 3,494
Benefits	=	\$ 20,027
Total Third Year	=	\$71,020

PCCD Funds (25%)	=	\$ 17,755
Local Funds (75%)	=	\$ 53,265
Total	=	\$ 71,020

Projected Plan for Continuation of the Program

The York County School of Technology and the York Area Regional Police Department are committed to the continuation of the program at the expiration of grant funds. The school is willing to participate in a police services agreement that would provide for the continuation at the equivalent of amount to supply local funds for the grant and act as a participant in funding of the regional department at the conclusion of the grant period.. This represents cooperation between the school and police in that the department would continue to provide financial support for administrative and supervisory requirements of the program. The police department and the school understand the requirement that they provide 50% of the funding in the second year and 75% of the funding in the third year. All previous grant programs funded in the York Area Regional Police Department have been continued and are maintained to date.

13. SECTIONS:**B. PROBLEM DESCRIPTION**

Demonstrate with local supporting data both an understanding and an accurate assessment of the problem you plan to address.

RESPONSE:**Problem Identification and Justification:**

The York Area Regional Police Department initiated a full-time School Resource Officer assignment in the York County School of Technology in August of 2007 in accordance with the first year of the SRO Grant award. The department has acted in partnership with local school districts in establishing school based programs since 1996. In addition to this assignment, there are two full time School Resource Officers in the Red Lion School District and one full time School Resource Officer in the Dallastown Area School District

As the first year of assignment of the SRO has taken place, the value of the officer's presence has been even more appreciated than initially recognized. The York County School of Technology has an October 1, 2007 enrollment of 1,488 and a projected enrollment to increase at their recent completion of a \$45 million construction project. As a result of the number of schools that send students, there is a diverse population that includes 9% Hispanic students and 8% African American. The school also has students from urban as well as suburban and rural communities and is the only school in the county with such a diverse student body. There have been some signs of gang activity that could be identified and addressed in a timely manner by the School Resource Officer. The school has a very high at-risk student population that includes; special education, academically disadvantaged, and economically disadvantaged youth. With this population there have been significant identifiable student discipline problems and the presence of the School Resource Officer has quickly become an accepted component in the overall approach to student conduct within the school.

There have also been at least seven recognized incidents of racial tension with many more rumored. One of these incidents was a fight in the school parking lot in June of 2007 that was between white and black students and resulted in five arrests. This fight was precipitated by racial slurs and a parking space dispute and while there were some non-racial aspects to the dispute, many saw it as an ethnic intimidation matter. The other incident was in the fall of the 2007 – 2008 school year and involved white students displaying confederate flags on their vehicles. This practice is not permitted on school property and the School Resource Officer was successful in enforcing the policy and preventing further escalation of this practice. Newspaper coverage of this incident was included in the regular reporting of the School Resource Officer Grant.

The York County School of Technology is unique in the regional nature of the student body and the SRO assignment is a great asset in addressing the issues of tension at the school. As was mentioned in the original grant application, this school comprises student from schools that had previously experienced high profile attacks that received national media attention and have heightened fear in the schools in the jurisdiction. Many of the students experienced an attack by an enraged man with a machete at their elementary school that resulted in numerous injuries. They were also students at the Red Lion Junior High School when a student shot and killed their principal in front of the students and then killed himself. The fear level that has remained in the minds of many in this community cannot be compared to that of other school districts. There has continued to be an unusually high number of bomb threats and any incident in any of the three school districts covered by the regional police department creates a high incidence of rumors, alarm, and parents responding to the school.

Surveys:

The York County School of Technology enrolls students from 14 school districts and has participated in a very active Communities That Care program that has included comprehensive student surveys taken by middle school and high school students. These surveys may be repeated in the future and should offer an excellent opportunity for measurement of program impacts. The survey reflects that there is a more diverse population than the other schools. There are also a high number of incidents of reported school violence when compared to similar schools across the state. The following are the highlights of the survey. Nearly three quarters (72.8%) of the 10th graders have used alcohol in their lifetimes. Cigarette use was higher than the national findings. There were 23% of the students reporting they have attacked someone with intent to harm them at least once during the past year and 21.1% reported getting suspended. The risk factors of concern included laws and norms favorable to drug use and firearms, friends' delinquent behavior and friends' use of drugs. There was also a slightly higher identification with gang involvement than the comparison groups.

School and Police Reported Incidents

The calls for police service to the schools are also an indicator of the need for school resource officers. At the York County School of Technology, police were called 82 times in 2004, 82 calls in 2005 and 87 in 2006. The highest number of calls involves assaults and disorderly conduct followed by drug possession. There have been weapons possession charges each of the last four years with as many as 12 recorded in 2006 and in 2007 there were 4. As the School Resource Officer assignment began in the fall of 2007, the calls for a response by other officers have dropped to nearly zero. It is interesting to note that the total number of incidents handled by the department have increased and this is clearly due to the self-initiated activity of the SRO. In 2007 there have been 237 police incidents at the school. Of these incidents, 146 were handled by the SRO in the first five months of the 2007-2008 school year.

As reported by the School Safety Incident Report for the year 2006-2007, there were 101 total incidents of which 9 involved weapons. There were also 10 drug offenses and 14 Use of Tobacco offenses. As mentioned earlier, this is a diverse student population and the 2006-2007 report shows 7 ethnic intimidation incidents.

As a regional school with a large number of students, it is clear that the amount of school safety incidents and the requirement for police response has been significant at this school. The school administrators and police have an excellent working relationship and desire to create a safe and orderly environment and there is an identifiable need for additional resources to address the safety at this school. The assignment of the School Resource Officer at York County School of Technology has been accepted as a necessity in a very short time by the staff, students, and parents in providing a safe environment. This assignment is enhanced by a unique combination of a regional police department providing services in a regional educational setting.

13. SECTIONS:**C. PROPOSED APPROACH**

Describe the SRO program you propose to implement. Programs that include links to other resources such as Student Assistance Programs, School-based Probation Programs, Weed and Seed initiatives, or Communities That Care initiatives will score higher than other programs. You should include specific local goals and objectives, which relate to the funding initiative goals and objectives listed above

RESPONSE:**Description of the School Resource Officer Program**

The School Resource Officer is the primary source of contact between the schools, students, parents, and community. This coordinated approach requires that this officer provide the leadership, organization, and planning for the program. Among those activities of importance to the success of the program are school and community meetings aimed at education and awareness of the program by all involved. The officers are required to implement strategies for identifying problems within the school and developing problem solving approaches. Arrest and prosecution when required have been implemented when illegal behavior occurs.

In the first seven months of this assignment, there have been many examples of the success of this approach. Officer Morris is assigned full-time at the school and reports prior to the beginning of the school day and stays until the day time students have departed. The need for attention to the school parking lots has been coordinated with a school employed parking employee as the school has a high number of students driving to school. Some of the racial incidents that occurred have been in the school lots and the traffic monitoring has also been coordinated with other officers.

The officer has also established a working relationship that is beneficial to school security with the school employed hall monitors. These monitors assist Officer Morris and there is also an up to date video security system with monitors in the SRO office. With the exception of the confederate flag incidents, there have been no additional racial incidents that have occurred while Officer Morris has been assigned to the school.

Another unexpected benefit of the program has been the ability of the SRO to work with the Protective Services Program at the school. As a school of technology, the school has a protective services academy to prepare students for careers in police, fire, and EMS. These students wear uniforms and are educated in a quasi-military academy setting. Several of these students have been incorporated into the school's safety programs and have also shadowed the SRO.

The SRO has spent over 30 hours in the classroom and over the course of the year will exceed the projected number of classroom activities planned for in the first year of the grant. To date he has also found less drug and gang activity than was anticipated, although there is certainly no guarantee that this reduction will continue.

The duties of the officer include but are not be limited to:

- Assist the school in prevention of crimes through a variety of preventative measures including education and deterrence.
- Protect and preserve personal safety and property of students, staff and visitors while on school property.
- Take law enforcement action as required.
- Assist with reporting and investigation of crimes occurring on school property.
- Coordinate and assist with implementing school safety and security plans.
- Assist with developing and updating crisis management plans

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Short Title: School Resource Officer York County School of Tech

- Coordinate drug, alcohol, and violence awareness education, counseling, mediation, and referrals.
- Serve as a role model and act as a visible deterrent when necessary

Program Goals and Objectives

Enhance Safety and Security in Schools and surrounding communities by:

- Assignment to the school of a School Resource Officer
- Training for the School Resource Officer
- Reduction in law enforcement response by regularly assigned patrol posts.
- Identifying and deterring gang activity
- Reducing Incidents of weapons possession on school grounds
- Reducing incidents of substance abuse on school property
- Reducing the number of school violence incidents.

Promote Positive Choices by:

- Provide educational programs in the school
- Participate in the school's Safety Professional Program
- Serve as a role model for the students
- Counseling, mediating, and mentoring students

Improve Interactions between school officials and law enforcement justice agencies by:

- Providing a liaison between the police department and the Magisterial District Judge and the school
- Assist and provide liaison between the police department, the school, and the school based probation program
- Properly routing incidents involving students to the appropriate response agency or program

One of the key roles of the SRO is to assist with development and implementation of school safety plans. While the schools have developed excellent plans, they are in constant need of review and must be practiced if they are to be effective. The SRO has participated in several activities regarding the safe school plans and also has access to the other mediation and problem solving resources of the school and community in performing the duties assigned.

The assignment and supervision of the School resource Officer is the responsibility of the York Area Regional Police Department. The School Resource Officers all report directly to a single sergeant who is responsible for their supervision and evaluation. Complaints concerning the officer or program are directed to the Chief of the York Area Regional Police Department.

Training: The Department is an active participant in the National Association of School Resource Officers and the assigned officer has completed the basic course of recognized School Resource Officer training.

Performance Measures

- The percent reduction in the number of violent incidents reported by school officials to the Pennsylvania Department of Education over the life of the program.

Number of violent incidents 2004/2005 school year – 69

Number of violent incidents 2005/2006 school year – 82

Number of violent incidents 2006/2007 school year – 101

Average number of violent incidents for above three years – 84

5% Target reduction in violent incidents during 2007/2008 school year.

10% Target reduction in violent incidents during 2008/2009 school year.

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Short Title: School Resource Officer York County School of Tech

10% Target reduction in violent incidents during 2009/2010 school year.

- The percent reduction in the number of arrests for drug and alcohol violations over the life of the program.

Number of school arrests for drug and alcohol violations during 2004/2005 school year – 13.

Number of school arrests for drug and alcohol violations during 2005/2006 school year – 12.

Number of school arrests for drug and alcohol violations during 2006/2007 school year – 13

Average number of school arrests for drug and alcohol violations for the above three years – 13

5% Target reduction in drug and alcohol violations during 2007/2008 school year.

10% Target reduction in drug and alcohol violations during 2007/2008 school year.

10% Target reduction in drug and alcohol violations during 2007/2008 school year.

- Number of educational programs conducted by the S.R.O.

20 to be conducted during the 2007/2008 school year.

30 to be conducted during the 2008/2009 school year.

30 to be conducted during the 2009/2010 school year.

- Number of student referrals made by the SRO to the Student Assistance Program or Equivalent

20 to be made during the 2007/2008 school year

15 to be made during the 2008/2009 school year

13. SECTIONS:

D. TECHNICAL MERIT

ADMINISTRATIVE INFORMATION:

Applicants should note that all personnel and equipment costs reflected in concept papers must be integral to the SRO program. The program will not fund school security equipment such as surveillance cameras, remote locking mechanisms, etc. Funding for second and third years of the program is contingent upon successful implementation in the preceding year and upon future federal allocation of JAG funding to PCCD. Agencies submitting applications must be able to certify that they are not supplanting existing personnel and/or program services, and they must be able to certify that they will not use funds for land acquisitions, facility construction or facility renovation. It should also be noted that PCCD is not liable for any costs incurred prior to formal approval of the request for assistance.

SOLE SOURCE REQUESTS:

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) exceed \$10,000. Procurement standards for use by grant recipients are described in PCCD's Applicant's Manual in Appendix E. 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, Appendix K, Sole Source Procurement Justification Approval Criteria.) PCCD will scrutinize these requests and may or may not approve them.

RESPONSE:

The York County School of Technology and the York Area Regional Police Department are committed to the continuation of the program at the expiration of grant funds. The school is willing to participate in a police services agreement that would provide for the continuation at the equivalent of three police service units. This represents cooperation between the school and police in that the department would continue to provide financial support for administrative and supervisory requirements of the program. The police department will not use these grant funds for school surveillance, locking mechanisms, etc. All previous grant programs funded in the York Area Regional Police Department have been continued and are maintained to date.

Non-Supplantation Statement

The applicant assures that the requested Federal/State funds will not be used to supplant (replace) state or local funds and will not use these funds for land acquisition, facility construction, or facility renovation. The requested Federal/State funds will be used to increase the number of officers budgeted for prior to this grant, a new officer will be hired to replace the officer assigned as a School Resource Officer.

13. SECTIONS:

E. EEOP CERTIFICATION FORM

Pursuant to U.S. Department of Justice regulations, (unless the applying organization is exempt as listed below), each subgrantee 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 the tab marked "Forms". 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.

RESPONSE:

The EEOP Certification Form will be included and the department maintains an equal opportunity employment plan. The certification will be mailed as well as page two (Signature Page).

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Short Title: School Resource Officer York County School of Tech

13. SECTIONS:

F. PAYMENT TERMS

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 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, 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

In the area provided below please indicate that the Applicant Agency accepts these payment terms by stating, "Applicant accepts these terms". If the Applicant Agency does not accept these payment terms please indicate so by stating "Applicant does not accept these terms".

RESPONSE:

Applicant Accepts These Terms

13. SECTIONS:

G. USE OF FEDERAL FUNDS

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.

In the area provided below please indicate that the Applicant Agency accepts and agrees to these terms by stating, “Applicant accepts these terms”. If the Applicant Agency does not accept these terms, please indicate so by stating “Applicant does not accept these terms”.

RESPONSE:

Applicant Accepts These Terms

13. SECTIONS:

H. CIVIL RIGHTS RESPONSIBILITIES

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.

In the area provided below please indicate that the Applicant Agency has read and understands the above terms regarding civil rights responsibilities by stating, "Applicant Agency accepts these terms". If the Applicant Agency does not accept these terms please indicate so by stating "Applicant Agency does not accept these terms".

RESPONSE:

Applicant Agency Accepts These Terms

13. SECTIONS:

I. AUDIT RESPONSIBILITIES

As a subrecipient of PCCD funds, your organization is required to comply with all federal, state and PCCD audit requirements. All audits must comply with the standards issued by the Comptroller General of the United States, Government Accountability Office (GAO) Government Audit Standards for audits of government entities, programs, activities, and functions (Yellow Book). In addition, audits shall comply with generally accepted auditing standards (GAAS) established by the American Institute of Certified Public Accountants (AICPA), and PCCD audit requirements as detailed in the PCCD Applicant’s Manual.

If your organization expends total federal awards of \$500,000 or more 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 Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

If your organization expends total state awards of \$100,000 or more during its fiscal year, you are required to have an independent financial and compliance audit which must be conducted in accordance with the standards issued by the GAO, and comply with GAAS and PCCD audit requirements for program-specific audits, which require that the auditor identify each subgrant audited by subgrant number and reconcile to total receipts and expenditures for each subgrant as reported by the subgrantee to PCCD. The auditor must express an opinion as to whether the organization's Cumulative Fiscal Reports submitted to the PCCD contain accurate and reliable information and whether the subgrantee has complied with applicable laws, regulations, the standard subgrant conditions and any special subgrant conditions, as well as the laws and regulations governing the programs.

In the area provided below please indicate that the Applicant Agency accepts these terms by stating, “Applicant Agency accepts these terms”. If the Applicant Agency does not accept these terms please indicate so by stating, “Applicant Agency does not accept these terms”.

RESPONSE:

Applicant Agency Accepts these terms

SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

14. PERFORMANCE MEASURES:

PCCD Required:

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
% Reduction in Drug and Alcohol arrests	Outcome	5.00	Percent Change	Percent of reduction in arrests for drug and alcohol violations by school pupils over the life of the program.
Number of educational programs conducted by	Process	30.00	Unit Count	Number of educational programs conducted by the SRO
Number of Student Referrals to SAP by SRO	Process	15.00	Unit Count	The number of student referrals made by the SRO to the Student Assistance Program or equivalent.
Reduction in Violent Incidents reported to	Outcome	10.00	Percent Change	Percent of reduction in the number of violent incidents reported by school officials to the Pennsylvania Department of Education over the life of the program.

Subgrantee Added:

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>

SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

15. APPROVAL CHECKLIST:

A. 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:

York Area Regional Police Department

Police Department/Law Enforcement Agency Name:

York Area Regional Police Department

Police Department/Law Enforcement Agency Contact Person/Chief:

Thomas C. Gross

Police Department/Law Enforcement Agency ORI Number:

PA06732

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

Yes No

16. RECIPIENT AGENCY TOTAL BUDGET FOR CURRENT FISCAL YEAR

Agency: York Area Regional Police Comm

Agency Year: 2008

A. REVENUE	Amount
Federal Funds	12,000.00
State Funds	404,618.00
Local Funds	5,949,120.00
OTHER FUNDING SOURCES: (Per Diem, United Way, PCAR, PCADV, etc.) Please identify each source:	0.00
TOTAL REVENUE	6,365,738.00

B. EXPENDITURES	Amount
General Fund	6,318,222.00
Capital Budget	25,000.00
Community Development	0.00
Other	0.00
TOTAL BUDGETED EXPENDITURES	6,343,222.00

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.

General Fund to be used as 50% match for SRO Salary, benefits, and training in the amount of \$31,476.00

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

SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

17. 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 August 2003) 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, extension 3199.

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
- 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.

SUBGRANT #: 18337-2

Short Title: School Resource Officer York County School of Tech

19. ATTACHMENTS:

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

Section:

File Name

File Description