

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

PROJECT MODIFICATION REQUEST

1. Subgrant Number: 2009-JG-01-22090		2. Amendment Number: 1 <span style="float: right;">138983</span>	
3. Subgrantee: Norristown Borough		4. Created Date: 11/7/2011	
5. County: Montgomery		6. Award Date: 2/23/2011	
7. Project Title: Norristown Police and Youth Initiative		FC 3600005790	
8. Approved Project Period: From: 1/1/2011 To: 12/31/2011		9. Modified Project Period: From: 1/1/2011 To: 12/31/2012	
10. Total Approved Budget by FUND SOURCE:	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Federal	24,625.00	24,625.00	0.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	2,736.00	2,736.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
<b>TOTAL</b>	<b>27,361.00</b>	<b>27,361.00</b>	<b>0.00</b>
11. Budgetary Information	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Personnel	11,600.00	5,800.00	(5,800.00)
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	8,661.00	9,361.00	700.00
Consultants	7,100.00	12,200.00	5,100.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL</b>	<b>27,361.00</b>	<b>27,361.00</b>	<b>0.00</b>

12. Explanation or Justification of Requested Modification:

See Attached Justification

13. Signatures:

Michael D. Allen 11/29/11  
 Financial Officer: Mr. Michael D. Allen Date

Marlon Millner 11/29/11  
 Project Director: Mr Marlon Millner Date

\_\_\_\_\_  
 Policy Board Chairperson (VOCA, RASA & VOJO only) Date

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Recommendation: Charles J. Plimer 1/20/12  
 Program Planner: \_\_\_\_\_ Date

Susan Hawley 1/20/2012  
 Accountant: \_\_\_\_\_ Date

Recommendation: Oppose 1/20/12  
 Grants Management Per \_\_\_\_\_

Approved  Disapproved   
Chigera 1/20/12  
 Manager, Grants Management Date

SUBGRANT: 22090 Ammendment Number: 1 Short Title: Norristown Police and Youth Initiative

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE Norristown Borough  
SUBGRANT# 2009-JG-01-22090  
AMENDMENT# 1

14. This AMENDMENT to the existing Subgrant Agreement which was entered into by the Pennsylvania Commission on Crime and Delinquency and the above-referenced Subgrantee will serve to revise and be a supplement to said Subgrant Agreement.

WHEREAS, the Subgrantee has submitted the attached Project Modification Request which explains and justifies the requested amendments.

NOW THEREFORE, in consideration of the promises herein contained in the Project Modification Request and with the intent to be legally bound, the parties agree to the amendments.

All other terms and conditions of the original Subgrant Agreement and prior amendments will remain in full force and effect throughout the duration of the Subgrant Agreement.

1/29/11  
DATE  
[Signature]  
SIGNATURE OF ATTESTING OFFICER  
Municipal Administrator  
TITLE OF ATTESTING OFFICER

Norristown Borough  
NAME OF SUBGRANTEE  
By: [Signature]  
Linda Christian  
Title: Council President  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

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

[Signature]  
SOLICITOR Sean P. Kilkenny Esq

APPROVED: [Signature]  
CONTROLLER Blendine Ozorowski

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

[Signature]  
EXECUTIVE DIRECTOR, PCCD  
[Signature]  
COMPTROLLER, CENTRAL SERVICES

1/26/12  
DATE  
2/10/2012  
DATE

Approved as to form and legality:

[Signature]  
COUNSEL TO PCCD  
35-K-171  
OFFICE OF GENERAL COUNSEL  
35-K-171  
DEPUTY ATTORNEY GENERAL

Jan. 24, 2012  
DATE  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
DATE

12. Explanation or Justification of Requested Modification:

The Norristown Steering Committee of Weed & Seed reorganized in September 2011 to determine how Norristown's Weed & Seed program would implement the Norristown Police and Youth Initiative (Grant ID# 22090), which we received through PCCD in 2010. As stated in the original Project Narrative, "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". The committee remains committed to achieving this goal and objective, and as such will execute the programming as proposed within the original prevention paradigm.

We are submitting a project modification (PMR) request for the funds, both as it relates to the budget and deadline for use of funds. The requested modifications are in three (3) areas: Project End Date, Budget Details and the inclusion of training for capacity building in the programming.

All requested changes have been approved by the Steering Committee. We feel strongly that all proposed modifications are justified, reasonable, within the guidelines of a PMR, and will ultimately ensure effective implementation of the awarded funds. Below is a summary of key modifications contained within this PMR:

**Modification #1: Project End Date – extend to December 31, 2012**

We will conduct an RFP process to identify vendors for the programming outlined in the original grant. We feel the programming will be delivered most effectively through this process. With the exception of Eddie Eagle, which would be implemented by the Norristown Police Department (NPD), the RFP process will identify partners to execute the approved programming. To accommodate an RFP process, and reasonable timeframes to plan major events, like a youth forum with hundreds of participants, we will need a schedule modification to allow us to use the funds through Dec. 31, 2012.

**Modification #2: Budget Details**

A. Eddie Eagle (personnel) – Eddie Eagle will be implemented in 2012. We have scaled back personnel costs – from \$11,600 to \$9,860. The ten percent cash match will come from the Municipality for this personnel cost. Further, Police Chief Russell Bono has provided a letter that states this reduction of 30 hours will not affect the overall effectiveness and proposed outcomes of the program.

B. Site Coordinator - We seek an adjustment to the overall budget to provide resources for a site coordinator function. The awarded grant through the Weed & Seed process requires a site coordinator – this function will be vital for effective execution of the grant. The municipality will not fund this position, nor do we have a person identified who can volunteer in this function. We will contract with a third-party consultant to provide this function on a part-time basis for the life of this grant. Taking into account the funds that will be available due to modifications of the Eddie Eagle program, and costs of the youth forum, we have budgeted approximately \$3000 for a site coordinator to be paid \$25/hour for up to 120 hours, or about 12 hours per month for a year-long engagement.

C. Training - Sustainability and Capacity Building -- The awarded grant discusses the need for sustainability and capacity building of Norristown Weed & Seed, but did not specifically allocate money for that purpose. There can be reasonable cost adjustments in other program areas to provide the resources to help the Steering Committee build capacity to continue this work beyond the end of the Weed & Seed program statewide.

Additional items have been modified in the PMR process, which we would like to explicitly draw attention to:

D. We have removed all food costs as per guidance from PCCD on the rules from the Department of Justice concerning federal grants such as this JAG grant.

E. We have modified the cash match to a municipal cash match of the required 10 percent of the grant total, which is personnel costs for NPD for the Eddie Eagle program

Taking into account the funds that will be available because of modifications to the Eddie Eagle program, removal of all food costs, and the youth forum costs, we are requesting a re-allocation of \$4,040 toward training and capacity building of the Norristown Weed & Seed Committee and relevant community stakeholders. As noted in the JAG grant narrative, the Weed & Seed Committee members are a key resource for implementation of this initiative and collectively possess a well-developed set of skills that can be leveraged to further the goals of the initiative.

The training will equip Committee Members to further improve police/community relations beyond the duration of the JAG/Weed & Seed funding. We note also that improving police/community relations is a top priority in the Norristown Weed & Seed Revitalization Plan, as well as a top priority of the Norristown Police Department's "Cops N Community" program. While the Project Narrative states that "increasing the organizational capacity of the Weed and Seed Team" is a key goal, there is nothing in the approved programming that specifically addresses this goal.

Data from the 2010 FBI Uniform Crime Rate Database shows that Norristown has a higher than average violent crime rate (1,224 incidents per 100,000 people). In comparison to the Philadelphia metropolitan area (606 incidents per 100,000 people), Norristown's

**SUBGRANT: 22090    Ammendment Number: 1    Short Title: Norristown Police and Youth Initiative**

violent crime rate is more than double. If you live in Norristown, there is a 1 in 20 chance that you will be the victim of a property or violent crime. But the reality is that this data is skewed and residents in our target area bear the brunt of risk of violent crime, and that youth are often the perpetrators. The capacity building training will draw from well-documented, evidence-based successes in improving police/community relations, which is a key factor in reducing youth violence and improving quality of life. This will better equip the Steering Committee, comprised of key community stakeholders, to a) address a surge in youth violence, one of the most pressing issues affecting Norristown; b) continue to build strong networks and partnerships among the police, youth serving agencies, public officials, community leaders and; c) increase cooperation and build trust among these actors.

Finally, please note our expanded explanation and plan for our proposed youth forum, based on reducing "disproportionate minority contact." The youth forum is designed to confront Disproportionate Minority Contact, which refers to the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system. Contributing factors to DMC are multiple and complex; reducing DMC requires comprehensive and multipronged strategies that include programmatic and systems change efforts. This forum, which may follow the pattern of similar efforts in Lancaster, Harrisburg and Philadelphia, should propose evidenced-based strategies to improve relationships between youth and police as the primary goal of the forum and as one specific method to reduce DMC in Norristown. In reviewing responses to the RFP, the Steering Committee will consider the following document from the U.S. Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention:

<https://www.ncjrs.gov/pdffiles1/ojjdp/218861.pdf>

Further, the committee will be in contact with law enforcement and non-profit agencies in Lancaster, Harrisburg and Philadelphia on how they tailored their forums, and their participants will be advised of our RFP. Lastly, we have received a draft price list from Montgomery County Community College, which justified the \$1,000 estimate for space, as their rates are \$50/hour for county organization for the use of the auditorium, and this is a proposed 1.5 day event. If possible, we will attach their price form.

**15. BUDGET DETAILS**

**A. MASTER BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Norristown Borough	27,361.00	27,361.00
<b>Total:</b>	<b>27,361.00</b>	<b>27,361.00</b>

Applicant Agency: Norristown Borough

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	9,860.00	9,860.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	4,346.00	4,346.00
CONSULTANTS	13,155.00	13,155.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
<b>Total:</b>	<b>27,361.00</b>	<b>27,361.00</b>

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
<b>Total:</b>	<b>27,361.00</b>	<b>27,361.00</b>

**15. BUDGET DETAILS**

**A. MASTER**

Line Item Details for: Norristown Borough

**YEAR 1**

**PERSONNEL**

		<u>COST</u>
Position:	Eddie Eagle Officer 1	
Name:		
Computation:	85 hours X \$58 (\$1368.00 is Municipal Match)	4,930.00
Position:	Eddie Eagle Officer 2	
Name:		
Computation:	85 hours X \$58 (\$1368.00 is Municipal Match)	4,930.00
<b>Personnel - Year 1 Total:</b>		<b>9,860.00</b>

**EMPLOYEE BENEFITS**

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

**TRAVEL (INCLUDING TRAINING)**

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

**EQUIPMENT**

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

**15. BUDGET DETAILS**

**A. MASTER**

**Line Item Details for: Norristown Borough**

**SUPPLIES & OPERATING EXPENSES**

		<u>COST</u>
Supply Item:	Youth Forum Lunch	
Computation:		0.00
Supply Item:	Youth Forum Rental Space	
Computation:	1 X 1000 (estimated fee for 2 days, space, A/V and possibly security for school/college)	1,005.00
Supply Item:	Youth Forum Supplies	
Computation:	22x\$10.10 (12-pack rollerball, fine point pens)	222.00
Supply Item:	Out Of Harm's Way Supplies	
Computation:	Parents Books, copying, etc...	1,200.00
Supply Item:	Youth Forum Breakfast	
Computation:		0.00
Supply Item:	Capacity Building Supplies	
Computation:	12.99x4 (12pack of writing pads)	52.00
Supply Item:	Capacity Building Supplies	
Computation:	1x\$64.99 (Writing Eisel Pads 4-Pack)	65.00
Supply Item:	Capacity Building Supplies	
Computation:	1x\$7.29 (8-pack of flip chart markers)	7.00
Supply Item:	Capacity Building Supplies	
Computation:	4x\$10.10 (12-pack rollerball, fine point pens)	40.00
Supply Item:	Capacity Building Supplies	
Computation:	2x\$10.49 (3" three-ring binders)	21.00
Supply Item:	Youth Forum Supplies	
Computation:	\$12.99x22 (12pack of writing pads)	286.00
Supply Item:	Youth Forum Supplies	
Computation:	5x\$7.29 (8-pack of flip chart markers)	36.00
Supply Item:	Youth Forum Supplies	
Computation:	20x\$64.99 (Writing Eisel Pads 4-Pack)	1,300.00
Supply Item:	Youth Forum Supplies	
Computation:	28 x \$3.99 (twin pocket portfolios)	112.00
<b>Supplies &amp; Operating Expenses - Year 1 Total:</b>		<b>4,346.00</b>

**15. BUDGET DETAILS**

**A. MASTER**

Line Item Details for: Norristown Borough

**CONSULTANTS - CONSULTANT**

		<u>COST</u>
<b>Name / Position:</b>	Youth Forum Facilitator	
<b>Service Provided:</b>	Lead/Prep NPD/Rate reflects 1.5 day event	
<b>Computation:</b>	1 X \$1500.00 (flat rate)	1,500.00
<b>Name / Position:</b>	Norristown PD Instructor	
<b>Service Provided:</b>	Out of Harm's Way Instructor 2	
<b>Computation:</b>	60 hours X \$40	2,400.00
<b>Name / Position:</b>	Site Coordinator	
<b>Service Provided:</b>	Lead program coordination in accords with Weed & Seed Guidelines	
<b>Computation:</b>	120x\$25 (\$25/hour)	3,000.00
<b>Name / Position:</b>	Human Services/Non-Profit Instructor	
<b>Service Provided:</b>	Out of Harms way instructor	
<b>Computation:</b>	60 hours X \$40	2,400.00
<b>Name / Position:</b>	Capacity Building Consultant	
<b>Service Provided:</b>	Build longterm capacity of youth/police relations, violence prevention	
<b>Computation:</b>	30x\$100 (\$100/hour)	3,000.00
<b>Consultants - Consultant - Year 1 Total:</b>		<b>12,300.00</b>

**CONSULTANTS - TRAVEL**

		<u>COST</u>
<b>Consultant:</b>	Capacity Building Consultant	
<b>Location:</b>	Norristown	
<b>Item:</b>	Possible Air or Train Fare	
<b>Computation:</b>	1x350	350.00
<b>Consultant:</b>	Capacity Building Consultant	
<b>Location:</b>	Norristown	
<b>Item:</b>	3 nights of hotel based on going rates King of Prussia/Plymouth Meeting	
<b>Computation:</b>	3x\$150	450.00
<b>Consultant:</b>	Capacity Building Consultant	
<b>Location:</b>	Norristown	
<b>Item:</b>	Mileage at .55 cents/mile (Federal guidelines)	
<b>Computation:</b>	.55x100	55.00
<b>Consultants - Travel - Year 1 Total:</b>		<b>855.00</b>

**15. BUDGET DETAILS**

**A. MASTER**

Line Item Details for: Norristown Borough

**CONSULTANTS - PRODUCT/SERVICE**

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

**OTHER**

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

**YEAR 1 TOTAL: 27,361.00**

**16. ACTIVITY AREAS:**

<u>Fund Source</u>	<u>Purpose Area</u>	<u>Activity Area</u>
JAG	All Initiatives	All Initiatives
JAG	Law Enforcement Programs	Contractual Support
JAG	Law Enforcement Programs	Local/State Initiatives
JAG	Law Enforcement Programs	Training
JAG	Prevention and Education Programs	Training

**PERFORMANCE INDICATORS:**

Established by PCCD		
1. (Unit Count/Process) CPL-Num of Community Policing Activities Conducted	<b>Target:</b>	1
<b>Purpose:</b> Report on how many Community Policing activities were conducted or held during this reporting period. (For example: Police Athletic League [PAL], citizen police academy, and neighborhood watch meetings). Documentation must be maintained for future monitoring purposes.		
2. (Unit Count/Process) CPL-Number of Youth in CPYA Activities	<b>Target:</b>	225
<b>Purpose:</b> The number of youth that participated in community policing youth activities (CPYA) during the reporting period. (For example: PAL, youth police academy, cops and kids programs). Documentation must be maintained for future monitoring purposes.		
3. (Unit Count/Process) PIT-Number of Re-Entry Clients Served	<b>Target:</b>	0
<b>Purpose:</b> Number of re-entry clients being served from the target area during this reporting period. Documentation must be maintained for future monitoring purposes.		
4. (Unit Count/Process) PIT-Number of Youth Completing Program	<b>Target:</b>	225
<b>Purpose:</b> Number of youth who are successfully completing evidence-based programs during the reporting period. Documentation must be maintained for future monitoring purposes.		
5. (Unit Count/Process) PIT-Number of Youth Served	<b>Target:</b>	225
<b>Purpose:</b> Number of youth who are enrolled in the program. Only enter new youth who are enrolling during the reporting period. Documentation must be maintained for future monitoring purposes.		
6. (Unit Count/Process) PIT-Number of Youth Served From the Target Area	<b>Target:</b>	225
<b>Purpose:</b> Number of youth served who are from the target area attending afterschool/summer programs as a result of these funds. A log should be maintained to verify target area residency and count. This figure will be reported in the monthly reports submitted in October, January, April, and June. Documentation must be maintained for future monitoring purposes.		
7. (Unit Count/Process) PIT-Number of Re-Entry Programs	<b>Target:</b>	0
<b>Purpose:</b> Number of re-entry programs available in the target area for the reporting period. Documentation must be maintained for future monitoring purposes.		
8. (Unit Count/Process) PIT-Number of Youth in Afterschool/Summer Programs	<b>Target:</b>	0
<b>Purpose:</b> Report number of youth (both in and out of target area) attending afterschool/summer programs as a result of this funding. A log should be maintained to verify residency and count. This figure will be reported in the monthly reports submitted in October, January, April, and June. Documentation must be maintained for future monitoring purposes.		

Established by Subgrantee