

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)
4/12/2012	6/12/2012	2010-JG-07 22884

1. Type of Funds for which you are applying	Byrne Justice Assistance Grant Program (Federal 16.738 JAG) <i>FC 360000 6/12/12</i>		
2. Applicant	Name Of Applicant: Family Service of Montgomery County, Pennsylvania <i>Vendor 117523</i>		
	Federal ID: 23-1352361	County: Montgomery	
	Street Address Line 1: 3125 Ridge Pike		
	Address Line 2:	Address Line 3:	
	City: Eagleville	State: PA	Zip: 19403-1407
3. Recipient Agencies	Family Service of Montgomery County, Pennsylvania		
4. Project Director	Name: Ms. Kelly Brown		Title: Director of Community Prevention Services Agency: Family Service of Montgomery County, Pennsylvania
	Street Address Line 1: 3125 Ridge Pike		
	Address Line 2:	Address Line 3:	
	City: Eagleville	State: PA	Zip: 19403-1407
	Phone: 610-630-2111 x232	Fax: 610-630-4003	Email: kbrown@fsmontco.org
5. Financial Officer	Name: Mr. Timothy O'Connell		Title: Director of Finance Agency: Family Service of Montgomery County, Pennsylvania
	Street Address Line 1: 3125 Ridge Pike		
	Address Line 2:	Address Line 3:	
	City: Eagleville	State: PA	Zip: 19403-1407
	Phone: 610-630-2111	Fax: 610-630-4003	Email: toconnell@fsmontco.org
6. Contact	Name: Ms. Kelly Brown		Title: Director of Community Prevention Services Agency: Family Service of Montgomery County, Pennsylvania
	Street Address Line 1: 3125 Ridge Pike		
	Address Line 2:	Address Line 3:	
	City: Eagleville	State: PA	Zip: 19403-1407
	Phone: 610-630-2111 x232	Fax: 610-630-4003	Email: kbrown@fsmontco.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) Norristown Violence Prevention Initiative		
	The collaborative partners in the Norristown Prevention Initiative will replicate the OJJDP Comprehensive Gang Model in response to an increasing level of youth street gang violence in the Municipality of Norristown. This project will encompass all recommended components of the Comprehensive Gang Model.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	85,866.00
EMPLOYEE BENEFITS	25,760.00
TRAVEL (INCLUDING TRAINING)	1,728.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	20,856.00
CONSULTANTS	114,028.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	248,238.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	219,148.00	88%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	29,090.00	12%
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	248,238.00	100%

10. Project Start Date: 7/1/2012

Project End Date: 6/30/2014

PCCD

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done. 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.

4/12/12
DATE
[Signature]
SIGNATURE OF ATTESTING OFFICER
Board President
TITLE OF ATTESTING OFFICER

Family Service of Montgomery County, Pennsylvania
NAME OF APPLICANT AGENCY

By: [Signature]
Title: Executive Director

(SEAL)

By: _____

Title: _____

By: _____

Title: _____

APPROVED AS TO FORM AND LEGALITY:

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

SOLICITOR

APPROVED:

DISTRICT ATTORNEY
(VS applications only)

CONTROLLER

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 2010 fiscal year.

[Signature]
EXECUTIVE DIRECTOR, PCCD

[Signature]
COMPTROLLER, CENTRAL SERVICES

OK RIC
7/24/12

6-25-12
DATE

7/24/12
DATE

Approved as to form and legality:

[Signature]
COUNSEL TO PCCD

6/25/12
DATE

35-K-171

OFFICE OF GENERAL COUNSEL

DATE

35-K-171

DEPUTY ATTORNEY GENERAL

DATE



CRP CHECK CERTIFICATION FORM

Contractor TIN : *****2361

Contractor Name : FAMILY SERVICES OF MONTGOMERY

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

5/8/2012

Authorizing Signature

Generated Date

12. BUDGET DETAILS**A. MASTER BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	YEAR 2	TOTAL
Family Service of Montgomery County, Pennsylvania	124,119.00	124,119.00	248,238.00
Total:	124,119.00	124,119.00	248,238.00

Applicant Agency: Family Service of Montgomery County, Pennsylvania

BY CATEGORY	YEAR 1	YEAR 2	TOTAL
PERSONNEL	42,933.00	42,933.00	85,866.00
EMPLOYEE BENEFITS	12,880.00	12,880.00	25,760.00
TRAVEL (INCLUDING TRAINING)	864.00	864.00	1,728.00
EQUIPMENT	0.00	0.00	0.00
SUPPLIES & OPERATING EXPENSES	10,428.00	10,428.00	20,856.00
CONSULTANTS	57,014.00	57,014.00	114,028.00
CONSTRUCTION	0.00	0.00	0.00
OTHER	0.00	0.00	0.00
Total:	124,119.00	124,119.00	248,238.00

BY SOURCE	YEAR 1	YEAR 2	TOTAL
FEDERAL	109,574.00	109,574.00	219,148.00
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.)	14,545.00	14,545.00	29,090.00
IN-KIND MATCH	0.00	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00	0.00
Total:	124,119.00	124,119.00	248,238.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family Service of Montgomery County, Pennsylvania

YEAR 1

PERSONNEL

		<u>COST</u>
Position:	Glenda Gieder	
Name:	Secretary	
Computation:	\$14.04/hour x 3 hrs/wk x 52 weeks	2,190.00
Position:	Bookkeeping	
Name:	Nancy Witman	
Computation:	1.5 hrs/wk x \$26.42/hr x 52 wks	2,061.00
Position:	Project Director	
Name:	Kelly Canally-Brown	
Computation:	3 hrs/wk x \$35.37/hr x 52 wks	5,518.00
Position:	Anti-Gang Coordinator	
Name:	Viviann Schorle	
Computation:	26 hrs/wk x \$24.53/hr x 52 weeks	33,164.00
Personnel - Year 1 Total:		42,933.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:	Secretary	
Name:	Glenda Gieder	
Computation:	\$2190 x 30%	657.00
Position:	Bookeeping	
Name:	Nancy Witman	
Computation:	\$2061 x 30%	618.00
Position:	Project Director	
Name:	Kelly Brown	
Computation:	\$5518 x 30%	1,656.00
Position:	Anti-Gang Coordinator	
Name:	Viviann Schorle	
Computation:	\$33164 x 30%	9,949.00
Employee Benefits - Year 1 Total:		12,880.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Family Service of Montgomery County, Pennsylvania

TRAVEL (INCLUDING TRAINING)

		<u>COST</u>
Purpose of Travel:	Outreach, meetings, training	
Location:	Norristown	
Item:	Mileage	
Computation:	.48/mile x 150 miles/month	864.00
Travel (Including Training) - Year 1 Total:		864.00

EQUIPMENT

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

SUPPLIES & OPERATING EXPENSES

		<u>COST</u>
Supply Item:	Printing from outside printer for high-volume educational materials	
Computation:	\$50/month x 12	600.00
Supply Item:	Administrative/Office Supplies	
Computation:	\$69/month x 12	828.00
Supply Item:	Printer/Copier Supplies for in-house equipment and supplies	
Computation:	\$50/month x 12	600.00
Supply Item:	Occupancy- Utilities for Coordinator Office Space	
Computation:	\$250/mo x 12	3,000.00
Supply Item:	Office Maintenance Exp for Coordinator	
Computation:	\$150/mo x 12	1,800.00
Supply Item:	Communications for Coord (postage, telephone, Internet, fax)	
Computation:	\$200/mo x 12	2,400.00
Supply Item:	Liability Insurance for Coordinator	
Computation:	\$50/mo x 12	600.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family Service of Montgomery County, Pennsylvania

Supply Item:	Auditor's report for Violence Prev Initiative	
Computation:	\$50/month x 12	600.00

Supplies & Operating Expenses - Year 1 Total: 10,428.00

CONSULTANTS - CONSULTANT

		<u>COST</u>
Name / Position:	Ann Kanof/Information Specialist	
Service Provided:	Data collection, analysis and evaluation	
Computation:	60 hours x \$40/hour	2,400.00
Name / Position:	Glen Mills/Community Mgt Services	
Service Provided:	Services to gang-involved & high-risk youth	
Computation:	Field Rep = \$15,000, Sup. & clerical = \$3,600, Office Supplies = \$300, Equip main = \$700, Graffiti clean-up supplies = \$2500, Transportation = \$2400	24,500.00
Name / Position:	Norristown PAL/Street Outreach Workers	
Service Provided:	Street Outreach to Gang-involved Youth	
Computation:	2 workers x \$15/hr x 17.5 hrs/wk x 50 wks + \$322/month x 12 months for operations & supplies	30,114.00

Consultants - Consultant - Year 1 Total: 57,014.00

CONSULTANTS - TRAVEL

		<u>COST</u>
Consultant:		
Location:		
Item:		
Computation:		0.00

Consultants - Travel - Year 1 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

		<u>COST</u>
Consultant:		
Item:		
Computation:		0.00

Consultants - Product/Service - Year 1 Total: 0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family Service of Montgomery County, Pennsylvania

OTHER

		<u>COST</u>
Description:	moved to supplies	
Computation:		0.00
Description:	Communications - moved to supplies	
Computation:		0.00
Description:	Utilities/Maintenance - moved to supplies/operating	
Computation:		0.00
Other - Year 1 Total:		0.00

YEAR 1 TOTAL: 124,119.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family Service of Montgomery County, Pennsylvania

YEAR 2

PERSONNEL

		<u>COST</u>
Position:	Glenda Gieder	
Name:	Secretary	
Computation:	\$14.04/hour x 3 hrs/wk x 52 weeks	2,190.00
Position:	Bookkeeping	
Name:	Nancy Witman	
Computation:	1.5 hrs/wk x \$26.42/hr x 52 wks	2,061.00
Position:	Project Director	
Name:	Kelly Canally-Brown	
Computation:	3 hrs/wk x \$35.37/hr x 52 wks	5,518.00
Position:	Anti-Gang Coordinator	
Name:	Viviann Schorle	
Computation:	26 hrs/wk x \$24.53/hr x 52 weeks	33,164.00
Personnel - Year 2 Total:		42,933.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:	Secretary	
Name:	Glenda Gieder	
Computation:	\$2190 x 30%	657.00
Position:	Bookeeping	
Name:	Nancy Witman	
Computation:	\$2061 x 30%	618.00
Position:	Project Director	
Name:	Kelly Brown	
Computation:	\$5518 x 30%	1,656.00
Position:	Anti-Gang Coordinator	
Name:	Viviann Schorle	
Computation:	\$33164 x 30%	9,949.00
Employee Benefits - Year 2 Total:		12,880.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family Service of Montgomery County, Pennsylvania

TRAVEL (INCLUDING TRAINING)

		<u>COST</u>
Purpose of Travel:	Outreach, meetings, training	
Location:	Norristown	
Item:	Mileage	
Computation:	.48/mile x 150 miles/month	864.00
Travel (Including Training) - Year 2 Total:		864.00

EQUIPMENT

		<u>COST</u>
Item:		
Item:		
Quantity:		0.00
Equipment - Year 2 Total:		0.00

SUPPLIES & OPERATING EXPENSES

		<u>COST</u>
Supply Item:	Printing from outside printer for high-volume educational materials	
Computation:	\$50/month x 12	600.00
Supply Item:	Administrative/Office Supplies	
Computation:	\$69/month x 12	828.00
Supply Item:	Printer/Copier Supplies for in-house equipment and supplies	
Computation:	\$50/month x 12	600.00
Supply Item:	Occupancy- Utilities for Coordinator Office Space	
Computation:	\$250/mo x 12	3,000.00
Supply Item:	Office Maintenance Exp for Coordinator	
Computation:	\$150/mo x 12	1,800.00
Supply Item:	Communications for Coord (postage, telephone, Internet, fax)	
Computation:	\$200/mo x 12	2,400.00
Supply Item:	Liability Insurance for Coordinator	
Computation:	\$50/mo x 12	600.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: **Family Service of Montgomery County, Pennsylvania**

Supply Item: Auditor's report for Violence Prev Initiative
 Computation: \$50/month x 12 600.00

Supplies & Operating Expenses - Year 2 Total: 10,428.00

CONSULTANTS - CONSULTANT

	<u>COST</u>
Name / Position: Ann Kanof/Information Specialist	
Service Provided: Data collection, analysis and evaluation	
Computation: 60 hours x \$40/hour	2,400.00
Name / Position: Glen Mills/Community Mgt Services	
Service Provided: Services to gang-involved & high-risk youth	
Computation: Field Rep = \$15,000, Sup. & clerical = \$3,600, Office Supplies = \$300, Equip main = \$700, Graffiti clean-up supplies = \$2500, Transportation = \$2400	24,500.00
Name / Position: Norristown PAL/Street Outreach Workers	
Service Provided: Street Outreach to Gang-involved Youth	
Computation: 2 workers x \$15/hr x 17.5 hrs/wk x 50 wks + \$322/month x 12 months for operations & supplies	30,114.00

Consultants - Consultant - Year 2 Total: 57,014.00

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	
Computation:	0.00

Consultants - Travel - Year 2 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	
Computation:	0.00

Consultants - Product/Service - Year 2 Total: 0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family Service of Montgomery County, Pennsylvania

OTHER

		<u>COST</u>
Description:	moved to supplies	
Computation:		0.00
Description:	Communications - moved to supplies	
Computation:		0.00
Description:	Utilities/Maintenance - moved to supplies/operating	
Computation:		0.00
Other - Year 2 Total:		0.00

YEAR 2 TOTAL: 124,119.00

13. SECTIONS:

A. Funding Objectives and Strategies

1. Applicant concept papers may only address one Objective under PCCD's Strategic Plan. Choose one from the Drop Down List.

Objective 3: Enhancing Law Enforcement

Once you have selected the Objective of your concept paper from the list above, you must choose a strategy or strategies related to that Objective.

In the set of questions below you are **required** to choose a strategy from within the Objective you selected. You may optionally choose a strategy from one of the other Objectives.

1.1. For Objective 1: Empowering Communities Through Collaboration, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

1.2. For Objective 2: Protecting and Supporting Crime Victims, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

1.3. For Objective 3: Enhancing Law Enforcement, check the box to confirm that your strategy matches PCCD's strategy for this objective.

To develop or improve gang intervention strategies

1.4. For Objective 4: Justice Reinvestment, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

1.5. For Objective 5: Breaking the Cycles of Mental Illness, Substance Abuse and Crime, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

1.6. For Objective 6: Evidenced-Based Programming, Practices and Innovation, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

1.7. For Objective 7: Innovation in Technology and Information Sharing, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

1.8. For Objective 8: Justice Training and Technical Assistance, check the box or boxes to indicate where your strategy matches PCCD's strategy for this objective.

A response to this question is optional and no answers were selected.

13. SECTIONS:**B. Executive Summary**

Executive Summary - (not to exceed 5,000 characters)

1. Concept Papers must include an Executive Summary identifying the applicants name, title of the project, the PCCD objective under which the applicant is applying, and dollar amount requested. The Executive Summary must also include goals of the project, a listing of key or major deliverables, and project outcomes.

Applicant – Norristown Area Communities That Care/Family Services, Lead Agency

Project Title – Norristown Violence Prevention Initiative

Objective 3: Enhance Law Enforcement

Amount Requested: \$250,000

Norristown Area Communities That Care (CTC) For Youth is requesting funds for the Norristown Violence Prevention Initiative, which will be a local replication of the OJJDP Comprehensive Gang Model. Despite proximity to a largely affluent, suburban environment, the Municipality of Norristown in Montgomery County, Pennsylvania shares many characteristics of larger urban areas. Comprised of both middle class and starkly urban neighborhoods, Norristown, a small borough 3.5 miles in radius, has experienced a marked increase in its disadvantaged, minority and non-English-speaking populations, an exodus of middle class families, and deterioration of property values. Norristown ranks highest in Montgomery County for violent crime, juvenile crime, family violence and drug- related use and offenses. In addition to these risk factors, Norristown Police Department has experienced an increase in the violence and membership within youth street gangs. Documented membership in youth street gangs is one hundred forty-six (146) youth ages 12-23 years of age with numerous other gangs operating within Norristown's boundaries.

This initiative is a coordinated and comprehensive approach to enhance planning, coordination, tools, and training among law enforcement entities and the community to develop an effective response to youth gang violence in Norristown, PA. The Norristown Violence Prevention Initiative will be managed by Family Services and overseen by the Norristown Area CTC Board and Program and Resource Development Committee. Key program stakeholders/partners include Norristown Police Department, Montgomery County Office of Juvenile Probation, Glen Mills, Greater Norristown Police Athletic League, Norristown Area School District, and Family Services. Norristown CTC and our partner agencies will implement the five core strategies of the OJJDP Comprehensive Gang Model: (1) Community Mobilization, (2) Opportunities Provision, (3) Social Intervention, (4) Suppression, and (5) Organizational Change Development. The Norristown Violence Prevention Initiative will implement a range of programs and services in order to achieve the following goals: (1) to prevent and reduce youth gang involvement and (2) to create a coordinated system in which to respond to and intervene in youth gang development.

The goals of the Norristown Violence Prevention Initiative are to: (1) To prevent and reduce youth gang involvement, and (2) To create a coordinated system in which to respond to and intervene in youth gang development..

Deliverables of the Norristown Violence Prevention Initiative will include:

- Production of a Gang Problem Assessment/Risk and Resource Assessment (to include demographics, origin, causes and impact of gang involvement)
- Model Anti-Gang Initiative delivered in a focused and coordinated manner
- Anti-Gang Implementation and Action Plan
- Active and engaged steering committee of necessary sectors
- Coordinated crime data collection and analysis
- Coordinated suppression efforts among three municipalities
- Coordinated system of service providers who provide alternatives to gang life and youth employment/educational opportunities

Outcomes of the Norristown Violence Prevention Initiative will include:

SUBGRANT: 22884

Short Title: Norristown Violence Prevention Initiative

- Decrease the number of youth involved with gangs.
- Increase opportunities for youth who may not secure a high school diploma as a result of excessive truancy, discipline incidents, school failure, etc.
- Increase formal and informal social control procedures regarding gang involvement.
- Increase the number and comprehensiveness of anti-gang strategies to reach youth at difference levels of involvement in gangs.
- Increase community involvement/mobilization around youth gang involvement.
- Increase the involvement of youth-serving organizations that reach out to gang-involved youth and their families linking them to services.
- Increase effectiveness of resources within the community to address gang-related issues.

13. SECTIONS:**C. Statement of Problem (Concept Paper)**

Statement of Problem (not to exceed 10,000 characters)
--

1. Identify the precise problem to be addressed by the project. Supporting data, facts and figures must be specific to your project and relevant to the problem and your proposed request.
--

Despite proximity to a largely affluent, suburban environment, Norristown shares many characteristics of larger urban areas. Norristown has experienced a marked increase in its disadvantaged, minority and non-English-speaking populations, an exodus of middle class families, and deterioration of property values. Today, over 50% of all low-income housing in Montgomery County is within Norristown. Norristown has the 20th highest population density of any of the 1400 incorporated places in Pennsylvania, an unemployment rate of 10.4% in 2010 compared to the county's rate of 6.7% and the state's rate of 8.1%, the highest poverty rate in the county, and the largest number of people receiving public assistance in Montgomery County.

Norristown Area School District's enrollment is about 7,000 including charter school enrollment. Of these 45% are African-American, 25% White, 25% Latino, and 5% Other. Sixty-six (66%) percent of NASD students receive free or reduced-price lunches (v. the state average of 39%). Norristown alone has a poverty level of 23.1%, significantly above the state level. Twenty percent (20%) of NASD students are enrolled in special education programs (state average of 15.1%) and 10% participate in the ESL program.

CTC was established in July 2001 to respond to the incidence of youth substance abuse and violence. The coalition consists of more than 46 members from various sectors. The target community is East Norriton and West Norriton Townships and the Municipality of Norristown. Through a comprehensive Risk and Resource Assessment conducted in 2010/2011 (which includes PAYS data of students), CTC has identified four priority risk factors: Availability of Drugs/Firearms; Family Management Problems; Lack of Commitment to School; and Alienation/Rebelliousness of Youth.

The CTC RRA indicates that Norristown ranks the highest in Montgomery County for incidents of serious crime. Gun violence has been consistently high in Norristown for the past several years. There have been twenty-three (23) homicides in Norristown between 2009 and 2011. Norristown Police Department reports that in 2011 there were 12 rapes, 152 assaults, 197 robberies, 239 burglaries, 642 thefts, and 114 motor vehicle thefts, and 5 arsons. Youth gang members are responsible for three homicides in Norristown during 2011. Norristown consistently has the highest incidence of domestic violence requests for service in the county as well as the highest rates of child abuse and neglect. Greater than 42% of the requests to Montgomery County Drug and Alcohol for inpatient/outpatient services are initiated by Norristown residents.

Norristown Police Department reports that Norristown is faced with a major problem with youth street gangs, in particular the Chain Gang (Bang Bang), Lafayette & Chain (LC), and Oak and Smith (ONS) gangs. These street gangs are comprised of youth ages 13 – 22 years of age. NPD reports 44 documented members in Chain Street, 84 in the LC and 18 in the ONS street gangs. Numbers of documented gang members continue to increase. Demographics of gang members are 91% male and 9% female. Approximately 94% of the gang members are African Americans, the balance are Asian and White. Forty-one (41) of these gang members are confirmed to be juveniles, although there are nineteen (19) for who birth dates are not available and many are suspected to be juveniles. The LC has been involved in homicides, Act 64 sales (possession with intent to distribute), robbery, burglary, criminal mischief, weapons offenses and assaults. The Chain Gang has been involved in homicides, Act 64 sales, robbery criminal mischief, weapons offenses, and assaults. ONS has documented involvement in Act 64 sales and criminal mischief. Incidents with these three street gangs have included three homicides in 2011, riots, shooting, extensive robberies, drugs and other violent crime. According to the Montgomery County Detective division, sixteen of these gang members were recently arrested for a series of fire-bombings.

Another alarming trend is that the School Resource Officers in Norristown Area School District report an increase in the number and activities of youth "gangs" at the middle school level. There is a newly formed group at Stewart Middle School, "Good Fellas", with five known youth members who recruit members in the school, attempt to organize fights with rival groups and intimidate others in the community. They have also used Facebook to harass and intimidate other students. Other middle school groups of youth include the "Bomb Squad" for which no numbers are yet documented. The 2010 PAYS

data reflects that 13.3% of 8th graders and 10.8% of 10th graders reported that they have belonged to a gang in the past year.

An additional area of concern has been the appearance of other more organized gangs such as the Bloods (15 members) and MS 13. A gang recently recognized by the PA Attorney General's Office as a "dangerous gang", Juggalo, has begun activity in Norristown. There are two major Hispanic gangs operating in Norristown; South Side 13 estimated by NPD at possibly more than 150 members and Peoples Paco Loco with membership estimated at 75 based on an un-corroborated statement of a member. Youth street gangs have been an issue that NPD has been responding to for several years although the increasing level of violence has caused great concern recently. In addition to increased patrols of gang areas, NPD continues to monitor graffiti and track the sources to determine the authenticity of gang-tagging.

The 2011 administration of the PAYS revealed that in addition to an increase in marijuana use and the use of illicit drugs, violence indicators among our youth exceed the statewide averages:

- 3.1% of surveyed students reported bringing a weapon to school.
- 16.4% of 6th graders, 20.4% of 8th graders reported "attacking someone with intent to harm"
- 26% of students (29.6% of 8th graders) reported being suspended as a result of anti-social behaviour.
- 12.9% of 10th graders report having been drunk or high at school in the past year.
- 29.1% of students report having been threatened to be hit or beaten up in the past year
- 12.2% of students report that they have been attacked or beaten up (5.8% reported with a weapon
- 18.2% of 10th graders report being offered, given or sold an illegal drug.

In addition to relevant trainings from the National Gang Resource Center, the FBI National Academy and OJJDP Publications, and telephone consultation with the National Gang center, CTC members have reviewed a wide range of research studies in the past couple of years as we have begun to plan our response to the youth gang issue, such as Childhood Risk Factors for Adolescent Gang Membership, August 1999, from researchers Hawkins, Hill, Howell, and Battin-Pearson that indicate when the above risk factors are present (community disorganization, family poverty, peers who engage in anti-social behavior, lack of commitment to school, family history of problem behavior) youth are at greater risk for gang involvement.

While CTC member agencies have engaged in suppression activities and CTC has sponsored numerous prevention programs, we recognize that the only way to effectively respond to the youth gang problem is to implement a comprehensive strategy. Implementation of the OJJDP Comprehensive Gang Model will enhance law enforcement, create safer schools and community as well as allowing CTC to further decrease the afore-mentioned risk factors identified in the community.

13. SECTIONS:**D. Project Description**

Project Description (not to exceed 15,000 characters)

1. Present clear and realistic goals and measurable objectives in view of the budget and personnel assigned; describe the operation of the proposed project and explain how it will impact the target population. This section must include: location of the proposed project (is it countywide or specific to townships, boroughs, etc.); target population; estimated numbers to be served; how will individuals be referred to the proposed project; and, how volunteers, if applicable, will be utilized in the proposed project. Describe the alignment of your proposal with existing best practices or programs. Provide citations as applicable. Those applications that will expand a program for a new target population not previously served or are proposing to expand an already existing program in order to increase the capacity must clearly demonstrate in their application that the current program is achieving its intended outcomes. Also, be sure to reference and include, as applicable, the important JAG funding characteristics as these will have bearing on the scoring of proposals. See help text for listing of characteristics.

Norristown, PA has been fortunate to have a successful, active Communities That Care (CTC) Initiative since 2001. Through CTC, community members from twelve sectors (law enforcement, mental health, government, media, school, drug & alcohol services, youth-serving organizations, religious/fraternal organizations, business, health, youth and parents/residents) have been actively addressing youth substance abuse and violence issues through collaborative planning, data collection, and implementation of national model programs and strategies. We intend to build on these relationships, partnerships and successes to implement the OJJDP Comprehensive Gang Model in response to escalating youth street gang violence.

There are two primary goals of the Norristown Violence Prevention Initiative:

Goal 1 – To prevent and reduce youth gang involvement.

Objective 1-1: Decrease the number of youth involved with gangs.

Objective 1-2: Increase opportunities for youth

Objective 1-3: Increase formal and informal social control procedures

Objective 1-4: Increase the number and comprehensiveness of anti-gang strategies to reach youth at difference levels of involvement in gangs.

Goal 2 – To create a coordinated system to respond to and intervene in youth gang development.

Objective 2-1: Increase community involvement/mobilization

Objective 2-2: Increase the involvement of youth-serving organizations that reach out to gang-involved youth and their families linking them to services.

Objective 2-3: Increase effectiveness of resources within the community

In addition to enhancing the coordination and tools available to NPD and community agencies to respond to gang violence, we anticipate serving a minimum of seventy-five (75) gang-involved and/or high-risk youth annually. We will implement the five core strategies of the OJJDP Comprehensive Gang Model:

Community Mobilization – The Anti-Gang Coordinator will work with the CTC Board and committees. The CTC Steering Committee (SC) will assume a leadership role in defining the gang problem, developing a plan to address the problem, and implementing the project. The CTC SC includes representatives from twelve key community sectors as mentioned above. The CTC SC has been meeting regarding the increasing gang violence problem since 2009. Many of the beginning steps of the OJJDP Gang Model such as mobilizing, data collection and education are underway and will be greatly enhanced by this model/related training.

The CTC SC has an extremely successful history implementing comprehensive, collaborative strategies. This multi-disciplinary committee is comprised of upper-level administrators and community leaders who have the power and influence to affect decisions in support of this project.

Opportunities Provision – CTC and the Anti-Gang Coordinator will work with the Montgomery County Workforce Investment Board and the Greater Norristown Chamber of Commerce to identify opportunities for youth who may not secure a high school diploma as a result of excessive truancy, discipline incidents, school failure, etc. There is much work that needs to be done to provide these youth with education options, training as well as jobs in order to provide them with viable options to compete with the lure of gang involvement and the income that is generated from drug sales. Norristown is lacking in educational options for high-risk youth, such as job training and apprenticeships. Developing these resources with faith-based, community groups and county agencies will be a focus of this project. Once developed, these services and opportunities can be supported by a variety of social

services including mental health services, drug and alcohol screenings, and case management services.

Social Intervention – The CTC Program and Resource Development (PRD) Committee will serve as the Social Intervention Team as this committee is comprised of all of the key stakeholders recommended by OJJDP – law enforcement, mental health, school, adult probation, juvenile probation, family services, social services, and workforce investment. Street Outreach Workers will be hired and supervised by the Norristown PAL to recruit and work with targeted youth to identify needs (mental health assessment, healthcare, family counseling, education/training, etc.). The Street Outreach Workers will be community members who are knowledgeable about the youth/families, issues they face and reflective of the demographics of the youth to be served. They will work with youth to identify needs/goals, assist their families, provide mentoring, and link youth to necessary services. The CTC PRD Committee members will support these workers by fast-tracking the referrals and moving targeted youth into the appropriate services in a timely and efficient manner.

Suppression – Glen Mills will work closely with NPD and MCJPO to monitor and supervise gang-involved and at-risk youth. Glen Mills will accept referrals of youth from the district courts as well as the Juvenile Court Judge and JPO. These youth may be identified as gang members or at high-risk for gang involvement. Glen Mills will provide pro-social opportunities for these youth as well as supervised opportunities to meet the community service hour requirements of their sentence with activities such as graffiti removal. In addition, Glen Mills will confiscate drugs and other paraphernalia from youth on their caseloads. NPD will conduct community policing strategies and specialized street gang patrols to serve as an open deterrent as well as prevention of street gang crime. The schedule (days, times, months) and locations of patrols will be informed by the NPD crime data of gang activity in order to have the greatest impact.

NPD, Glen Mills, the NASD School Resource Officers (SROs) and MCJPO currently meet on a monthly basis to share intelligence information regarding gang-involved youth and others that are at high-risk for gang involvement. These meetings will continue under the proposed project, but will include coordination with the Street Outreach Workers and social service providers.

Organizational Change/Development – One of the greatest strengths of CTC has been the ability to bring key stakeholders together to address common community issues/problems, but also to work with these organizations to change their policies, procedures and practices to provide services to youth in innovative and more efficient ways. This has been evidenced in the implementation of the NTAI which changed the policies and procedures of the school district to identify and respond to truancy earlier, overhauled the practices in district court to include onsite assessments of youth/families at court as well as referrals to social services in lieu of fines. The end results of NTAI has been a 44.5% decrease in aggregate unexcused absences, a 35% decrease in daytime juvenile crime, and a 16.5% increase in graduation rates of 12th graders. This community has experienced first-hand the benefits of partnerships and collaboration to reduce crime and strengthen families/at-risk youth.

Assessment Activities – While youth gangs have been present in Norristown for the past eight to ten years, since 2009 we have experienced an increase in the level of violence. High profile murders, several gang riots, and numerous assaults have resulted in an increased fear among residents. While CTC conducts a Risk and Resource Assessment regularly, this assessment does not include the level of detail needed to assess our gang problem. Through the OJJDP Comprehensive Gang Model, CTC and NPD will conduct an extensive assessment of gang issues including the community/school incidence, demographics, causes of gang-involvement and resources available to provide youth with alternatives to gang involvement. The CTC RRA committee at the direction of the CTC Information Specialist will conduct focus groups and one-on-one interviews with youth, parents, and stakeholders to determine their perceptions of the gang problem. CTC will assess this information to determine the nature of our local gang problem. This information will be the foundation of an Anti-Gang Plan and related strategies.

Norristown is currently lacking a comprehensive approach to reducing gang violence as well as services needed to intervene with high-risk youth prior to court involvement. CTC sponsors numerous national model prevention programs for youth and parents as well as environmental strategies. CTC member agencies provide a range of prevention services for preschool-late elementary/early-middle school-aged youth. Through a USDOE SS/HS grant, CTC and NASD were successful in securing a range of prevention and early intervention services for youth. In addition to school-based mental health and student assistance programs, an integral component of this project has been the addition of four, School Resource Officers, who address gang issues and related problems within the school buildings. These officers serve a law enforcement function as well as a mentoring function for high-risk youth.

As a community we are lacking resources and services to intervene with high-risk youth who are engaged in problem behavior in school and in the community for whom traditional services are not effective. The Street Outreach Workers are a realistic strategy to reaching these hard-to-reach youth

and families. PAL will hire and supervise three Street Outreach Workers who will meet with youth in the community, schools, homes, and on the street. These workers will be carefully selected to ensure that they have the necessary disposition, character, and skills to work with high-risk, resistant, and often volatile youth. The workers will be supported by PAL as well as the CTC PRD members. The Anti-Gang Coordinator will provide them with supervision regarding case management concerns, referrals and issues as Family Services' staff has much experience working with at-risk youth and families. It is expected that these workers will need to be well trained and supported in order to be versatile and work with a full range of issues for this client population including abuse issues, family violence, housing, mental health, substance abuse, economic challenges, court-involvement, etc.

Our prevention activities will be aimed at the general student/community population of Norristown. We are fortunate that through CTC many of these services are already in place. Prevention activities will include:

- NFC Prenatal and infancy support
- ESL classes
- PAL, municipality and agency summer camp programs
- SROs who implement bullying and other prevention curriculums
- School-based parent education and family counseling referrals
- School-based youth counseling and crisis services
- Sports activities and training
- Bi-Lingual Community Mobilizer to link the programs and services to the Latino residents (needed – not in place)
- LST program for all 6th – 8th grade students in NASD
- National model parent education programs – GGC, SC and FAST
- NTAI provides a five-prong approach to reducing and intervening in truancy
- NPD, SafeKids: Out of Harm's Way youth, parent and community education regarding risk factors for becoming a victim and/or perpetrator of violence
- CTC Youth Subcommittee – BackTalk
- Gang awareness training to community, parents, and service providers (needed – not in place)
- Mentoring/tutoring for youth at-risk for school failure
- Afterschool and summer programs for elementary and middle school youth
- Arts and recreation for at-risk youth
- Public awareness and community events
- Social Marketing campaigns – Find Your 25th Hour and Don't Smoke Your Future

Intervention services will target high-risk/gang-involved youth. Activities will include aggressive outreach, recruitment and case management activities. Support services

will be provided by the Intervention Team for gang-involved youth and their families to help youth make positive choices. While many of these services are in place or can be accessed, this is an area of service in which we are most lacking and where the services of this grant will be primarily directed.

- Gang training, identification and documentation (needed)
- Intervention Team (in place – Street Outreach needed)
- Street Drug Patrols (Drug Free Communities funded until 2014)
- Underage Drinking Enforcement and Nighttime Curfew Patrols (DFC funded and SPF SIG)
- Street Outreach Workers (needed)
- Job training development and placement through public/private partnerships (exists to a limited extent but needs to be expanded and offered to gang-involved and high-risk youth)
- Role modeling and mentoring
- Truancy and dropout prevention programs
- Mental health and substance abuse services
- Educational support and GED services (in place, ongoing partnership with PAL and community college)

- Tattoo removal (needed)
- Community service projects (needed)

Suppression activities will include targeted police patrols, community policing, community awareness, increased law enforcement intelligence sharing, maintaining SROs in middle schools and high school, including neighborhood watch teams in partnership with NPD. Suppression activities will focus on identifying the most dangerous and influential gang members and removing them from the community.

Reentry activities will be tied to the Intervention Team and include referral and services for job training and placement. Case management and support services such as counseling will also be available. Glen Mills will monitor youth who return to the community. Montgomery County Adult Probation is responsible for monitoring adults who return to the community. Both organizations are part of the Intervention Team. Of particular interest will be displaced gang members who may cause conflict by attempting to reassert their former gang roles.

Through the proposed project, CTC will be addressing and incorporating all of the JAG characteristics:

- Solving a current and future problem
- Developed through a collaborative, two-year planning effort
- Piloting the OJJDP Comprehensive Gang Model in Montgomery County to address system issues and coordination
- Delivering services more effectively in a comprehensive manner to gang-involved and/or very high-risk youth
- Cost effective, sustainable and replicable model in that youth will be directed from violent crime avoiding placement and into more pro-social activities.

The planning, expertise and coordination that is developed will be sustained by CTC.

- The OJJDP Comprehensive Gang Model is a national model program based in extensive research.
- Proposed project is a public/private partnership
- An extensive amount of time and effort of the project will be placed on developing and utilizing community assessments and evaluation tools/st

13. SECTIONS:**E. Impact / Outcomes**

Impact / Outcomes (not to exceed 10,000 characters)

1. Provide a description of how the proposed project will be measured; i.e., short-term and long-term outcomes, data collection and analysis, etc. In addition, describe the alignment of your proposal with existing best practices or programs. Provide citations as applicable. Explain the anticipated impact of the project using research data that supports the purported success of the Evidence-Based Practice.
--

The Norristown Violence Prevention Initiative will replicate the national OJJDP Comprehensive Gang Model to prevent and reduce the incidence of gang involvement and violence in Norristown, Montgomery County, PA. The project has two primary goals: (1) To prevent and reduce youth gang involvement, and (2) To create a coordinated system in which to respond to and intervene in youth gang development. The Norristown Violence Prevention Initiative will be implemented through CTC by a multi-disciplinary team with the assistance of a master's level program evaluator.

The goals, objectives and performance measures of the Norristown Violence Prevention Initiative are as follows:

Goal 1 – To prevent and reduce youth gang involvement.

Objective 1-1: Decrease the number of youth involved with gangs.

Performance Measure 1-1a. Percentage of participating youth who offend or reoffend will decrease by 70% during the 2-year grant period. Baseline data will be collected at the beginning of the grant period from participating police departments.

Performance Measure 1-1b. 30% of youth will exhibit becoming less involved in gang involvement to be measured at the end of the grant period.

Baseline data on level of involvement will be determined for each participant by their case manager and other relevant program partners.

Objective 1-2: Increase opportunities for youth who may not secure a high school diploma as a result of excessive truancy, discipline incidents, school failure, etc.

Performance Measure 1-2a. Number of new job training programs available to youth will increase by 4 during the 2-year grant period.

Performance Measure 1-2b. Number of new apprenticeships available to youth will increase by 5 during the 2-year grant period.

Objective 1-3: Increase formal and informal social control procedures regarding gang involvement.

Performance Measure 1-3a. There will be a minimum of 3 program policies changed and/or rescinded during the 2-year grant period.

Objective 1-4: Increase the number and comprehensiveness of anti-gang strategies to reach youth at difference levels of involvement in gangs.

Performance Measure 1-4a. 70% of participating youth will be referred to evidence-based program/practice during the 2-year grant period.

Performance Measure 1-4b. 60% of youth participating in recommended programs will complete the programs.

Goal 2 – To create a coordinated system in which to respond to and intervene in youth gang development.

Objective 2-1: Increase community involvement/mobilization around youth gang involvement.

Performance Measure 2-1a. 4 training requests from the community will be fulfilled during the 2-year grant period.

Performance Measure 2-1b. A minimum of 12 planning and training events will be held each year of the grant.

Performance Measure 2-1c. A minimum of 150 CTC and community members will be trained in gang-related information and/or the OJJDP Comprehensive Gang Model during the 2-year grant period.

Performance Measure 2-1d. 80% of training participants will report an increased knowledge of the program/training area. A pre/post test will be developed to measure this.

Objective 2-2: Increase the involvement of youth-serving organizations that reach out to gang-involved youth and their families linking them to services.

Performance Measure 2-2a. 3 technical assistance requests received from the community will be provided during the 2-year grant period.

Performance Measure 2-2b. 70% of participating organizations will report improvements at the end of the grant period in operations based on training and technical assistance. An evaluation instrument will be developed for this.

Objective 2-3: Increase effectiveness of resources within the community to address gang-related issues.

Performance Measure 2-3a. A minimum of 4 prevention/intervention materials will be developed each year of the grant for distribution to various sectors of the community.

CTC and Family Services will contract with Ann Kanof to provide data collection, Risk and Resource Assessment coordination, data analysis and evaluation functions for the Norristown Violence Prevention Initiative. Ann Kanof has served as the Information Specialist for CTC and our initiatives since 2001. One of the first steps in evaluating the program will be a detailed evaluation plan with performance targets for each measure. In addition, Ms. Kanof will work with the CTC RRA Committee to complete a comprehensive gang assessment using the OJJDP guidelines. Based on the findings of these assessments other performance measures may be added to the above required ones after reviewing the baseline data and specific program goals. Data will be collected using archival and survey sources to determine baseline and will be stored in either an Excel spreadsheet or an Access database, whichever seems more appropriate. This has been done with past grants and allows easy monitoring of progress towards targets.

All partners involved with this grant have been collecting and reporting data to CTC since 2001. The protocols are already in place for this. Most of the data for required performance measures will be collected within the partner agency as part of case management. Numerous forms are already developed to collect data from law enforcement for other initiatives. Data will be collected from the various partners by the Information Specialist to be input into a specially designed database. A monthly review of reports from the database will be used to check progress towards targets. The Information Specialist will also analyze and report data to PCCD in the required intervals.

Results from an evaluation of the Little Village Gang Violence Reduction Project, a replication of the OJJDP Comprehensive Gang Model, show that the Model is effective in lowering crime rates among youth gang members. Results from an evaluation of five communities chosen as demonstration sites for the Model show that a combination of intervention, suppression, and prevention strategies, along with a coordinated team approach to delivering services, is effective in having a positive impact on reducing gang crime. Based on these studies OJJDP strongly recommends that replication sites include a strong evaluation component. All of these components are included in the proposed Norristown Violence Prevention Initiative.

In addition to the above core project components, OJJDP cites several elements that are essential for optimum effectiveness which we have included in the proposed Norristown Violence Prevention Initiative:

1. Acknowledgment of the problem.
2. Assessment of the problem.
3. Setting goals and objectives.
4. Relevant services and activities.
5. A multidisciplinary intervention team is the primary service delivery strategy and targets gang-involved youth.

In reviewing model approaches to preventing and reducing gang involvement the CTC Program and Resource Development Committee reviewed the evaluation outcomes as well as guidelines for implementation. After a review of relevant approaches CTC selected the OJJDP Comprehensive Gang Model. We are committed to implementing the Model as per the recommended guidelines which include:

1. Use with young adult and teenage gang members – our targeted youth are gang-involved and/or at very high-risk, ages 12-23 years of age.
2. Designed for communities with a serious, violent, and entrenched gang problem. The Norristown Violence Prevention Initiative will target gang-involved youth or youth who exhibit multiple risk factors for gang involvement and their families.
3. Incorporate prevention, intervention, and suppression approaches – the proposed project integrates all of these components to respond to the gang problem, from root causes to outward threats to public safety.
4. Expansion beyond traditional roles – CTC has required the expansion of roles among partners for many years in the replication of comprehensive initiatives. Law enforcement, social service, community partners, and school officials are comfortable in working in this manner.
5. No single agency can solve the gang problem – Law enforcement will partner with all key sectors in the implementation to provide their expertise and experience as well as planning and coordination of services.

13. SECTIONS:**F. Budget Narrative**

I. This must include an explanation and justification of all major budget items by category. Costs must be relevant to the project. This section must present a plan for sustaining the program upon termination of PCCD support.

Year I –July 1, 2012– June 30, 2013 (Year II repeats – same budget as Year I)

Personnel

Kelly Brown, Project Director (3 hrs/wk x \$35.37/hr x 52 wks)) \$5,518
 Viviann Schorle, Anti-Gang Coord (26 hrs/wk x \$24.53/hr x 52 wks)) \$33,164
 Nancy Witman, Bookkeeping Support (1.5 hrs/wk x \$26.42/hr x 52 wks) \$2,061
 Glenda Gieder, Secretarial (3 hrs/wk x \$14.04/hr x 52 wks)) \$2,190
 TOTAL \$42,933

Fringe Benefits = (\$42,933 x 30%) \$12,880

Travel

Local Travel Norristown, PA (.48/mile x 150 miles/month) \$864

Travel for Coordinator to attend meetings, trainings, parent/community outreach and events.

Supplies

Administrative/Office Supplies (\$69/month x 12) \$828
 Printer/Copier Supplies (\$50/month x 12) \$600
 Printing (flyers, cards, banners, etc.) (\$50/month x 12) \$600
 Occupancy for Coordinator – Utilities (\$250/month x 12) \$3000
 Main. (\$150/month x 12) \$1800
 Communications (telephone usage and (\$200/month x 12) \$2400
 equipment, fax, Internet – network main.)
 Liability Insurance (\$50/month x 12) \$600
 Auditor's report (\$50/month x 12) \$600

Administrative supplies are office supplies needed for direct program operation. Printer/Copier costs are those costs associated with the internal Family Service copier, paper, ink, related internal equipment maintenance. The printing costs included in the grant are for those costs of an outside printing agency, Jaz Press, Inc, producing high-volume printing for flyers, posters, etc. Occupancy costs include the utilities needed for the office space of the Coordinator. Maintenance costs are those costs associated with maintaining the office space of the Coordinator and include pest control, trash removal, cleaning, and small repairs (light bulbs). Professional liability insurance coverage must be maintained by Family Services to cover the work and activities of the Anti-Gang Project Coordinator. Auditor expense is for that portion of the agency budget (total audit costs = \$28,000) allocated to this program to meet mandatory audit requirements by an accredited CPA firm. Communications expenses include telephone, postage, internet as well as fees associated with the Efforts To Outcomes (ETO) database which is used to record and report on grant activities and youth outcomes.

TOTAL \$10,428

Consultants/Contracts

Ann Kanof Information Specialist 60 hours x \$40/hour

The Information Specialist is responsible for development of the Evaluation Plan, oversight of the completion of the Gang Risk and Resource Assessment, data management to follow youth progress in a database, data analysis for JAG and local outcomes as well as project reporting.

TOTAL \$2,400

Glen Mills Community Management Services

Personnel -

Supervisor (\$36/hr x 84 hours) \$ 3,000.00

Clerical support (\$15/hr x 40 hours) \$ 600.00

CMS field rep (.50 FTE x \$30,000) \$15,000.00

Equipment/materials/supplies = \$3,500.00

Office Supplies for Field rep (\$25/mo x 12) = \$300

Office Equipment use and main (computer, copier, etc) \$59/mo x 12 = \$700

Graffiti Removal Supplies = \$2,500

Transportation (417 miles/mo x 12 x \$.48/mile) \$2,400.00

Glen Mills will provide community management services for high-risk, gang-involved and/or returning gang-involved youth.

TOTAL \$24,500

Greater Norristown Police Athletic League

Street Intervention Staff (2 @ \$15/hr x 17.5 hrs/wk x 50 wks) = \$26,250

Professional Liability (\$150/month x 12 = \$1,800)

Administrative (\$50/month x 12 = \$600)

Communications (\$50/month x 12 = \$600)

Travel (.48/mile x 150 miles/mo x 12 = \$864)

Street Outreach Workers are employees of the Norristown Police Athletic League. These are no police-related position and they are not police officers. Day-to-day supervision of the Street Outreach Workers will be provided by Brett Wells, Director of Norristown PAL, however case management supervision and support will be provided by Viviann Schorle, Anti-Gang Coordinator. Salaries and office expenses for the direct intervention Street Team staff. Salaries of the Street Outreach Workers were determined after consultation with the National Gang Center. The National Gang Center is the TA for this model. Their recommendation is for non-traditional workers with a high school level education who can best relate to the gang-involved youth. The National Gang Center does not make recommendations on rate of pay, but rather recommend characteristics of successful Street Outreach workers as well as suggested caseloads. The Norristown PAL must maintain appropriate levels of liability insurance to cover the work of the Street Outreach Workers as these workers are employees of PAL.

TOTAL \$30,114

SUBTOTAL \$57,014

Total Budget = \$124,119 per year for two years

Total Request fr

13. SECTIONS:

G. Local Jurisdiction Waiver

If you are responding to this Funding Announcement as a private, non-profit organization, you are now required to submit a Local Jurisdiction Waiver signed by the authorized official(s) of the local unit(s) of government that will benefit from the funded program. This waiver certifies that the local jurisdiction recognizes that the funds in question are set aside for local government use; and believes that the proposed project will provide a direct local benefit.

The waiver is attached as a template below. Please complete the waiver and attach a scanned copy in this section. You can also obtain a blank waiver form on our website at www.pccd.state.pa.us, under Grant Opportunities/Application Information and Forms/Standard Forms.

Do you meet the requirements for Local Jurisdiction Waiver submission (applying as a private, non-profit organization)?

Yes

If you are required to submit a Local Jurisdiction Waiver and have not attached it to this application, please indicate your plans for submitting the waiver.

Waiver is attached via e-grants

13. SECTIONS:

H. Required Attachments

Local units of government (includes counties) and private non-profit organizations are eligible to submit a concept paper in accordance with the funding announcement. Proposals for multi-jurisdictional and multi-organizational projects are encouraged, provided that one local unit of government (or in the case of non-profit organizations, one non-profit organization) serves as the applicant. Non-profit organizations will be required to provide letters of cooperation from anticipated project partners as part of their concept paper submission. In the response are below please describe all attachments included.

I. Response:

Attached are Letters of Cooperation and Letters of Support from key stakeholders in the Norristown Violence Prevention Initiative; Montgomery County Juvenile Probation, Norristown Area School District, Norristown Police Department, Glen Mills, and the Greater Norristown Police Athletic League.

REQUIRED ATTACHMENTS related attachments:

File Name:

- ✘ JPO Letter.doc
- ✘ NASD LOS.doc
- ✘ NPD Letter.doc
- ✘ Glen Mills Letter.jpeg
- ✘ PAL Letter.doc
- ✘ LOCAL JURISDICTION WAIVER.pdf
- ✘ EEOP Certification Form.pdf

File Description:

- Letter of Cooperation - JPO
- Letter of Support - NASD
- NPD Letter of Cooperation
- Glen Mills LOS
- Letter of Cooperation - PAL
- Local Jurisdiction Waiver
- EEOP Certification Form

13. SECTIONS:

I. Federal Transparency Act Certification 2006 -FFATA

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of \$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.

The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below.

Additional information relating to the Act can be at <https://www.fsrs.gov/>.

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.

021963251

1.2. Enter the DUNS + 4 number if applicable

021963251

1.3. 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

1.4. 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 under the Current Registration Status.

1/5/2013

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. Street Address 1

3125 Ridge Pike

2.2. Street Address 2

2.3. City

Norristown

2.4. State

PA

2.5. Zip + 4

19403-1407

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

Yes

3.1. 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.

Yes

4. For each subrecipient/contractor receiving \$25,000 or more through the life of this application, add a row to the grid below.

ID	Subrecipient/Contractor Name	Subrecipient/Contractor DUNS Number	CCR Expiration Date
4.1	Greater Norristown Police Athletic League	623156382	04/03/2013

5.

The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; and

(II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

No

6. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

ID	#	Officer Name	Annual Salary
6.1	1		
6.2	2		
6.3	3		
6.4	4		
6.5	5		

13. SECTIONS:**J. 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:

The subgrantee must comply with all federal and state audit requirements including: *The Single Audit Act Amendments of 1996; Office of Management and Budget, Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, (OMB Circular A-133) as amended;* and any other applicable law or regulation, and any amendment to such other applicable law or regulation which may be enacted or promulgated by the federal government.

If the subgrantee is a local government or non-profit organization and 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, the subgrantee is required to have an audit made in accordance with the provisions of *OMB Circular A-133*.

If the subgrantee expends total federal awards of less than \$500,000 during its fiscal year, it is exempt from these audit requirements, but is required to maintain auditable records of federal awards and any state funds which supplement such awards, and to provide access to such records by federal and state agencies or their designees.

SUBMISSION OF AUDIT INFORMATION TO THE COMMONWEALTH.

The subgrantee must submit an electronic copy of the audit report package to the commonwealth, which shall include:

1. Auditor's reports

- a.** Independent auditor's report on the financial statements, which expresses an opinion on whether the financial statements are presented fairly in all material respects in conformity with the stated accounting policies.
- b.** Independent auditor's report on the supplementary Schedule of Expenditures of Federal Awards (SEFA), which should determine and provide an opinion on whether the SEFA is presented fairly in all material respects in relation to the subrecipient's financial statements taken as a whole. This report can be issued separately or combined with the independent auditor's report on the financial statements.
- c.** Report on internal control over financial reporting, compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- d.** Report on compliance with requirements applicable to each major program and report on internal control in accordance with the circular.
- e.** Schedule of findings and questioned costs.

2. Financial statements and notes to the financial statements
3. SEFA and notes to the SEFA
4. Summary schedule of prior audit findings
5. Corrective action plan (if applicable)
6. Data collection form
7. Management letter (if applicable)

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the audit guide and *OMB Circular A-133*.

Effective July 1, 2009, the Office of the Budget, Office of Comptroller Operations, Bureau of Audits will begin accepting electronic submission of single audit/program-specific audit reporting packages. Electronic submission is required for the fiscal year ending December 31, 2008 and subsequent years. Instructions and information regarding submission of the single audit/program-specific audit reporting package are available to the public on Single Audit Submissions page of the Office of the Budget website (<http://www.budget.state.pa.us>). The reporting package must be submitted electronically in single Portable Document Format (PDF) file to RA-BOASingleAudit@state.pa.us.

Steps for submission:

1. Complete the Single Audit/Program Specific Audit Reporting Package Checklist available on the Single Audit Submissions page of the Office of the Budget website (<http://www.budget.state.pa.us>). The Single Audit/Program Specific Audit Reporting Package Checklist ensures the subgrantee's reporting package contains all required elements.
2. Upload the **completed** Single Audit/Program-Specific Audit Reporting Package along with the Single Audit/Program Specific Audit Reporting Package Checklist in a **single** PDF file to an e-mail addressed to RA-BOASingleAudit@state.pa.us. In the subject line of the e-mail subgrantee must identify the exact name on the Single Audit/Program-Specific Audit Reporting Package and the period end date to which the reporting package applies.

The subgrantee will receive an email to confirm the receipt of the Single Audit/Program Specific Audit Reporting Package, including the completed Single Audit/Program Specific Audit Reporting Package Checklist.

GENERAL AUDIT PROVISIONS.

The subgrantee is responsible for obtaining the necessary audit and securing the services of a certified public accountant or other independent governmental auditor. Federal regulations preclude public accountants licensed in the Commonwealth of Pennsylvania from performing audits of federal awards.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the subgrantee's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the subgrantee.

Audit documentation and audit reports must be retained by the subgrantee's auditor for a minimum of five years from the date of issuance of the audit report, unless the subgrantee's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the Government Accountability Office.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

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.

PCCD STATE FUNDS

PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

1.1. Does the applicant agency accept these terms?

Yes

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.
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.

Complete Section B if your organization has 50 or more employees and is receiving a single award for \$25,000 or more, but less than \$500,000 to claim exemption from the EEOP submission requirement, and to certify that your organization has a current EEOP on file that is available for review upon request. (Note: If your organization has received a single award of \$500,000 or more, you are required to send the EEOP Short Form to the Federal Office for Civil Rights (OCR) for review and approval. The mailing address is as follows: Office for Civil Rights, EEOP Short Form Submission, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531. You may also fax the properly endorsed EEOP Short Form to (202)616-9865. Information on preparation and submission of the EEOP Short Form may be found at the OCR website at <http://www.ojp.usdoj.gov/about/offices/ocr.htm> under Equal Employment Opportunity Plans).

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

5.1. 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.

Attached to our application via E-Grants

6.
Federal Leadership on Reducing Text Messaging While Driving:

The Department of Justice encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

6.1. Does the applicant agency accept these terms?

Yes

13. SECTIONS:

K. Private Non-Profit Agency Checklist

Private Non-Profit Agency Checklist:

The following items must be mailed to PCCD in conjunction with the submission of an application for direct funding of private non-profit agencies (refer to the Applicant's Manual page 11). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

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

I. Has the above information been submitted to PCCD within the last year? (Governmental applicants should respond "Not Applicable.")

Information has been submitted to PCCD within the last year.

I.1. If the above information has been submitted to PCCD within the last year, please indicate the **grant number that the information is on file with. Otherwise, indicate the date that the information was or will be mailed to PCCD.**

Submitted with Grant #22628

13. SECTIONS:**L. Fiscal Accountability****1. Fiscal Accountability**

The following procedures have been implemented across all of PCCD's funding streams to ensure fiscal accountability of PCCD grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this back-up when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.

Line Item Detail: PCCD has modified the fiscal report to allow grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to populate the fiscal report consistent with the line items included in their approved budget.

On-site monitoring: PCCD will be completing on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to structure the use of agency resources with those that may be most in need of additional assistance.

1.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's fiscal accountability procedures?

Yes

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards
- Must account for total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization. For example, if the employee spends 20% of their time on the PCCD grant project, 20% on a different grant project and 60% of their time on agency activities; time and effort for all three areas must be included on the report
- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project

- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee
- ARRA Projects must also maintain timesheets

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Office of Management and Budget federal cost principles OMB circular A-87 (2 CFR 225) as it relates to Governmental Units and OMB Circular A-122 (2 CFR 230) as it relates to Nonprofit Organizations and the Office of Justice Programs Financial Guide.

The following sample forms are available on the [Applicant's Manual and Related Documents](#) page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project. ARRA projects cannot use time certifications as their only documentation of time and effort.

2.1.

Does the applicant acknowledge that they have read, understand and will abide by PCCD's employee time and effort reporting standards?

Yes

3. Payment Terms

Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. 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.

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

Yes

14. ACTIVITY AREAS:

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

PERFORMANCE INDICATORS:

1. Established by PCCD		
2. Established by Subgrantee		
2.1. (Percent/Outcome) Youth who do not offend or reoffend	Target:	70
Purpose: 70% of participating youth will not offend or reoffend during the two-year grant period.		
2.2. (Percent/Outcome) Change in gang involvement	Target:	30
Purpose: 30% of youth participating will exhibit becoming less involved in gang involvement		
2.3. (Unit Count/Outcome) Number of new job training programs	Target:	4
Purpose: The Norristown Violence Prevention Initiative will create/identify four (4) new job training programs/opportunities for youth.		
2.4. (Unit Count/Outcome) Number of new apprenticeships	Target:	5
Purpose: The Norristown Violence Prevention Initiative will identify/create a minimum of five (5) new apprenticeships for participating youth.		
2.5. (Unit Count/Outcome) Number of policies changed or rescinded	Target:	3
Purpose: The Norristown Violence Prevention Initiative will effect changes in a minimum of three (3) policies/practices to deter/prevent gang involvement.		
2.6. (Percent/Outcome) Use of evidenced-based programs/practice	Target:	70
Purpose: 70% of participating youth will benefit from evidenced-based program or practice.		
2.7. (Percent/Outcome) Program Completion	Target:	60
Purpose: 60% of program youth will complete recommended programs		
2.8. (Unit Count/Outcome) Training requests	Target:	4
Purpose: The Norristown Violence Prevention Initiative will fulfill four (4) training requests from the community.		
2.9. (Unit Count/Outcome) Number of planning and training events	Target:	12
Purpose: The Norristown Violence Prevention Initiative will conduct a minimum of twelve planning and training events each year.		
2.10. (Unit Count/Outcome) Number of participants trained	Target:	150
Purpose: A minimum of 150 CTC and community members will be trained in gang-related information and/or the OJJDP Comprehensive Gang Model.		
2.11. (Percent/Outcome) Increase in knowledge of gang-related information	Target:	80
Purpose: 80% of training participants will report an increased knowledge of the program/training area.		
2.12. (Unit Count/Outcome) Technical Assistance Requests	Target:	3
Purpose: The Norristown Violence Prevention Initiative will provide three (3) technical assistance contacts to the community.		
2.13. (Percent/Outcome) Organizations reporting improvements in operations	Target:	70
Purpose: 70% of participating organizations will report improvements in operations/staff knowledge based on training and technical assistance received.		
2.14. (Unit Count/Outcome) Program materials developed	Target:	4
Purpose: The Norristown Violence Prevention Initiative will develop a minimum of four prevention/intervention materials annually to distribute to various sectors in the community.		
2.15. (Unit Count/Outcome) Number of Youth Served	Target:	75
Purpose: A minimum of 75 gang-involved and/or youth at high-risk for gang involvement will be served each year		

15. APPROVAL:

- A. Is the equipment inventory included with this subgrant application?
 Yes No
- B. Are the Privacy Certificates as to Confidentiality of Identifiable Research and Statistical Data attached?
 Yes No
- C. Is the Local Policy Board Certification attached?
 Yes No
- D. Is the listing of local Prevention Policy Board members attached?
 Yes No
- E. Is the listing of Community Key Leaders attached?
 Yes No
- F. Is the Prevention Policy Board Certification attached?
 Yes No
- G. Will the assistance requested have an impact or effect on the environment?
 Yes No
- H. Will the assistance requested cause the displacement of individuals, families, businesses or farms?
 Yes No
- I. Has this project been coordinated with the appropriate state and federal agencies?
 Yes No Not Required
- J. Does the project include the construction or renovation of any building?
 Yes No
- K. 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:

Police Department/Law Enforcement Agency Name:

Police Department/Law Enforcement Agency Contact Person/Chief:

Police Department/Law Enforcement Agency ORI Number:

- L. Does this agency regularly submit Uniform Crime Reports to the PA State Police?
 Yes No
- M. Does the applicant agency have any type of audit done regularly?
 Yes No

If yes, when was the last one completed?

June 30, 2011

N. 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?

June 30, 2011

O. For non-profits only, do the by-laws of the applicant agency require an annual audit?

- Yes No N/A

P. Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports?

- Yes No N/A

If yes, please provide the date of the last review.

March 21, 2012

Q. Does the Financial Officer listed in the Main Summary section have more than three years of experience?

- Yes No

R. Does the Project Director listed in the Main Summary section have more than three years of experience?

- Yes No

S. Does the applicant agency have a segregation of duties policy?

- Yes No

16. RECIPIENT AGENCY TOTAL BUDGET FOR CURRENT FISCAL YEAR:

Agency: Family Service of Montgomery County, Pennsylvania
 Agency Year: 2012

A. REVENUE	Amount
Federal Funds	2,340,140.00
State Funds	1,571,007.00
Local Funds	635,200.00
OTHER FUNDING SOURCES: (Per Diem, United Way, PCAR, PCADV, etc.) Please identify each source:	0.00
Program Service Fees	230,000.00
Foundations and Trusts	453,350.00
Investment Income	23,000.00
Other	48,773.00
TOTAL REVENUE	5,301,470.00

B. EXPENDITURES	Amount
General Fund	5,301,470.00
Capital Budget	0.00
Community Development	0.00
Other	0.00
TOTAL BUDGETED EXPENDITURES	5,301,470.00

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.

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.

the optimal staffing level for Street Outreach Workers would be 4 fulltime workers. Additionally, the role of Glen Mills for Community Management Services and grafetti clean-up is under-budgeted. Additionally we will be seeking funds for targeted gang-patrols for Norristown PD. We will look for federal grant opportunities through OJJDP.

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

EEOP Certification Form.pdf
Glen Mills Letter.jpeg
JPO Letter.doc
LOCAL JURISDICTION WAIVER.pdf
NASD LOS.doc
NPD Letter.doc
PAL Letter.doc

File Description

EEOP Certification Form
Glen Mills LOS
Letter of Cooperation - JPO
Local Jurisdiction Waiver
Letter of Support - NASD
NPD Letter of Cooperation
Letter of Cooperation - PAL

X15030541000