

### 13. SECTIONS:

#### B. Physical Security Baseline Criteria

1.

Please indicate which of the following ‘Tier One’ Physical Security Baseline Criteria (<https://tinyurl.com/psbaselinetiers>) your school entity currently meets.

**Tier One Physical Security Baseline Criteria (please check all that apply):**

A physical assessment has been conducted of a school building representative of the school entity.

School entity has exterior lighting of all entrances and critical areas (as defined in a site assessment) for each school facility.

School entity has external, protective doors with viewing pane; door handles that cannot be barred; working locks; and there is single entry in and out of school building.

School entity has a visitor buzz-in entry system; including a written log of visitors and packages; policies and procedures for handling visitors and packages; and front desk/secretarial staff are trained on this.

School security personnel are stationed at the school entity.

School entity’s interior doors are capable of being locked from within each room.

School entity has cameras in blind spot areas.

School entity has an interior and exterior PA System audible throughout the facility.

School entity’s EOP includes an MOU and all-hazards plans with law enforcement and other emergency response stakeholders; ongoing development of plans; and shares updated EOPs with the county Emergency Management Agency per 35 Pa.C.S. § 7701(g).

School entity has developed a reunification plan.

School entity provides continual training for all admin., security staff and school nurse to deal with emergency situations OR all staff are trained on standard emergency procedures (see written funding announcement for full criteria listing).

**1.1.** If you need to provide justification for any answer selected or not selected above, please provide your response here:

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2.

Please indicate which of the following ‘Tier Two’ Physical Security Baseline Criteria (<https://tinyurl.com/psbaselinetiers>) your school entity currently meets.

**Tier Two Physical Security Baseline Criteria (please check all that apply):**

School entity has had a physical assessment conducted of all school buildings and large gathering spaces.

School entity has inside lighting throughout each school building OR a back-up generator to power emergency lighting within each school.

School entity has a buffer area/holding area/vestibule.

School entity has an electronic visitor management system (ID management).

School security personnel are stationed at each school level (elementary, middle, high).

School entity has cameras throughout hallways and large group areas.

School entity has developed EOPs and All-Hazards Plans for each school building in conjunction with building level team, district team, school’s safety coordinator and first responders.

School entity communicates and implements the reunification plan.

School entity provides continual emergency protocol training for all professional staff, including substitutes and support staff, OR all leadership team members are trained to NIMS standards (see written funding announcement for full criteria).

**2.1.** If you need to provide justification for any answer selected or not selected above, please provide your response here:

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3.

Please indicate which of the following 'Tier Three' Physical Security Baseline Criteria (<https://tinyurl.com/psbaselineti3>) your school entity currently meets.

**Tier Three Physical Security Baseline Criteria (please check all that apply):**

Buses have audio/video cameras and GPS tracking units.

Local law enforcement patrols community/routes during peak hours and there are flashing lights in school zones (crosswalks).

School entity has screening devices OR video monitoring/recording of all entrances/exits; visitor management systems; visitor holding areas restricted to admin. areas; and no access to the main body of the school without escort during school hours.

School entity provides training on software and procedures for substitute administrative assistants; provides time stamped, self-expiring visitor management badges; and provides visitor escorts.

School security personnel are stationed at each school building full-time.

School entity has CCTV offsite and/or law enforcement monitoring capability and active monitoring of cameras during school hours and during large group events.

School entity has panic alarms that can be activated from the office and/or within other areas of the building in case of emergency and training for their use.

School entity has a mass communication platform capable of messaging all stakeholders or stakeholder groups in the event of an emergency.

**3.1.** If you need to provide justification for any answer selected or not selected above, please provide your response here:

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**C. Survey of School Mental Health Services**

On July 8th, 2022, the Pennsylvania Public School Code was amended by Act 55 to include a new Section 1305.1-B (relating to survey of school mental health services). This new law requires the School Safety and Security Committee to develop and distribute a survey instrument to measure mental health services throughout school entities in the Commonwealth. All data collected through the survey shall remain confidential and exempt from access under the Right-to-Know Law.

The following questions satisfy the School Mental Health Services Survey and will be incorporated into the School Safety and Security Grant application for FY22-23, to be released on August 1, 2022. School entities will have until August 31, 2022 to submit their survey and grant application.

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**1.**

Does your school entity offer mental health education in the classroom and/or school-wide programming? ‘Mental health education’ can include classroom curricula and lesson plans as well as school-wide programs (e.g., The Good Behavior Game, Check In Check Out, PBIS, MTSS) and initiatives focused on increasing students’ awareness and knowledge of concepts related to mental wellness and mental health literacy. Note: This does not include the direct provision of mental health services, counseling, treatment, or therapy.

If your school entity offers this type of instruction/programming at any point during the education of any student in any grade at any time, please select YES. If your school entity does not offer this type of education/programming at any point during the education of any student in any grade at any time, please select NO.

**Note:** If the answer is NO, you may skip questions 1.1 and 1.2.

Yes

**1.1.** How many school employees provide mental health education in the classroom or another school setting?

3

**1.2.** How many consultants/contractors offer mental health education in the classroom or another school setting? Insert number, include N/A as option

5

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2.

Has your school entity adopted mental or behavioral health curriculum to shape instruction or programming?

'Mental or behavioral health curriculum' can be a stand-alone curriculum or embedded within existing curriculum content in health and other subject areas and can shape in-classroom instruction as well as school-wide programming. Curricula can cover a range of concepts and competencies essential to increasing students' awareness, knowledge, skills, and understanding of mental and behavioral health, such as risk and protective factors that can shape the mental health of young people; understanding the linkages between mental and physical health; signs and symptoms; understanding what to do when there is a concern; reducing stigma; and developing effective coping strategies and help-seeking skills. Examples of curriculum include, but are not limited to, Sources of Strength, Life Skills Training, and PATHS (see PA Department of Education's website at <https://tinyurl.com/PDEexamples> for more mental health curriculum examples).

**Note:** This does not include the direct provision of mental health services, counseling, treatment, or therapy. If your school entity offers this type of curricula at any point during the education of any student in any grade at any time, please select YES. If your school entity does not offer this type of curricula at any point during the education of any student in any grade at any time, please select NO. If the answer is NO, you may skip questions 2.1 through 2.7.

No

**2.1.** Where is the mental and/or behavioral health curriculum currently taught or implemented? Please choose all that apply:

Special Education

**2.1.1.** If Other was selected, please provide additional detail here:

**2.2.** In which grade level are they taught or implemented? Please choose all that apply:

Elementary School

Middle School (including Intermediate School, Junior High School, etc.)

High School

**2.3.** How many school-employed individuals teach or implement these curricula? If none, please enter '0'.

4

**2.4.** What is the role of the individuals who teach and/or implement the curricula? Please choose all that apply:

Teacher

School Psychologist

**2.4.1.** If Other was selected, please provide additional detail here:

**2.5.** If you utilize a contracted entity/consultant, how many contracted individuals teach or implement these curricula? If none, please enter '0'.

5

**2.6.** What service provider(s) does your school entity contract with to teach or implement the curriculum?

FBR, Turtle Creek Mental Health

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2.7. What are the credentials required of the contracted individuals responsible for the teaching or implementing the curricula?

Licensed mental health professional

2.7.1. If Other was selected, please provide additional detail here:

3. Does your school entity currently offer training or professional development focused on any of the following topics? Please choose all that apply:

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

3.1. Please provide a short narrative about the training or professional development that your school entity offers:

The District has provided training to administrators pertaining to Trauma Informed.

4.

Please indicate which of the following ‘Tier One’ Behavioral Health and School Climate Baseline Criteria (<https://tinyurl.com/baselinetiers>) your school entity currently meets.

**Note:** ‘Full-time’ can include positions employed directly by the school entity or a ‘full-time equivalent’ in contracted services with a community-based provider or agency, if applicable.

School entity has at least one Student Assistance Program (SAP) team.

School entity has at least one full-time school nurse.

School entity has at least one full-time school counselor for each school level (i.e., elementary, middle, senior, as appropriate).

School entity has at least one full-time school psychologist who provides academic support.

School entity regularly conducts a school climate survey.

If not offered internally, the school entity has an agreement with area mental health and/or substance use disorder providers for students, including outside referral for counseling.

4.1. If you need to provide justification for any answer selected or not selected above, please provide your response here:

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5.

Please indicate which of the following ‘Tier Two’ Behavioral Health and School Climate Baseline Criteria (<https://tinyurl.com/baselineti2>) your school entity currently meets.

**Note:** ‘Full-time’ can include positions employed directly by the school entity or a ‘full-time equivalent’ in contracted services with a community-based provider or agency, if applicable.

School entity has at least one SAP team for each educational level (i.e., elementary, middle, high school).

School entity has at least one school nurse assigned to each school building.

School entity has at least one school counselor assigned to each school building.

School entity has at least one school psychologist assigned to provide academic, behavioral and mental health support for each school building.

School entity has an agreement with area MH and/or AOD (D&A) providers for onsite student counseling.

5.1. If you need to provide justification for any answer selected or not selected above, please provide your response here:

6.

Please indicate which of the following ‘Tier Three’ Behavioral Health and School Climate Baseline Criteria (<https://tinyurl.com/baselineti3>) your school entity currently meets.

**Note:** ‘Full-time’ can include positions employed directly by the school entity or a ‘full-time equivalent’ in contracted services with a community-based provider or agency, if applicable.

School entity has at least one SAP team at each school building.

Each school building has a full-time school nurse.

School entity provides intervention - working with small groups of students who have been referred via SAP or other school processes.

Each school building has an agreement with area MH and/or AOD (D&A) providers for onsite student counseling.

6.1. If you need to provide justification for any answer selected or not selected above, please provide your response here:

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7.

Please rank in order of most important to least important the following additional resources or support your school entity needs to improve mental health education programming and/or curricula.

**Note:** Rank the below numerically with 1 being the most important additional resource and 7 being the least important resource. Each number must only be used once.

ID	Rank	Resources
7.1	2	Additional funding to hire/contract staff
7.2	3	Additional funding to expand program offerings
7.3	1	Professional development/training
7.4	4	Support with policy development and implementation
7.5	6	Support coordinating with local partners/agencies
7.6	5	TA to address resource gaps for students/families
7.7	7	Increased access to data to inform decision-making

8. What additional resources or support does your school entity need to meet all three tiers of the School Safety and Security Committee’s Behavioral Health and School Climate Baseline criteria?

The District is working towards all the items listed. The implementation of the Trauma Assessment Team will be beneficial in meeting the expectations.



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#### **D. Program Activities - School Mental Health & Safety**

Applicants are required to select one or more of the items or activities included in 24 P.S. §13-1306-B(j) that directly relate to their application. Applicants should determine which eligible program or expense best fits their project. Once an application is submitted, PCCD will review each project and activity section(s) selected for accuracy and work with each applicant to finalize the activity areas.

**NOTE: In the PCCD Egrants system, this list is summarized and will appear truncated for certain activities due to system text-box limitations. Please note that all of the provisions in 24 P.S. §13-1306-B(j) still apply to each category. A full listing of the 24 P.S. §13-1306-B(j) list of eligible activities can be found in the funding announcement PDF.**

1. Please select one or more of the following **Physical Security** items or activities that funding will support:

- (11) Thorough, districtwide school safety, violence prevention, emergency preparedness and all-hazards plans, including revisions or updates to such plans and conducting emergency preparedness drills and related activities.
- (12) Security planning and purchase of security-related technology.
- (14) Provision of specialized staff and student training programs, including training for Student Assistance Program team members.
- (23) The implementation of Article XIII-E (relating to threat assessment).

2. Please select one or more of the following **Mental Health** items or activities that funding will support:

- (6) Risk assessment, safety-related, violence prevention curricula, including dating violence curricula [and], restorative justice strategies, mental health early intervention, self-care and suicide awareness and prevention curricula.
- (10) Development and implementation of research-based violence prevention programs that address risk factors to reduce incidents of problem behaviors among students.
- (21) Trauma-informed approaches to education,
- (27) Training and related materials for school employees or students that are evidence-based and focus on identifying the signs and signals of anxiety, depression, suicide or self-harm in students and best practices for seeking assistance.

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### E. Procurement Details

#### 1.

Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - [2CFR 200.318 through 200.326](#).

#### Methods of Procurement

Subgrantees must use one of the following methods of procurement (from 2 CFR 200.320):

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67Micro-purchase). To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;

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- (3) The subgrantee must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The subgrantee may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or
- (4) After solicitation of a number of sources, competition is determined to be inadequate.

**Micro-purchase (2 CFR 200.67)** means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1(Definitions). It is \$10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

**Simplified acquisition threshold (2 CFR200.88)** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement.

Does this application include any procurements by noncompetitive proposal?

No

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?

Yes

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.

ID	Description of Product or Service	Egrants Budget Category	\$ Value of Product or Service	Procurement Method	Vendor Name If Known
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4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

**Proposed Sole Source Vendor #1**

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

4.4. Provide an outline of the unique qualities of the contractor.

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

4.6. Provide any other points to "sell the case."

4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

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#### **F. Required Documents - School Safety**

##### **Required Document for Category 12**

If applying for any item under 24 P.S. §13-1306-B(j)(12) – also known as ‘Category 12’ – school entities must attach documentation from their school board demonstrating that the request for purchases related to security planning and the purchase of security-related technology is based on safety needs identified by the board. Types of acceptable documentation may include one of the following: a letter of support, a board resolution, or meeting minutes of the board or a subcommittee of the board discussing and/or approving the request for the item to address a safety need. This documentation should be attached to the application in Egrants.

##### REQUIRED DOCUMENTS - SCHOOL SAFETY related attachments:

**File Name:**

Safety and Security 8-3-2022.docx

West Mfflin TSS Proposal SA 8-23-22.docx

**File Description:**

Safety Agenda

trauma skilled school

**13. SECTIONS:****G. Worker Protection Certification**

1.

**WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM**

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

1.1.

**CERTIFICATION**

I understand that by signing and submitting this grant application, I am certifying that I am duly authorized to execute this certification on behalf of the contractor/grantee identified as the applicant on this grant application, and I certify that the contractor/grantee identified as the applicant on this grant application is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Pennsylvania Commission on Crime and Delinquency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

Do you agree to the terms of this certification?

Yes

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### H. Fiscal Accountability

1.

#### **Subgrantee 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.

**Programmatic Back-up:** PCCD will periodically verify that data submitted by grantees in their program reports is accurate. PCCD will select one or more performance measures/data categories each reporting period and require grantees to submit documentation to support what was reported on their Egrants program report or other reporting tool.

**Subgrantee Payment:** All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

**Line Item Detail:** PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

**On-site monitoring:** PCCD completes 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 identify and focus the use of agency resources on those agencies 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

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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 (grant and non-grant) for which employees are compensated and which is required in fulfillment of their

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obligations to the organization

- 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 activities eligible for reimbursement under 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

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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

\*\* Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

The following sample forms are available on the [Grant Procedures and Forms](#) 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.

#### 2.1.

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

Yes

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3. Individual consultants funded with PCCD grant funds must maintain time and effort reports to support all charges billed to PCCD grant funds. Does the applicant acknowledge that they understand the requirement for individual consultants to maintain time and effort reports as support for charges against PCCD grant funds?

Yes

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4.

**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.

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

Yes

## 13. SECTIONS:

### I. Federal Transparency Act Certification 2017 -FFATA

**YOU ARE ONLY REQUIRED TO ANSWER QUESTION #2 BELOW. PLEASE IGNORE ALL OTHER QUESTIONS IN THIS SECTION.**

1. The following questions pertain to the applicant agency's Unique Entity Identifier (UEI) and SAM registration.

1.1.

Enter the applicant agency's Unique Entity Identifier (UEI).

The applicant agency's UEI can be found by accessing the applicant agency's information in the federal System for Award Management (SAM) at <https://sam.gov/content/home>.

**Important Note:** By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: [Unique https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update](https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update).

FQ9TY16RSV7

1.2. The applicant agency is registered with the SAM and agrees to maintain a valid SAM registration at all times while they have a grant award.

Yes

1.3. Enter the date that the applicant agency's SAM registration is valid through. The applicant agency's SAM registration date can be found at [www.sam.gov](http://www.sam.gov).

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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. City (i.e. Harrisburg). Max 35 characters -

NOTE:

City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

1020 Lebanon Rd., West Mifflin, PA

**13. SECTIONS:**

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

2.3.

Zip + 4 (i.e. 171091244) Exclude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance

151221036

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). if the grant is Statewide, please select 'STATEWIDE'

002 - Allegheny

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

No

3.1. The Applicant Agency certifies that the following subrecipients receiving \$25,000 or more of federal funds has a Unique Entity Identifier (UEI) and has and will maintain a valid SAM 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	Subrecipient/Contractor UEI	SAM Expiration Date
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**13. SECTIONS:**

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.

**Response #1**

6.1. Officer Name:

6.2. Annual Salary:

## 13. SECTIONS:

### J. State Funding Announcement Certifications

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

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#### 1.

##### **Audit Responsibilities:**

##### **Federal Funds**

The Applicant must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996; 2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

If the Applicant is a local government or non-profit organization that expends \$750,000 or more in federal awards during its fiscal year, the Applicant is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

If the Applicant expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

If the Applicant is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, PCCD is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit reports for local governmental and non-profit subrecipients are electronically submitted to the Federal Audit Clearinghouse.

##### **Additional Potential Components of the Single Audit Reporting Package**

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 appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

##### **Steps for Submission**

The Applicant's submission responsibilities are as follows:

(1) Submit the Single Audit or Program-Specific Audit Report to the Federal Audit Clearinghouse (FAC) and receive an email confirmation of receipt from the FAC.

(2) Complete the Single Audit/Program Specific Audit Reporting Checklist to ensure your package contains all required elements. A fill-in version of the checklist can be found on the Commonwealth's Bureau of Audits (BOA) website at <http://www.budget.pa.gov/Documents/single-audit-checklist.pdf>.

**13. SECTIONS:**

(3) Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to [RA-BOASingleAudit@pa.gov](mailto:RA-BOASingleAudit@pa.gov). The subject line of the email must identify the exact name on the Single Audit or Program-Specific Audit Reporting Package and the period end date pertaining to the reporting package.

(4) The Applicant will receive an email from BOA confirming the receipt of the FAC’s confirmation, the certified copy of the data collection form, and the completed Checklist.

**Audit Oversight Provisions**

The Applicant is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

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 Applicant’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 Applicant.

Audit documentation and audit reports must be retained by the Applicant’s auditor for a minimum of five years from the date of issuance of the audit report, unless the Applicant’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 GAO.

**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

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2.

PCCD’s Standard Subgrant Conditions are incorporated herein by reference. The current version of PCCD’s Standard Subgrant Conditions is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Standard-Subgrant-Conditions.aspx>. Please refer to the website for a copy. If you are unable to obtain a copy from the website, please contact PCCD’s offices at (800) 692-7292.

2.1. Has the applicant agency read the Standard Subgrant Conditions?

Yes

2.2. Does the applicant agency agree to be bound by all Standard Subgrant Conditions?

Yes

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**13. SECTIONS:**

3.

**Determination of Suitability to Interact with minors**

This condition applies to this award if it is indicated -- in the application for the award (as approved by PCCD) (or in the application for any subaward, at any tier), the PCCD funding announcement (solicitation), or an associated federal or state statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the applicant, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The applicant, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The applicant, and any subrecipient at any tier, agrees to comply with all Pennsylvania Child Protective Services Laws (CPSL) including, but not limited to, following mandated reporter requirements within the CPSL and obtaining all clearances and/or verifications for employees and volunteers as may be required by CPSL such as a PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check, National Sex Offender Registry Verification, and any other clearance/verification required by CPSL. The CPSL and information to assist in complying with this condition can be found at <http://keepkidssafe.pa.gov/>.

3.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

4.

**Taxpayer-Funded Advertising Transparency Act**

In accordance with Act 90 of 2015 of the Commonwealth of Pennsylvania, all media advertising paid for with PCCD grant funds must contain the statement "Paid for with Pennsylvania taxpayer dollars." In the case of print advertising, the statement shall be included so that it is easily seen and read. In the case of broadcast advertising, the statement shall be included as an audio tagline so that it is easily heard.

The term "media advertising" includes broadcast advertising and print advertising.

The term "broadcast advertising" includes television, radio and other audiovisual advertising.

The term "print advertising" includes print and electronic newspaper advertising, print and electronic magazine advertising and billboard advertising. The term does not include advertising in the classified section of a newspaper.

4.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

**13. SECTIONS:**

5.

**Pennsylvania Prevailing Wage Act**

The applicant, its subgrantees, contractors and subcontractors shall comply with the provisions, duties, obligations, remedies, and penalties of the Pennsylvania Prevailing Wage Act, 43 P.S. § 165-1 et. seq., which is incorporated herein by reference as if fully set forth herein. The general prevailing minimum wage rates, as determined by the Secretary of Labor and Industry, shall be paid for each craft or classification of all workmen needed to perform work on the funded project during the term hereof for the locality in which the work is to be performed.

5.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

6.

**ACH Payment Requirement**

a. The Commonwealth will make payments to the recipient through ACH. Within 10 days of the grant award, the grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.

b. It is the responsibility of the recipient to ensure that the ACH information contained in the Commonwealth's Master Database is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

6.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes



**14. PERFORMANCE INDICATORS:**

1. Established by PCCD

2. Established by Subgrantee

**15. APPROVAL CHECKLIST:**

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

- Yes  No

If yes, when was the last one completed?

2022

B. 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?

2022

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

- Yes  No  N/A

D. 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.

6-23-2022

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

- Yes  No

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

- Yes  No

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

- Yes  No

## **16. PCCD's Standard Subgrant Conditions:**

@@SYSTEM\_AGENCY\_ABBREV@@'s Standard Subgrant Conditions are incorporated herein by reference. The Standard Subgrant Conditions **should not** be submitted to @@SYSTEM\_AGENCY\_ABBREV@@ with your application. The current version of @@SYSTEM\_AGENCY\_ABBREV@@'s Standard Subgrant Conditions (Revised December 2020) is available at [www.pccd.pa.gov](http://www.pccd.pa.gov) <<http://www.pccd.pa.gov>>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact @@SYSTEM\_AGENCY\_ABBREV@@'s offices at (800) 692-7292.

**17. ATTACHMENTS:**

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

**Section:** Required Documents - School Safety

**File Name**

Safety and Security 8-3-2022.docx

West Mfflin TSS Proposal SA 8-23-22.docx

**File Description**

Safety Agenda

trauma skilled school