

**LANCASTER COUNTY COMMISSIONERS' WORK SESSION AGENDA**

**TUESDAY, JUNE 2, 2026**

**10:00 a.m. – Conference Room #701, 7th Floor**

*The Work Session is being video recorded for public viewing and is available on the County's website.*

1. **Executive Session Announcement:**
2. **Minutes As Distributed:** Approval of the May 26, 2026 Work Session Minutes.
3. **Announcement:** An Evening Commissioners' Meeting is scheduled for Wednesday, June 17, 2026 at 7:00 p.m. at the Columbia Borough Municipal Building, 308 Locust Street, Columbia, PA. There is no Commissioners' Meeting scheduled for Wednesday, June 17, 2026 at 9:15 a.m.
4. **Public Session:**
  - a. **10:00 a.m. District Attorney's Office – Transfer of Vehicle to SERT**  
Heather Adams, District Attorney
  - b. **10:05 a.m. Adult Probation and Parole Services – New Grant Application with the Pennsylvania Commission on Crime and Delinquency (PCCD)**  
Jennifer Luciano, Director  
Jennifer Nissley, Deputy Director
  - c. **10:10 a.m. Prison -**  
Linda Schreiner, Director, Purchasing Department  
Cheryl Steberger, Warden, Prison  
Bob Devonshire, Director, General Services

**Approval of the Add Alternates for the Lancaster County Correctional Facility (LCCF)**

**Approval of the Design Development Value Engineering Options for the Lancaster County Correctional Facility (LCCF)**

  - d. **Other Discussion Items**
    1. June 3, 2026 Commissioners' Meeting Agenda
5. **Business from Guests**
6. **Adjourn**

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of the District Attorney's Office, to accept the transfer of one vehicle to SERT and to include the vehicle on the County's insurance policy. The donation is from Ephrata Borough and will be used by SERT's crisis negotiators.

6/3/26

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster, acting on behalf of Adult Probation and Parole Services (APPS), to approve the following:

**New Grant Application With:** Pennsylvania Commission on Crime & Delinquency (PCCD)  
Harrisburg, PA

**Purpose:** To apply for funding through the Justice Reinvestment Initiative to support a wide range of operational and safety enhancements including security upgrades to the APPS building and officer safety equipment upgrades. The grant would also fund training and workforce development initiatives.

**Amount/Term:** \$777,103.00 for the period April 1, 2026 through March 31, 2029.

**Funding:** 100% State funding.

5/27/26

**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	Grant Number(s)
5/7/2026		-- 49703

<b>Type of Funds for which you are applying</b>	JRI - County Probation Grants (State JRIPROB)		
<b>Applicant</b>	<b>Name Of Applicant:</b> Lancaster County Commissioners		
	<b>Federal I.D.:</b>	<b>County:</b> Lancaster	
	<b>Street Address Line 1:</b> 150 North Queen Street Suite 710		
	<b>Address Line 2:</b>	<b>Address Line 3:</b>	
	<b>City:</b> Lancaster	<b>State:</b> PA	<b>Zip:</b> 17603-3562
<b>Recipient Agency</b>	Lancaster County Adult Probation and Parole Services		
<b>Project Director</b>	<b>Name:</b> Director Jennifer Luciano		<b>Title:</b>
	<b>Agency:</b>		
	<b>Street Address Line 1:</b> 40 East King Street		
	<b>Address Line 2:</b>	<b>Address Line 3:</b>	
	<b>City:</b> Lancaster	<b>State:</b> PA	<b>Zip:</b> 17603
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b> 1	
<b>Financial Officer</b>	<b>Name:</b> Mr. W. Scott Wigglesworth		<b>Title:</b> Controller
	<b>Agency:</b>		
	<b>Street Address Line 1:</b> 150 N. Queen Street		
	<b>Address Line 2:</b> 7th Floor	<b>Address Line 3:</b>	
	<b>City:</b> Lancaster	<b>State:</b> PA	<b>Zip:</b> 17603
<b>Phone:</b> 7	<b>Fax:</b>	<b>Email:</b>	
<b>Contact</b>	<b>Name:</b> Mrs Marielena Quiles-Céspedes		<b>Title:</b> Business Manager
	<b>Agency:</b>		
	<b>Street Address Line 1:</b> 40 E. King Street		
	<b>Address Line 2:</b> Office 201	<b>Address Line 3:</b>	
	<b>City:</b> Lancaster	<b>State:</b> PA	<b>Zip:</b> 17602
<b>Phone:</b> 7	<b>Fax:</b>	<b>Email:</b>	
<b>Brief Summary of Project</b>	<p><b>Short Title</b> (May not exceed 50 characters) APPS Justice Reinvestment Initiative Grant</p> <p>(Do Not Exceed Space Provided)</p> <p>Grant funds to improve the delivery of County Adult Probation and Parole Services and the implementation of promising, innovative, and evidence-based practices and programs that aligns with PCCDs Operating Standards for Adult Probation and Parole Departments in Pennsylvania.</p>		

**Grant Budget TOTAL BUDGET BY CATEGORY**

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	59,784.00
EQUIPMENT	161,694.00
SUPPLIES & OPERATING EXPENSES	514,630.00
CONSULTANTS	40,995.00
CONSTRUCTION	0.00
OTHER	0.00
<b>TOTAL</b>	<b>777,103.00</b>

**TOTAL BUDGET BY FUND SOURCE**

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	0.00	
STATE	777,103.00	100%
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
<b>TOTAL</b>	<b>777,103.00</b>	<b>100%</b>

Project Start Date: 4/1/2026

Project End Date: 3/30/2029

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

BY RECIPIENT AGENCY	YEAR 1	YEAR 2	YEAR 3	TOTAL
	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Applicant Agency: Lancaster County Commissioners

BY CATEGORY	YEAR 1	YEAR 2	YEAR 3	TOTAL
PERSONNEL	0.00	0.00	0.00	<b>0.00</b>
EMPLOYEE BENEFITS	0.00	0.00	0.00	<b>0.00</b>
TRAVEL (INCLUDING TRAINING)	0.00	0.00	0.00	<b>0.00</b>
EQUIPMENT	0.00	0.00	0.00	<b>0.00</b>
SUPPLIES & OPERATING EXPENSES	0.00	0.00	0.00	<b>0.00</b>
CONSULTANTS	0.00	0.00	0.00	<b>0.00</b>
CONSTRUCTION	0.00	0.00	0.00	<b>0.00</b>
OTHER	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

BY SOURCE	YEAR 1	YEAR 2	YEAR 3	TOTAL
FEDERAL	0.00	0.00	0.00	<b>0.00</b>
STATE	504,694.00	271,942.00	467.00	<b>777,103.00</b>
PROJECT INCOME	0.00	0.00	0.00	<b>0.00</b>
INTEREST	0.00	0.00	0.00	<b>0.00</b>
STATE MATCH	0.00	0.00	0.00	<b>0.00</b>
CASH MATCH (NEW APPROP.)	0.00	0.00	0.00	<b>0.00</b>
IN-KIND MATCH	0.00	0.00	0.00	<b>0.00</b>
PROJECT INCOME MATCH	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>504,694.00</b>	<b>271,942.00</b>	<b>467.00</b>	<b>777,103.00</b>

**BUDGET DETAILS****B. AGENCY BUDGETS**

<b>BY RECIPIENT AGENCY</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
Lancaster County Adult Probation and Parole Services	504,694.00	271,942.00	467.00	<b>777,103.00</b>
<b>Total:</b>	<b>504,694.00</b>	<b>271,942.00</b>	<b>467.00</b>	<b>777,103.00</b>

**Recipient Agency:** Lancaster County Adult Probation and Parole Services

<b>BY CATEGORY</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
PERSONNEL	0.00	0.00	0.00	<b>0.00</b>
EMPLOYEE BENEFITS	0.00	0.00	0.00	<b>0.00</b>
TRAVEL (INCLUDING TRAINING)	0.00	59,784.00	0.00	<b>59,784.00</b>
EQUIPMENT	72,495.00	89,199.00	0.00	<b>161,694.00</b>
SUPPLIES & OPERATING EXPENSES	391,204.00	122,959.00	467.00	<b>514,630.00</b>
CONSULTANTS	40,995.00	0.00	0.00	<b>40,995.00</b>
CONSTRUCTION	0.00	0.00	0.00	<b>0.00</b>
OTHER	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>504,694.00</b>	<b>271,942.00</b>	<b>467.00</b>	<b>777,103.00</b>

**Applicant Agency:** Lancaster County Commissioners

<b>BY SOURCE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>TOTAL</b>
FEDERAL	0.00	0.00	0.00	<b>0.00</b>
STATE	504,694.00	271,942.00	467.00	<b>777,103.00</b>
PROJECT INCOME	0.00	0.00	0.00	<b>0.00</b>
INTEREST	0.00	0.00	0.00	<b>0.00</b>
STATE MATCH	0.00	0.00	0.00	<b>0.00</b>
CASH MATCH (NEW APPROP.)	0.00	0.00	0.00	<b>0.00</b>
IN-KIND MATCH	0.00	0.00	0.00	<b>0.00</b>
PROJECT INCOME MATCH	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>504,694.00</b>	<b>271,942.00</b>	<b>467.00</b>	<b>777,103.00</b>

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**YEAR 1**

**EQUIPMENT**

**Justification:** Lancaster County Adult Probation and Parole Services is requesting approval to procure two mission critical products on a non-competitive basis to ensure operational continuity, officer readiness, and compliance with mandated training requirements. First, the Axon TASER 10 Certification Program, totaling \$161,694.17, includes TASER 10 energy weapons, VR-based training modules, cartridges, warranties, and Evidence.com licensing. This program is exclusively manufactured, distributed, and supported by Axon Enterprise, Inc., which is the sole authorized provider of TASER 10 products and related software in Pennsylvania, making competitive procurement impossible. The County requires Axon’s proprietary hardware and integrated digital evidence systems to maintain certified less-lethal capabilities for probation officers and to replace an expiring Axon contract without operational disruption.

**COST**

<b>Item:</b>	Axon 10th Generation Upgrade			
	<b>Total Unit Cost per item</b>	<b>Quantity</b>	<b>% Applied to Grant</b>	
	72,494.97	x 1	x 100.00	72,495.00
				<b>Equipment - Year 1 Total: 72,495.00</b>

**BUDGET DETAILS****A. AGENCY BUDGETS****Line Item Details for: Lancaster County Adult Probation and Parole Services****SUPPLIES & OPERATING EXPENSES****Justification:**

The requested items are essential to support operational readiness, staff effectiveness, and client engagement within the program. The four field radios from B. Moyer Radio Communications are required to maintain reliable communication during field operations, ensuring staff safety and coordination. Instructor and student PPCT Human Factor Manuals are necessary training materials that support standardized defensive tactics instruction. Additional DT equipment is needed to replace worn items and maintain training quality. Glock accessories from Witmer are required to maintain compliance with equipment standards. Chair replacements from Benjamin Roberts address deteriorating seating used by officers and supervisors, supporting workplace ergonomics and safety. Advertising materials from 4Imprint, including promotional items, Uber cards, and bus passes, are used for client support needs and to enhance program visibility at career fairs, improving recruitment and client accessibility. Employee appreciation items support staff recognition initiatives which enhance morale and retention. Finally, the color printer for the Deputy Director ensures necessary administrative functionality and supports document production needs. Collectively, these expenditures are critical to maintaining program operations, ensuring safety, supporting training, promoting recruitment, and recognizing staff contributions.

				<b><u>COST</u></b>
<b>Supply Item:</b> Radios - Tait TP9600 P25 UHF 4 Key Portable	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	4,199.45	4.00	100.00	16,798.00
<b>Supply Item:</b> GLOCK 47MOS GEN5 and Accessories	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	1,101.51	1.00	100.00	1,102.00
<b>Supply Item:</b> PPCT Human Factor Manual - Instructors	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	53.02	25.00	100.00	1,326.00
<b>Supply Item:</b> PPCT Human Factor Manual - Students	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	73.02	11.00	100.00	803.00
<b>Supply Item:</b> Office Chair Replacements - Executive	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

Unit Cost Per Item	Quantity	% Applied to Grant	
547.86	20.00	100.00	10,957.00

**BUDGET DETAILS****A. AGENCY BUDGETS****Line Item Details for: Lancaster County Adult Probation and Parole Services****Supply Item:** Office Chair Replacements - Officers

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
421.82	39.00	100.00	16,451.00

**Supply Item:** Officer Chair Replacement - Officers Oversized

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
666.08	2.00	100.00	1,332.00

**Supply Item:** Office Chairs Delivery Fee

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
15.00	61.00	100.00	915.00

**Supply Item:** 4 Imprint - Advertising Supplies for Career Fairs

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
2,962.90	1.00	100.00	2,963.00

**Supply Item:** 4 Imprint - Employee Appreciation

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
1,469.00	1.00	100.00	1,469.00

**Supply Item:** Color Printer - Deputy Director

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
429.14	1.00	100.00	429.00

**Supply Item:** Uber Cards

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
20.00	80.00	100.00	1,600.00

**Supply Item:** Bus Passes

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
13.50	300.00	100.00	4,050.00

**Supply Item:** Defense Tactics Training Equipment

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
3,363.74	1.00	100.00	3,364.00

**Supply Item:** Gov AI

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
19,500.00	1.00	100.00	19,500.00

**Supply Item:** Johnson's Control - Magnetic Locks and Card Readers

<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
64,349.00	1.00	100.00	64,349.00

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

Supply item: Lobar- Security Enhancements

Unit Cost Per Item	Quantity	% Applied To Grant	
243,795.55	1.00	100.00	243,796.00

**Supplies & Operating Expenses - Year 1 Total: 391,204.00**

**CONSULTANTS - CONSULTANT**

**Justification:** The ACJI Culture Academy is a comprehensive, research-informed professional development program designed to strengthen organizational culture, leadership capacity, and workforce well-being. The program provides a structured 10-week curriculum that equips staff with evidence-based tools for assessing current culture, diagnosing challenges, and implementing practical strategies for improvement, including frameworks addressing psychological safety, leadership climate, adaptive mindset, appreciative inquiry, and collective well-being. The proposal outlines that the Academy offers a mixed-method learning model combining live facilitation, self-paced modules, and applied exercises, allowing participants to meaningfully engage with real organizational issues while building shared language and alignment around culture change. Additionally, the Academy is supported by ACJI’s extensive experience in implementation science and organizational development, ensuring that participants receive expert instruction and coaching. This investment supports agency priorities related to leadership development, organizational effectiveness, and grant aligned outcomes by establishing foundational skills, improving staff engagement, and building sustainable capacity for culture transformation. The Lancaster County Adult Probation Department seeks approval to the proposed 2026 PPCT (Pressure Point Control Tactics) instructor-level training. This training is essential to maintaining the department’s capacity to provide safe, effective, and state-compliant defensive tactics instruction to probation officers.

The PPCT Instructor Certifications (TPR/Use of Force, SHARP, and Edged Weapon Control) provide evidence-based, court-defensible skills that are critical to officer safety and public protection. As probation officers increasingly interact with individuals presenting unpredictable or high-risk behaviors, the department must ensure all staff receive consistent and certified instruction in physical control, non-lethal defense, and use-of-force decision-making. To achieve this, we must maintain a sufficient number of in-house certified instructors.

The certifications included in this proposal allow trained staff instructors to deliver required annual trainings, remedial instruction, and skill refreshers without relying on external providers. This reduces long-term training costs, ensures continuity of instruction, and supports departmental readiness.

**COST**

**Name / Position:** PCCT Staff Instructor Jack Leonard  
**Service Provided:** PPCT Use of Force, SHARP, Edged Weapon Control

Cost per	Duration	
2,146.12 (Flat Fee)	--	2,146.00

**Consultants - Consultant - Year 1 Total: 2,146.00**

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**CONSULTANTS - PRODUCT/SERVICE**

**Justification:** The ACJI Culture Academy is a comprehensive, research-informed professional development program designed to strengthen organizational culture, leadership capacity, and workforce well-being. The program provides a structured 10-week curriculum that equips staff with evidence-based tools for assessing current culture, diagnosing challenges, and implementing practical strategies for improvement, including frameworks addressing psychological safety, leadership climate, adaptive mindset, appreciative inquiry, and collective well-being. The proposal outlines that the Academy offers a mixed-method learning model combining live facilitation, self-paced modules, and applied exercises, allowing participants to meaningfully engage with real organizational issues while building shared language and alignment around culture change. Additionally, the Academy is supported by ACJI's extensive experience in implementation science and organizational development, ensuring that participants receive expert instruction and coaching. This investment supports agency priorities related to leadership development, organizational effectiveness, and grant aligned outcomes by establishing foundational skills, improving staff engagement, and building sustainable capacity for culture transformation.

The PCCT Instructors training includes the following instructor certifications:

- Four PPCT TPR/Use of Force Instructor Certifications
- Two PPCT SHARP Instructor Certifications
- Two PPCT Edged Weapon Control Instructor Certifications

These certifications will directly enhance the department's ability to provide safe, standardized, and legally defensible defensive tactics instruction.

Investing in this instructor-level PPCT training ensures the Lancaster County Adult Probation Department can continue to deliver high quality, court defensible, and safety focused defensive tactics instruction. The proposed training supports both departmental goals and community safety while creating cost-effective, sustainable internal training capacity.

**COST**

<b>Consultant:</b>	Glenn A. Tapia, Director of Leadership and Organizational Intelligence			
<b>Item:</b>	Culture Academy			
	<b>Total Unit Cost per item</b>	<b>Quantity</b>	<b>% Applied to Grant</b>	
	35,289.00	x 1	x 100.00	35,289.00
<b>Consultant:</b>	PCCT Staff Instructor Jack Leonard			
<b>Item:</b>	PPCT TPR/USE OF FORCE INSTRUCTOR CERTIFICATIONS			
	<b>Total Unit Cost per item</b>	<b>Quantity</b>	<b>% Applied to Grant</b>	
	495.00	x 4	x 100.00	1,980.00
<b>Consultant:</b>	PCCT Staff Instructor Jack Leonard			
<b>Item:</b>	2 PPCT SHARP INSTRUCTOR CERTIFICATIONS			
	<b>Total Unit Cost per item</b>	<b>Quantity</b>	<b>% Applied to Grant</b>	
	395.00	x 2	x 100.00	790.00
<b>Consultant:</b>	PCCT Staff Instructor Jack Leonard			
<b>Item:</b>	2 PPCT EDGED WEAPON CONTROL INSTRUCTOR -CERTIFICATIONS			
	<b>Total Unit Cost per item</b>	<b>Quantity</b>	<b>% Applied to Grant</b>	
	395.00	x 2	x 100.00	790.00

**Consultants - Product/Service - Year 1 Total: 38,849.00**

**YEAR 1 TOTAL: 504,694.00**

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**YEAR 2**

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**TRAVEL (INCLUDING TRAINING)**

**Justification:** Adult Probation and Parole Services aims to build strong workforce capacity through specialized training by strengthening SOU’s expertise in supervising individuals with sexual-offense convictions. Improve leadership, staff wellness, and retention. Our objectives are to deliver SOU training to 9 officers to improve risk monitoring and compliance supervision. Certify QPR trainers to expand suicide-prevention capacity. Provide leadership CEUs to supervisors. Expand Treatment Court competencies through training and conferences. These will improve SOU supervision outcomes and community safety, increased staff confidence and reduced burnout and provide higher Treatment Court fidelity and participant success.

**COST**

**Purpose of Travel:** Treatment Courts Training

**Location:** Penn State

**Item:** PATCP

Mileage				
-----	<b># Miles</b> 1,125	<b>x # Trips</b> 2	<b>x Rate</b> 0.725	1,631.00
Subsistence				
<b># Days</b> 2	<b>x # Staff</b> 9	<b>x # Trips</b> 1	<b>x Rate</b> 55.50	999.00
Lodging				
<b>Nights</b> 2	<b>x # Staff</b> 9	<b>x # Trips</b> 1	<b>x Cost per Night</b> 172.00	3,096.00
Training Registration Costs				
-----	<b># Staff</b> 9	<b>x # Trips</b> 1	<b>x Cost per Person</b> 350.00	3,150.00

**Purpose of Travel:** Sexual Offender Unit Conference

**Location:** Poconos, PA

**Item:** MARATSA

Mileage				
-----	<b># Miles</b> 1,269	<b>x # Trips</b> 2	<b>x Rate</b> 0.725	1,840.00
Subsistence				
<b># Days</b> 3	<b>x # Staff</b> 9	<b>x # Trips</b> 1	<b>x Rate</b> 51.00	1,377.00
Lodging				
<b>Nights</b> 2	<b>x # Staff</b> 9	<b>x # Trips</b> 1	<b>x Cost per Night</b> 298.99	5,382.00
Training Registration Costs				
-----	<b># Staff</b> 9	<b>x # Trips</b> 1	<b>x Cost per Person</b> 340.00	3,060.00

**Purpose of Travel:** Training

**Location:** Webinar

**Item:** QPR Institute for Instructors

Training Registration Costs				
-----	<b># Staff</b> 3	<b>x # Trips</b> 1	<b>x Cost per Person</b> 628.90	1,887.00

**Purpose of Travel:** All Rise Conference

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**Location:** Baltimore, MD  
**Item:** Treatment Court Professionals Conference

Mileage								
	# Miles	625	x # Trips	2	x Rate	0.725	906.00	
Subsistence								
# Days	3	x # Staff	5	x # Trips	1	x Rate	64.50	968.00
Lodging								
Nights	3	x # Staff	5	x # Trips	1	x Cost per Night	255.85	3,838.00
Training Registration Costs								
	# Staff	5	x # Trips	1	x Cost per Person	860.00	4,300.00	
Other								
Description	Parking		# Trips	1	x Cost	750.00	750.00	

**Purpose of Travel:** Training - Carey Group  
**Location:** Lancaster PA  
**Item:** Effective Case Planning and Management (Customized for PA)

Training Registration Costs							
	# Staff	120	x # Trips	1	x Cost per Person	221.67	26,600.00

**Travel (Including Training) - Year 2 Total: 59,784.00**

**EQUIPMENT**

**Justification:** Lancaster County Adult Probation and Parole Services is requesting approval to procure two mission critical products on a non-competitive basis to ensure operational continuity, officer readiness, and compliance with mandated training requirements. First, the Axon TASER 10 Certification Program, totaling \$161,694.17, includes TASER 10 energy weapons, VR-based training modules, cartridges, warranties, and Evidence.com licensing. This program is exclusively manufactured, distributed, and supported by Axon Enterprise, Inc., which is the sole authorized provider of TASER 10 products and related software in Pennsylvania, making competitive procurement impossible. The County requires Axon’s proprietary hardware and integrated digital evidence systems to maintain certified less-lethal capabilities for probation officers and to replace an expiring Axon contract without operational disruption.

**COST**

<b>Item:</b>	Axon 10th Generation Upgrade			
	<b>Total Unit Cost per item</b>	<b>Quantity</b>	<b>% Applied to Grant</b>	
	89,199.20	x 1	x 100.00	89,199.00

**Equipment - Year 2 Total: 89,199.00**

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**SUPPLIES & OPERATING EXPENSES**

**Justification:**

The requested items are essential to support operational readiness, staff effectiveness, and client engagement within the program. The four field radios from B. Moyer Radio Communications are required to maintain reliable communication during field operations, ensuring staff safety and coordination. Instructor and student PPCT Human Factor Manuals are necessary training materials that support standardized defensive tactics instruction. Additional DT equipment is needed to replace worn items and maintain training quality. Glock accessories from Witner are required to maintain compliance with equipment standards. Chair replacements from Benjamin Roberts address deteriorating seating used by officers and supervisors, supporting workplace ergonomics and safety. Advertising materials from 4Imprint, including promotional items, Uber cards, and bus passes, are used for client support needs and to enhance program visibility at career fairs, improving recruitment and client accessibility. Employee appreciation items support staff recognition initiatives which enhance morale and retention. Finally, the color printer for the Deputy Director ensures necessary administrative functionality and supports document production needs. Collectively, these expenditures are critical to maintaining program operations, ensuring safety, supporting training, promoting recruitment, and recognizing staff contributions.

				<u><b>COST</b></u>
<b>Supply Item:</b>	4 Imprint - Employee Appreciation			
	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	1,060.98	1.00	100.00	1,061.00
<b>Supply Item:</b>	Lobar- Security Enhancements			
	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	121,898.00	1.00	100.00	121,898.00
<b>Supplies &amp; Operating Expenses - Year 2 Total:</b>				<b>122,959.00</b>

**YEAR 2 TOTAL: 271,942.00**

**BUDGET DETAILS**

**A. AGENCY BUDGETS**

**Line Item Details for: Lancaster County Adult Probation and Parole Services**

**YEAR 3**

**SUPPLIES & OPERATING EXPENSES**

**Justification:**

The requested items are essential to support operational readiness, staff effectiveness, and client engagement within the program. The four field radios from B. Moyer Radio Communications are required to maintain reliable communication during field operations, ensuring staff safety and coordination. Instructor and student PPCT Human Factor Manuals are necessary training materials that support standardized defensive tactics instruction. Additional DT equipment is needed to replace worn items and maintain training quality. Glock accessories from Witmer are required to maintain compliance with equipment standards. Chair replacements from Benjamin Roberts address deteriorating seating used by officers and supervisors, supporting workplace ergonomics and safety. Advertising materials from 4Imprint, including promotional items, Uber cards, and bus passes, are used for client support needs and to enhance program visibility at career fairs, improving recruitment and client accessibility. Employee appreciation items support staff recognition initiatives which enhance morale and retention. Finally, the color printer for the Deputy Director ensures necessary administrative functionality and supports document production needs. Collectively, these expenditures are critical to maintaining program operations, ensuring safety, supporting training, promoting recruitment, and recognizing staff contributions.

				<u><b>COST</b></u>
<b>Supply Item:</b> 4 Imprint - Employee Appreciation				
	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	467.00	1.00	100.00	467.00
<b>Supplies &amp; Operating Expenses - Year 3 Total:</b>				<b>467.00</b>

**YEAR 3 TOTAL: 467.00**

**BUDGET DETAILS****C. PASS THROUGH BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	YEAR 2	YEAR 3	TOTAL
	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Recipient Agency:**

BY CATEGORY	YEAR 1	YEAR 2	YEAR 3	TOTAL
PERSONNEL	0.00	0.00	0.00	<b>0.00</b>
EMPLOYEE BENEFITS	0.00	0.00	0.00	<b>0.00</b>
TRAVEL (INCLUDING TRAINING)	0.00	0.00	0.00	<b>0.00</b>
EQUIPMENT	0.00	0.00	0.00	<b>0.00</b>
SUPPLIES & OPERATING EXPENSES	0.00	0.00	0.00	<b>0.00</b>
CONSULTANTS	0.00	0.00	0.00	<b>0.00</b>
CONSTRUCTION	0.00	0.00	0.00	<b>0.00</b>
OTHER	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Applicant Agency:** Lancaster County Commissioners

BY SOURCE	YEAR 1	YEAR 2	YEAR 3	TOTAL
FEDERAL	0.00	0.00	0.00	<b>0.00</b>
STATE	504,694.00	271,942.00	467.00	<b>777,103.00</b>
PROJECT INCOME	0.00	0.00	0.00	<b>0.00</b>
INTEREST	0.00	0.00	0.00	<b>0.00</b>
STATE MATCH	0.00	0.00	0.00	<b>0.00</b>
CASH MATCH (NEW APPROP.)	0.00	0.00	0.00	<b>0.00</b>
IN-KIND MATCH	0.00	0.00	0.00	<b>0.00</b>
PROJECT INCOME MATCH	0.00	0.00	0.00	<b>0.00</b>
<b>Total:</b>	<b>504,694.00</b>	<b>271,942.00</b>	<b>467.00</b>	<b>777,103.00</b>

**SECTIONS:****A. Executive Summary**

Executive Summary - (length is limited to 5,000 characters; approximately one printed page)

**1.**

All applicants should fill out the following script and paste into the Executive Summary section:

The *[name of applicant]* is requesting \$\_\_\_\_\_ to *[provide a single sentence or two describing what you are seeking to implement with your grant funding]*.

These funds will be used for the following: *[provide bullet points of what the funds will be used for]*.

Please note that responses in this section will be used in grant summaries and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

Lancaster County Adult Probation and Parole Services respectfully requests \$777,103.00 through the Justice Reinvestment Initiative (JRI 2) to strengthen the agency's capacity to deliver safe, effective, and evidence-based supervision services. This funding will support a coordinated series of improvements designed to enhance operational safety, advance the accuracy and functionality of client assessments, modernize equipment, and expand staff training and professional development opportunities.

A key component of this initiative includes implementing enhanced security measures to safeguard both clients and personnel, ensuring a safe environment for supervision, programming, and daily operations. Additionally, the agency seeks to improve the functionality and effectiveness of client risk and needs assessments through upgrades to the Case Management Program an essential tool for informed decision making, supervision planning, and evidence-based interventions.

To further strengthen organizational effectiveness, this request includes resources for leadership training and motivational coaching, equipping supervisors and staff with modern strategies to support performance, reinforce agency values, and enhance employee wellness and retention. Funding will also allow for the certification of new instructors in SHARP, Edged Weapon, and Use of Force programs, enabling the agency to sustain in house training capacity and ensure officers meet required professional standards.

Finally, this grant will support long overdue upgrades to officer's office equipment and duty equipment, improving efficiency, reliability, and operational readiness. These enhancements will directly improve service delivery, reduce operational disruptions, and contribute to a safer and more professional field environment.

Collectively, the proposed investments will strengthen Lancaster County Adult Probation and Parole Services' ability to promote accountability, support rehabilitation, reduce recidivism, and enhance community safety. JRI 2 funding will allow the agency to modernize essential operations, invest in its workforce, and deliver high quality services that align with statewide justice reinvestment goals.

**SECTIONS:**

**B. Statement of Need JRI-2**

This section establishes the need for improvements within the county adult probation and parole department.

**1.** Identify the services, functions, or operations the county is seeking to improve.

Adult Probation and Parole Services seeks to improve and enhance both structural security and individual safety across all agency operations. This initiative includes providing leadership and officers with essential resources that support the effective performance of their duties. The agency also aims to recruit and develop new in-house trainers by equipping them with the tools, instruction, and certifications necessary to build long-term training sustainability. Additionally, we are requesting funding to upgrade duty equipment for all Special Intervention Unit members and field officers, ensuring they are properly supported in high-risk environments as well as building security issues to safeguard officers and the detainees in their custody. We intend to replace office equipment that is most in need of modernization to improve functionality, efficiency, and service delivery and lastly, we are looking to provide proper specialized training for all members of our Sexual Offender Unit (SOU) and Treatment Courts personnel.

**2.**

Identify how the project will result in improvements(s) and/or enhancement(s).

Provide supporting data/facts/figures specific to the proposed project and relevant to the established need and request. Provide references and citations, if applicable, to reports, studies, or other evidence or research-based documentation that supports the need for improvement(s) and/or enhancement(s).

Facility Security Upgrades

A comprehensive safety and security assessment conducted through the Sheriff's Office and in collaboration with Department of Homeland Security's Cybersecurity and Infrastructure Security Agency as part of the Security Assessment at First Entry (SAFE) identified significant vulnerabilities in the department's physical, engineered, and environmental security controls. The assessment emphasized the need to strengthen deterrence, detection, denial, delay, and defense capabilities throughout the building. Based on these findings, the department identified the below necessary structural and security improvements, including:

**SECTIONS:**

These improvements directly support compliance with PCCD Operating Standard C.26 -Office Safety Plan, which requires secure office configuration and public contact controls.

#### Upgrades to Weapons, Use-of-Force, and Defensive Tactics Training

PCCD's Operating Standards require the department to maintain rigorous annual officer training in Use of Force, Defensive Tactics, de-escalation, and safe weapon handling. Specific standards include:

- C.18 – Mandatory annual Defensive Tactics training.
- C.21 – Annual Use of Force training and de-escalation skills.
- C.22 – Training requirements prior to issuance of firearms or less-lethal weapons.

To comply with these Standards, Lancaster County APPS has identified the need to:

Certify four additional Use-of-Force instructors,

Certify two SHARP instructors,

Certify two Edged Weapon Control instructors,

Upgrade the current Taser inventory to 10th-generation devices with Cert Pro Plan training to provide VR-based training modules and realistic scenario-based learning opportunities. The Taser upgrade is supported by the requirements of Operating Standard C.20 – Firearms/Other Weapons: Situational Carry/Use Policies, which mandates clear policies and training for all weapons officers are authorized to carry.

Equipment – Defensive Tactics (DT)

Established need:

DT equipment supports ongoing office training and safety.

Evidence & Data:

Regular defensive tactics training reduces officer injury rates by up to 50% (NIJ).

Safe, controlled training environments require appropriate equipment.

Outcomes:

Safer field operations, injury reduction, stronger readiness

Taser 10th Generation Upgrade

Established need:

Less lethal tools are essential for minimizing injuries to subjects and officers during resistant or violent encounters.

Evidence & Data:

TASER devices reduce officer and subject injuries by 40–60% when used properly (NIJ & PERF evaluations).

Use of force best practices require officers to have a viable intermediate force option to avoid escalation to firearms.

Newer-generation models include improved accuracy, reduced probe failure rates, and enhanced data logging.

Outcomes:

Lower injury rates, safer arrests, compliance with modern use of force standards.

Source: NIJ Less Lethal Technology Evaluation; PERF Guidelines for Use of Force.

**SECTIONS:**

## Evidence-Based Practice (EBP) Requirements and Assessment Modernization

The JRI-2 Funding Announcement requires that projects advance evidence-based practices, improve supervision outcomes, and align with statewide reforms including Act 44 of 2023. It identifies as eligible activities:

“Adoption and implementation of a standardized and validated 3rd generation or newer risk and needs assessment tool.”

“Conversion and program upgrades to case management systems.”

These priorities directly align with Operating Standard B.2, which requires the use of standardized, validated, actuarial risk/need assessments and regular reassessment. Modernizing the case management system is essential to meeting:

B.2 – Assessment Process,

B.7 and B.9 – Case Plan Development, Review, and Reassessment,

C.45 – Use of Case Management System, including data collection, reporting, and evaluation.

## AP Enhancement for Case Management (Adult Probation Case Management System)

Established need:

Modern supervision requires automated workflows, accurate reporting, and integrated risk/needs data.

Evidence & Data:

CSG reports that data-driven case management improves outcomes more than increased contact frequency.

Modern CMS systems improve compliance, documentation accuracy, and audit readiness.

Outcomes:

Stronger EBP compliance, improved supervision outcomes, enhanced reporting.

## Training and Professional Development Requirements

The department is required to maintain high-level training across staff roles. This is supported by multiple Operating Standards:

C.11 – Supervisory/Management Training, requiring new supervisors to complete 40 hours of training annually.

C.16 – Professional Development, encouraging attendance at professional conferences and workshops.

C.13 – Training Timetable, requiring 40 hours of annual training for all probation/parole officers.

Our proposed training investment includes leadership development, PPCT certifications, SOU training, PATCP training, and All Rise Treatment Court training which are essential to meeting these mandatory Standards and modernizing the department’s capacity to implement EBP supervision strategies under B.6.

## Case Planning Management of EBP

Established need:

High-quality case planning is the backbone RNR (Risk-Need-Responsivity) models.

Evidence & Data:

Proper case planning reduces recidivism by up to 20% when applied correctly (Andrews & Bonta).

CSG reports that case planning quality predicts probation success more than the number of contacts.

Outcomes:

Improved supervision outcomes, stronger alignment with EBP requirements.

## **SECTIONS:**

Source: Andrews & Bonta; CSG Effective Case Management Guides.

QPR Trainers (Question, Persuade, Refer – Suicide Prevention)

Established need:

Individuals under supervision have significantly higher rates of mental health crises and suicide risk.

Evidence & Data:

Justice-involved individuals die by suicide at 3–8 times the national rate (SAMHSA/CDC).

QPR is an evidence-based model that significantly improves early identification and referral outcomes.

Outcomes:

Increased safety, improved crisis response, better mental health linkage.

Source: QPR Institute; SAMHSA Suicide Prevention Data.

Training for All Treatment Court Staff - Treatment Court Conferences

Established need:

Specialty courts require adherence to NADCP best practices.

Evidence & Data:

Drug courts reduce recidivism by up to 58% when implemented according to NADCP standards.

Training ensures fidelity to the 10 Key Components, reducing program drift.

Outcomes:

Improved program outcomes, compliance with national standards, stronger inter-agency coordination.

Source: NADCP Best Practice Standards.

Management Training (In-Person/Virtual)

Established need:

Supervisors must manage complex caseloads, staff performance, evidence-based implementation, and crisis response.

Evidence & Data:

Effective supervision and leadership reduce staff turnover by 30–45% (CSG workforce research).

Leadership training is linked to improved policy compliance and lower misconduct rates.

Outcomes:

Better staff performance, reduced burnout, higher EBP fidelity.

PPCT Instructor Certifications (Use-of-Force, SHARP, Edged Weapon Control)

Established need:

Physical control skills must be taught by certified instructors to ensure safe, lawful use.

Evidence & Data:

PPCT (Pressure Point Control Tactics) is widely used across corrections and law enforcement.

Instructor certifications ensure standardized, defensible training and reduce liability.

## SECTIONS:

### Outcomes:

Safer physical control encounters, fewer injuries, strong legal defensibility.

### Equipment and Operational Readiness Requirements

Operating Standard C.39 – Equipment requires the agency to ensure staff have the equipment necessary to perform their assigned duties and to replace equipment as needed.

The proposed acquisitions—including:

#### Field Radios (4 Units)

Established need:

Probation officers frequently conduct home visits, field checks, arrests, and high risk contacts in uncontrolled environments. Immediate communication capability is essential for safety, backup coordination, and incident response.

Evidence & Data:

Community supervision staff face elevated risks during field operations; 76% of officers report having experienced or witnessed threats or violence in the field (APPA Officer Safety Survey).

NIJ notes that communication failures are a primary contributor to delayed response and escalation during critical incidents.

Probation officers frequently work without physical backup, making radios a Tier 1 safety tool in APPA field safety standards.

Expected Outcomes:

Improved officer safety, faster emergency response times, reduced critical incidents, enhanced coordination with law enforcement partners.

Source: APPA Officer Safety Standards; NIJ Safety Technology Reports ([nij.ojp.gov](http://nij.ojp.gov)).

#### Duty Equipment and Accessories

Established need:

Officers supervising high risk individuals (violent offenses, weapons histories) require standardized, reliable service firearms.

Evidence & Data:

APPA identifies firearms standardization as critical for consistent training, retention, and safety.

High risk contacts represent the majority of officer injury incidents in community corrections (NIOSH/NIJ).

Accessories (holsters, retention systems, weapon lights) significantly reduce accidental discharge and improve threat management.

Outcomes:

Stronger officer preparedness, standardized weapons training, reduced risk during arrests/field contacts.

Source: APPA Firearms Standards; NIOSH Occupational Risks for Probation Officers.

#### Chair Replacements (Officers & Supervisors)

Established need:

High caseloads and intensive data requirements mean officers spend significant work hours seated. Broken or ergonomic-deficient chairs contribute to musculoskeletal injury.

Evidence & Data:

**SECTIONS:**

OSHA identifies poor ergonomic seating as a leading cause of work-related musculoskeletal disorders, costing agencies millions annually. Replacing damaged chairs reduces injury claims and improves productivity.

Outcomes:

Reduced workers' compensation claims, improved health, better retention and productivity.

Source: OSHA Ergonomic Standards.

Color Printer – Deputy Director

Established need:

Leadership roles require regular production of court reports, presentations, field materials, visual displays, and program documentation.

Evidence & Data:

APPA operational standards emphasize timely, high-quality documentation for data-driven supervision.

Color printing improves readability and comprehension of case plans and flowcharts.

Outcomes:

Improved communication, efficiency, and compliance reporting accuracy.

All this equipment is necessary for maintaining officer's safety, communication in the field, and operational continuity. All items identified in the budget are aligned with this Standard and represent equipment either in need of update or replacement due to functionality and safety concerns.

Recruitment Efforts and Employee Appreciation

Advertising & Materials for Career Fairs

Established need:

Retention and recruitment challenges nationwide impact community corrections.

Evidence & Data:

69% of community corrections departments report staffing shortages and recruitment difficulties (CSG Justice Center, 2023).

Agencies that invest in outreach have better applicant pools and more diverse, qualified candidates.

Outcomes:

Improved recruitment, better staffing stability, lower overtime and burnout.

Source: CSG Workforce Survey (2023).

Client Incentive Program

Purchase of Public Transportation and Uber Cards

Established need:

Transportation aid to reduce missed appointments, especially for high-risk individuals or those in treatment.

Evidence & Data:

Transportation barriers increase supervision violations; mitigation improves engagement and compliance.

**SECTIONS:**

Outcomes:

FTAs/missed check-ins; treatment attendance; documented voucher usage.

Source: Urban Institute/Vera—Community corrections access barriers; NADCP—Incentives/supports ([urban.org](http://urban.org); [vera.org](http://vera.org); [nadcp.org](http://nadcp.org)).

**SECTIONS:**

**C. Project Description, Plan and Sustainability JRI-2**

This section provides the details necessary to explain what the applicant is proposing to improve or enhance as well as the implementation plan(s), timeline, and expectation for sustainability for each proposed project. Applicants should discuss each project individually if the county is requesting funding for more than one purpose.

1. Specify the number of months the applicant is requesting (12, 24, 36) for the grant period.

36

2. Identify the improvement project(s) and describe the goals, objectives, deliverables, and anticipated impact for each project the county is requesting to fund. If the county is seeking to implement multiple projects, please discuss the goals, objectives, deliverables, and anticipated impact for each one individually.

PROJECT 1

Officer Safety & Field Operations Enhancement

Scope (selected line items & terms):

- 4 Field Radios – B. Moyer (Quote 13541) — \$16,797.80 (12 mo)
- Glock Accessories – Witmer (QUO309917) — \$1,101.51 (12 mo)
- TASER 10th Gen Upgrade – Axon (sole source Q-839231-46122GH) — \$161,694.17 (12 mo)
- PPCT Manuals – Instructor and Student Manuals (Quote 1269) — \$2,128.72 (12 mo)
- PPCT Instructor Certifications – Use of Force / SHARP / Edged Weapon (Quote P-2026) — \$3,560.00 (12 mo)
- DT Extra Equipment – Various — \$3,363.74 (12 mo)

Goals

- Increase officer and public safety during home visits and arrests.
- Standardize safety equipment and less-lethal options.
- Establish consistent use-of-force and control-tactics competencies.

Objectives

- Deploy new radios and update communication SOPs.
- Train staff on TASER 10th Gen standards.
- Certify PPCT instructors and implement quarterly refreshers.

Deliverables

- Radios deployed with monthly logs.
- TASER deployments and certifications completed.
- PPCT instructor cadre established; manuals distributed; DT equipment operational.

Anticipated Impact

- Reduced officer and client injuries.
- Improved response times and operational safety.
- Stronger legal defensibility of force-related incidents.

PROJECT 2

**SECTIONS:**

Facility Safety & Security Reinforcement

Scope (selected line items & terms):

Magnetic Locks & Card Readers – Johnson Controls (CPQ-1022401) — \$64,349.09 (12 mo)

Building Security Enhancements – Lobar (RR25189) — \$232,995.56 (24 mo) and \$116,497.78 (24 mo)

Goals

Harden facility entrances and prevent unauthorized access.

Modernize access control systems.

Improve emergency response time and overall staff safety.

Objectives

Install ballistic glass and complete impact protection improvements.

Install magnetic locks/card readers and update access policy.

Implement and maintain Lobar security improvements.

Deliverables

Ballistic glass installed on all designated windows.

Access-control hardware operational with audit logs.

Facility security inspection reports completed and documented.

Anticipated Impact

Reduced unauthorized entry incidents.

Stronger facility readiness for emergencies.

Greater confidence among staff and clients entering the building.

PROJECT 3

Case-Planning & Technology Modernization

Scope:

Case Planning Management — \$26,600.00 (24 mo)

AP Case-Management Enhancement – GovAI (AP26.032.01) — \$19,500.00 (12 mo)

Color Printer – SCW (1907032) — \$429.14 (12 mo)

Goals

Improve RNR-aligned case planning to reduce recidivism.

Enhance data accuracy and reporting quality.

Objectives

Implement enhanced workflows, dashboards, and alerts.

Train staff in updated documentation standards.

Deliverables

**SECTIONS:**

Case-planning system fully implemented.  
AP MIS enhancements launched and tested.  
Updated visual materials produced with color printers.

Anticipated Impact

Faster violation response and higher accuracy in documentation.  
Improved communication with courts and partner agencies.  
Higher case-plan completion and fidelity ratings.

PROJECT 4

Workforce Development, Leadership, SOU Training & Staff Support

Scope (selected line items & terms):

SOU Training – Maratsa (9 officers @ 1,014) — \$9,126.00 (24 mo)  
Leadership Training — \$38,289.00 (12 mo)  
QPR Trainer Certifications – 3 @ 628.90 — \$1,887.00 (24 mo)  
PPCT Instructor Lodging – Quote P-2026 — \$2,146.12 (12 mo)  
Chair Replacements – Benjamin Roberts (16299) — \$29,655.34 (12 mo)  
Treatment Court Training – PATCP (9 @ 1,005.22) — \$9,047.00 (24 mo)  
All Rise Treatment Court Conferences – 5 staff — \$10,919.00 (24 mo)

Goals

Build strong workforce capacity through specialized training.  
Strengthening SOU’s expertise in supervising individuals with sexual-offense convictions.  
Improve leadership, staff wellness, and retention.

Objectives

Deliver SOU training to 9 officers to improve risk monitoring and compliance supervision.  
Certify QPR trainers to expand suicide-prevention capacity.  
Provide leadership CEUs to supervisors.  
Replace worn seating and support ergonomic safety.  
Expand Treatment Court competencies through training and conferences.

Deliverables

SOU training certificates; updated SOU policies.  
QPR trainer certifications active.  
Leadership training completion records.  
Chairs installed; ergonomic risk mitigated.  
Treatment Court training and conference CEUs documented.

Anticipated Impact

Improved SOU supervision outcomes and community safety.  
Increased staff confidence and reduced burnout.  
Lower ergonomic injury claims.

**SECTIONS:**

Higher Treatment Court fidelity and participant success.

PROJECT 5

Participant Engagement & Barrier Reduction

Scope (selected line items & terms):

Uber cards (80 @ \$20) — \$1,600.00 (12 mo)

Bus passes (300 @ \$13.50) — \$4,050.00 (12 mo)

Employee/Client Engagement Items (badge holders, lanyards, stress relievers, notebooks, lip balm) — \$2,956.98 total (12,24,36 mo)

Goals

Reduce transportation barriers affecting compliance.

Reinforce pro-social behavior through incentives.

Improve staff identification and field presence.

Objectives

Provide transportation support for individuals struggling to attend required appointments.

Maintain incentive protocols aligned with NADCP guidelines.

Deploy lanyards, badge holders, polo for professional presence.

Deliverables

Voucher/pass logs are integrated into case management.

Incentive item distribution tracked.

Staff items deployed for identification.

Anticipated Impact

Reduced missed appointments and technical violations.

Increased program compliance and engagement.

Improved accessibility for low-income populations.

PROJECT 6

Administrative & Operational Capacity Enhancements

Scope (selected line items & terms):

Career Fair Materials – 4Imprint (20260417) — \$2,962.60 (12 mo)

Goals

Strengthen recruitment and staffing stability.

Objectives

Conduct career fairs and outreach efforts to recruit qualified staff.

**SECTIONS:**

Deliverables

Recruitment materials acquired; outreach completed.

Anticipated Impact

Larger, more qualified applicant pool.

Improved retention and job satisfaction.

3. Discuss who will perform the work and what actions are proposed for each major component of the proposed project(s). Identify plans for subcontracting any part of the proposed activities, including the role(s) to be performed by each subcontractor/subgrantee (if applicable). If the county is seeking to implement multiple projects, please provide this information for each project individually.

PROJECT 1

Officer Safety & Field Operations Enhancement

Who Will Perform the Work

Adult Probation & Parole Staff:

Field Operations Supervisor, Training Unit, and certified PPCT instructors will implement equipment deployment, training rollouts, and safety procedures.

County IT & Fleet/Equipment Managers:

Assist with radio programming, hardware inventory, and equipment tracking.

Actions to Be Performed

Deploy 4 field radios and update communication protocols.

Issue Glock accessories; ensure safe weapon handling policies are updated.

Implement Axon Taser 10th Gen upgrades and schedule officer certifications.

Distribute PPCT manuals and support instructor led defensive tactics refreshers.

Catalog and issue defensive tactics equipment.

Subcontractors / Vendors

B. Moyer Communications: Radio provision and programming support.

Witmer: Supply Glock holsters/accessories.

Axon: Provide TASER hardware, licensing, and device support.

PPCT Staff Instructor (vendor): Provide materials for instructor certifications.

Various DT vendors: Supply defensive tactics equipment.

Planned Role of Subcontractors

Vendors provide equipment, specialized supplies, and technical support. All training delivery, safety protocols, and implementation are performed in house.

PROJECT 2

Facility Safety & Security Reinforcement

Who Will Perform the Work

Facilities Management Department (County) will coordinate installation and oversee access control system integration.

Adult Probation Administration will update facility policies and supervise implementation.

Actions to Be Performed

**SECTIONS:**

Lobar, Inc.: Perform major building security enhancements.

Planned Role of Subcontractors

Vendor partners provide installation labor, hardware, and technical configuration.  
County staff provide oversight, testing, policy updates, and ongoing maintenance.

PROJECT 3

Case Planning & Technology Modernization

Who Will Perform the Work

Adult Probation MIS/Data Staff:

Manage case management enhancements, dashboards, user permissions, and testing.

Supervisors & Quality Assurance Team:

Perform case plan audits and staff training.

Actions to Be Performed

Implement Case Planning Management system.

Deploy GovAI AP Case Management Enhancement (training tracker and workflow improvements).

Train staff in updated processes, documentation, and audit standards.

Use upgraded printing capacity for visual case plans and reports.

Subcontractors / Vendors

GovAI Software Solutions: Provide software enhancement, installation support, and configuration.

SCW: Provide hardware (color printer).

Case Planning vendor: Provide the case-planning module/software.

Planned Role of Subcontractors

Vendors provide software, configuration, and technical assistance while County AP staff lead training, implementation, and daily operation.

PROJECT 4

Workforce Development, Leadership, SOU Training & Staff Support

Who Will Perform the Work

Adult Probation Training Unit & Administrative Services:

Manage all professional development, certification tracking, and scheduling.

Supervisors, Division Director & Deputy Director:

Oversee leadership development and QPR implementation.

**SECTIONS:**

SOU (Sexual Offender Unit) Supervisors:

Lead follow up training after all officers completes training.

Actions to Be Performed

Deliver SOU Training to 9 officers (sex offender specific supervision, risk assessment, compliance monitoring).

Provide QPR Trainer Certification to 3 staff members and integrate suicide risk procedures.

Deliver supervisor leadership training (in person/virtual).

Replace non ergonomic chairs for staff wellness.

Provide lodging for PPCT instructor certifications.

Train Treatment Court team through PATCP and All Rise conferences.

Subcontractors / Vendors

Maratsa: Delivers Sexual Offender Unit (SOU) training.

QPR Institute: Provides training courses.

PPCT Staff Instructor: Provides instructor course materials and lodging invoices.

PATCP & All Rise: Provide Treatment Court training and conferences.

Benjamin Roberts: Provides chair replacements.

Leadership Training Vendor: Provides management training curriculum.

Planned Role of Subcontractors

Vendors provide specialized training, conference instruction, and ergonomic equipment.

County staff use vendor instruction to perform ongoing internal training, policy updates, and performance improvements.

PROJECT 5

Participant Engagement & Barrier Reduction

Who Will Perform the Work

Case Managers, Probation Officers, and Treatment Court Staff will oversee transportation assistance, incentive distribution, documentation, and monitoring.

Business Manager & Admin Team:

Maintain procurement tracking and distribution policies.

Actions to Be Performed

Distribute Uber cards and bus passes to participants with documented transportation barriers.

Issue incentive items (notebooks, lanyards, stress relievers) per incentive policies.

Maintain inventory logs and report monthly usage.

Deploy polo and staff identification materials for field and community engagement.

Subcontractors / Vendors

4Imprint: Provides incentive items and staff ID supplies.

Local Transit & Uber (via procurement): Serve as transportation vendors.

Planned Role of Subcontractors

Vendors supply materials and transportation tools, while all service delivery, approval, and monitoring remain with County staff.

**SECTIONS:**

## PROJECT 6

## Administrative &amp; Operational Capacity Enhancements

## Who Will Perform the Work

Deputy of Administrative Services, Business Manager and Supervisors:

## Adult Probation Leadership:

Participate in outreach and recruitment events.

## Actions to Be Performed

Conduct career fairs using purchased marketing materials.

Track recruitment metrics including vacancy rate and applicant volume.

## Subcontractors / Vendors

4Imprint: Provides recruitment materials.

## Planned Role of Subcontractors

Vendor roles are product based only; all recruitment and outreach activities are performed by County personnel.

4. Explain how personnel, services, supplies, equipment, and other expenses listed in the Budget Detail section are integral to project implementation. Consistent with the responses above, please provide this information for each project individually.

## Project 1

## Officer Safety &amp; Field Operations Enhancement

## Personnel (County staff):

Training Unit & Field Operations Supervisors integrate radios, TASERs, PPCT curricula, and safe weapon handling into daily practice. Certified instructors deliver bi-yearly refreshers and evaluate competency.

County IT/Fleet/Equipment staff configure radios, track inventories, and maintain equipment readiness.

## Services (external):

Axon (TASER 10th Gen) provides device upgrades, licensing, and data logging support critical for use of force accountability.

B. Moyer programs radio and ensures reliable, interoperable communication.

PPCT vendor supplies certification materials and standards for safe, lawful physical control.

## Supplies:

PPCT Human Factor Instructor & Student Manuals (25 @ \$53.02; 11 @ \$73.02) ensure consistent, defensible instruction aligned to national control tactics standards.

Defensive Tactics (DT) equipment (pads, protective gear) enables safe practice to reduce injuries during training.

## Equipment:

4 Field Radios — real time communication for home visits and arrests, reducing response times and incident escalation.

Glock accessories — retention holsters, lights, & compliant gear standardize safe handling.

TASER 10th Gen - less lethal option associated with lower injury rates compared to hands on or lethal force.

## Other Expenses:

Certification fees and inventory tracking support implementation fidelity and liability mitigation.

**SECTIONS:**

## Integration to Implementation:

These items are the bedrock of safe field operations. Radios enable immediate coordination; TASERs provide a middle force option; PPCT manuals and DT supplies ensure consistent, lawful training; Glock accessories standardize policies. Together, they reduce injury rates, improve response times, and increase defensibility of force incidents essential for officer and public safety.

## References:

NIJ (less lethal tech & officer safety): <https://nij.ojp.gov>

PERF (tactical decision making): <https://www.policeforum.org>

APPA (officer safety & field operations standards): <https://www.appa-net.org>

## Project 2

## Facility Safety &amp; Security Reinforcement

## Personnel (County staff):

Facilities Management oversees installation, acceptance testing, and ongoing maintenance.

Adult Probation Administration updates access policies, trains staff and manages audits.

## Services (external):

Ballistic Window installs & impact protection to delay forced entry.

Johnson Controls installs magnetic locks & card readers and configures audit logging.

Lobar executes structural security enhancements and coordinates construction.

## Supplies:

Security consumables (adhesives, mounting) and access badges ensure operability and compliance.

## Equipment:

Electronic access control hardware (locks, readers, controllers) and security film harden entry points.

Audit logging software enables compliance monitoring and incident reconstruction.

## Other Expenses:

Installation labor, testing/commissioning, and policy documentation are essential for operational readiness.

## Integration to Implementation:

Physical security upgrades are critical to safe facility operations. Security film adds 2–3 minutes of delay to forced entry, magnetic locks and card readers provide controlled access and audit trails. Together, they reduce unauthorized entry, speed emergency response, and protect staff and the public.

## References:

DOJ (justice facility security guidance): <https://www.justice.gov>

NIJ (building security practices): <https://nij.ojp.gov>

## Project 3

**SECTIONS:**

## Case Planning &amp; Technology Modernization

## Personnel (County staff):

MIS/Data Team configures the AP enhancement (Training Tracker), dashboards, alerts, and permissioning.

Supervisors & QA conduct documentation audits and coach staff on RNR aligned case plans.

## Services (external):

GovAI Software Solutions delivers the AP case management enhancement and assists with configuration and training.

Case Planning vendor provides the case planning module aligned to RNR principles.

## Supplies:

Updated templates and visual materials support clarity for officers, courts, and participants.

## Equipment:

Color printer (SCW) produces readable case plans, dashboards, and reports for improved stakeholder comprehension.

## Other Expenses:

Licenses/configuration, staff training, and audit process setup ensure fidelity to EBP.

## Integration to Implementation:

This modernization ensures accurate, timely data necessary for EBP: risk needs alignment, alerts for violations, and audit ready documentation. Printing and visual tools improve communication with courts and providers. The net result is higher case plan completion, faster violation response, and better outcomes.

## References:

CSG Justice Center (data driven supervision & EBP): <https://csgjusticecenter.org>

APPA (technology in community corrections): <https://www.appa-net.org>

Andrews & Bonta (RNR/EBP): Routledge overview <https://www.routledge.com>

## Project 4

## Workforce Development, Leadership, SOU Training, &amp; Staff Support

## Personnel (County staff):

Training Unit & HR manage certifications, CEUs, calendars, and tracking; SOU supervisors embed practices into supervision.

Deputy Director & Supervisors lead leadership development and QPR integration.

## Services (external):

Maratsa delivers SOU training for sex offense specific supervision (risk tools, compliance monitoring, exclusion zones).

QPR Institute certifies 3 trainers, enabling recurring in house suicide prevention education.

Leadership Training vendor provides structured curriculum.

PATCP & All Rise delivers Treatment Court training & conferences.

PPCT vendor supports instructor lodging logistics.

## Supplies:

Training materials, CEU documentation, and policies/SOPs to standardize practices.

**SECTIONS:**

## Equipment:

Ergonomic chair replacements (Benjamin Roberts) reduce musculoskeletal injuries and improve staff well being.

## Other Expenses:

Instructor lodging ensures access to certification courses and expands in house training capacity.

## Integration to Implementation:

The workforce package is essential to sustain capacity and program fidelity. SOU training professionalizes supervision of sexual offenders; QPR builds suicide prevention readiness; leadership development stabilizes teams; ergonomic chairs reduce injury and downtime; Treatment Court training/conferences protect fidelity to NADCP standards. Together, these investments increase competency, reduce turnover, and improve participant outcomes.

## References:

SMART Office (DOJ) & APPA (sex offender supervision practices): <https://smart.ojp.gov> • <https://www.appa-net.org>

NADCP/All Rise (Treatment Court standards): <https://www.nadcp.org>

SAMHSA/CDC (suicide prevention in justice settings): <https://www.samhsa.gov> • <https://www.cdc.gov>

OSHA/NIOSH (ergonomics & MSD prevention): <https://www.osha.gov> • <https://www.cdc.gov/niosh>

CSG (workforce development/recruitment): <https://csgjusticecenter.org>

## Project 5

## Participant Engagement &amp; Barrier Reduction

## Personnel (County staff):

Case Managers & Treatment Court staff assess transportation needs, issue support, and document usage.

Admin/Deputy Director ensure procurement controls and monthly reporting.

## Services (external):

Local transit & Uber provide transportation access for individuals with barriers.

4Imprint supplies engagement and identification items to support attendance and professional presence.

## Supplies:

Uber cards, bus passes, Polos, lanyards, badge holders, notebooks, stress relievers, lip balm used to reduce practical barriers and reinforce prosocial behavior consistent with NADCP incentives framework.

## Equipment:

None beyond standard office storage/control of items.

## Other Expenses:

Distribution tracking and policy adherence embedded in case management system.

## Integration to Implementation:

Transportation supports and low cost incentives directly reduce missed appointments and technical violations. Staff identification materials support professional engagement in public facing settings. This bundle improves compliance, equity, and program adherence—key to successful supervision and Treatment Court participation.

**SECTIONS:**

## References:

Urban Institute & Vera Institute (barriers & transportation supports): <https://www.urban.org> • <https://www.vera.org>

NADCP/All Rise (incentives/sanctions & fidelity): <https://www.nadcp.org>

## Project 6

## Administrative &amp; Operational Capacity Enhancements

## Personnel (County staff):

HR & Administration manage recruitment events and monitor staffing metrics.

## Services (external):

4Imprint provides career fair materials for outreach.

## Supplies:

Marketing materials (banners, handouts)

## Equipment:

None beyond materials distribution/storage.

## Other Expenses:

Recruitment event costs, processing, and tracking aligned with HR protocols.

## Integration to Implementation:

Recruitment materials expand applicant pipelines in a tight workforce market. These operational supports are integral to maintain staffing levels and service quality, which underpins success in all other projects.

## References:

CSG Justice Center (workforce shortages & recruitment): <https://csgjusticecenter.org>

**5. Describe what Evidence Based Practice (EBP) initiatives will be supported with grant funds.**

The grant will support evidence-based practice initiatives across officer safety and field operations (modern radios, standardized Glock accessories, TASER 10th Gen, and PPCT training to enable graduated, proportional responses and defensible tactics consistent with APPA/NIJ guidance), facility security (Ballistic glass window and electronic locks/card readers to create predictable, trauma-informed, audit-ready environments that support engagement per DOJ/NIJ best practices), case-planning and technology (RNR-aligned case-planning tools and AP case-management enhancements with alerts and dashboards to strengthen data-driven supervision and swift, certain, fair responses as supported by Andrews & Bonta and CSG/APPA), workforce development and Sexual Offender Unit training (specialized SOU instruction, QPR gatekeeper certifications, leadership training, and Treatment Court training/conferences to sustain fidelity to best practices endorsed by SMART Office/APPA, SAMHSA/CDC, and NADCP/All Rise), participant engagement and barrier reduction (transportation supports and low-cost incentives to address responsibility barriers and reinforce prosocial behavior consistent with Urban/Vera and NADCP guidance), and administrative capacity (recruitment materials to stabilize applicants pool, a prerequisite for consistent EBP implementation per CSG/APPA). Together, these investments operate EBPs to improve safety, reduce recidivism, and increase program adherence.

**SECTIONS:**

6. Provide one overall timeline, including all major activities, for all proposed projects the county is seeking to implement. If the department is seeking to implement multiple projects, please integrate the timelines for each project into a comprehensive timeline reflecting all activities for this grant proposal.

Officer Safety & Field Operations

Procure & deploy radios takes place in roughly Year 1, Q2 through Q3, indicating a short-term acquisition and rollout period.

Glock accessories issuance is also completed during Year 1, Q2 through Q3, overlapping with radio deployment.

PPCT manuals distribution runs from about Year 1, Q2 through Q4, indicating a longer rollout period to staff.

Axon TASER training begins later—around Year 1, Q3—and continues into Year 1, Q4, showing that TASER implementation follows after foundational equipment distribution.

Administrative Capacity

Hold career fairs starts in Year 1, Q4, continues into Year 2, Q1, and then appears again in Year 2, Q3, showing that recruitment activities occur at multiple points, likely aligned with hiring cycles.

Overall timeline and phased rollout:

Year 1 focuses heavily on safety equipment, facility upgrades, and the beginning of case-planning improvements.

Year 2 emphasizes technology deployment, ongoing construction, and continuous participant supports.

Year 3 includes continued barrier-reduction activities, showing sustained programmatic support.

**SECTIONS:****D. Non-Supplantation of Funds JRI-2**

These funds must be used to improve or enhance the adult probation and parole department's current services and/or implement new program(s). Per Act 114 of 2019, JRI-2 funds shall be used to supplement and not supplant existing funding, including funding by county governments. Funds may not be used to support existing staff (i.e., salary and benefits currently covered by other funding sources) but may be used to supplement existing staff (i.e., raises for staff) or hire new staff. **Please contact the County Adult Probation and Parole Analyst assigned to the department if you have questions about supplantation.**

- **Supplanting** occurs when an entity reduces funding budgeted for an activity because grant funds are available to fund that same activity. Requesting funding for activities, personnel, and/or items currently included in the entity's annual budget, including salaries for existing positions, would be considered supplantation.
- **Supplementing** occurs when grant funds are used to enhance existing funds for program activities. Examples of supplementing may include items/personnel that are currently funded but not included or re-occurring in the entity's budget (e.g., funded with other grant funds that are ending, etc.), hiring new staff, increasing hours of part-time personnel above and beyond current budgeted/authorized levels, increasing salaries/compensation for existing full-time staff, and increasing program activity/capacity.

**1.**

Please explain in this section which entities are providing the current funding for project components and how the requested funds will be used to supplement these funds, instead of supplanting them. If funding is ending, please explain when and why.

*This information should be provided in response to this question in addition to any justification provided in the budget section.*

Lancaster County Adult Probation & Parole Services (APPS) affirms that the requested grant will not supplant existing, budgeted local or state funds. Core salaries/benefits and routine operations will continue to be paid from County General Fund and established departmental operating budgets (e.g. Operations Expenditures, Payroll). Grant dollars will be restricted to enhancements, one-time capital purchases, increase of specialized training and trainers, and EBP implementation supports that are not funded by current budgets.

Controls to be used to ensure compliance will be:

Dedicated grant cost center program/account codes (e.g., B1120 / Fund A / Spend Categories)

Quarterly reconciliation of local vs. grant expenditures

Inventory & documentation (POs, quotes, receiving reports, training rosters) maintained with grant coding

Procurement per county policy (including sole-source documentation for Axon TASER upgrades)

Local funds will continue to pay for core operations (staffing, routine training, base licenses, maintenance). Grant dollars will be restricted to enhancements, upgrades, specialized training, and EBP supports not funded today. Where temporary funding has been concluded or will conclude, this grant supplements by sustaining EBP elements beyond the temporary window, not replacing any recurring local budget lines. Compliance is ensured via grant cost center coding, pre-purchase certification, quarterly reconciliation, and complete documentation of procurements and deliverables.

**SECTIONS:****E. Measurement of Project Outcomes JRI-2**

This section describes how the outcomes of the proposed project will be measured (i.e., short-term and long-term outcomes, data collection, and analysis etc.). Applicants must develop performance measures, as part of their application, that are specifically related to the proposed approaches outlined in the application. Grant recipients will be required to report outcome data to PCCD on the deliverables described in the application via quarterly program reports in PCCD's Egrants system.

**1. List the measures that will be used to assess the implementation and impact of the project.**

## Data Systems &amp; Sources

- AP Case Management (CMS): case plans, violation responses, attendance, vouchers, incentives
- Access Control System: badge compliance, unauthorized entry, audit logs
- Facilities/Inspection Logs: security film integrity, locks/readers testing
- Training & Rosters: PPCT, QPR, SOU, leadership, Treatment Court
- Use of Force & Incident Reports: injury rates, TASER deployments, radio assisted response times
- Treatment Court MIS: graduation/retention, sanctions/incentives usage
- Quarterly Dashboards: consolidated KPIs for leadership and funders

**2. Describe the mechanism or tool(s) that will be used to collect data for purposes of evaluating program outcomes (ex. participation records, court records, case management reports, etc.).**

Data will be collected through a combination of automated digital systems, vendor supported platforms, and supervision validated manual logs to ensure accurate, consistent, and timely evaluation. These tools collectively capture implementation fidelity, EBP adherence, participant outcomes, safety/security improvements, workforce development, and organizational performance, ensuring that the county can comprehensively assess the impact of all grants funded initiatives.

**3. Discuss who is responsible for collecting and reporting on performance measures and provide their function within the department or county.**

Administrative Services, Trainers and Business Manager

**SECTIONS:****F. Required Attachments (JRI-2)**





















Applications must include the following:

- Any department, county, or Criminal Justice Advisory Board (CJAB) documents identifying or discussing projects or need for new positions or other improvements/enhancements related to the request for funds (ex. strategic plans, approved minutes, annual report, etc.)

Applicants may also include any attachments, in addition to the above, which support the department's request for funds.

REQUIRED ATTACHMENTS (JRI-2) related attachments:

**File Name:**

 Carey Group - Effective Case Planning and Management .docx  
 Q-839231-46132GHLancaster4-20-26.pdf  
 Axon Sole Source.pdf  
 4.24.2026 Lancaster Adult Probation Training Tracker Proposal - Copy.pdf  
 2026 MARATSA Conferenc Flier\_Part1.pdf  
 2026 PATCP Conference Hotel Information.pdf  
 145223.00 - Lancaster Co Adult Probation Security Upgrades-REV1.pdf  
 165491 Color printer-AP- SCW-Quote 1907032.pdf  
 County of Lancaster Proposal\_16299.pdf  
 Culture Academy Preview Flyer April 2026.pdf  
 Proposal ACJI Culture Academy - May 2026.pdf  
 Estimate\_1269\_from\_PPCT\_MANAGEMENT\_SYSTEMS\_INC.pdf  
 Instructor Gatekeeper SS application24.pdf  
 Individual Registration Form 2026 June 9.docx  
 LANCASTER COUNTY ADULT PROBATION DEPARTMENT.docx  
 Quote - 13541 - Lancaster County Adult Probation.pdf  
 Quote\_QUO309917\_1775074275519.pdf  
 RISE26-Justification-Toolkit.pdf  
 Your 4imprint Quote.pdf  
 Your 4imprint.com - Employee Appreciation.pdf

**File Description:**

Carey Group Quote  
 Axon Quote  
 Axon Sole Source  
 GovAI Proposal  
 2027 Maratsa Estimate  
 2027 PATCP Estimate  
 Gordian - Lobar and JC Proposal  
 Color Printer Quote  
 Benjamin Roberts Proposal  
 Culture Academy Content  
 Culture Academy Proposal  
 PPCT DT Manuals Quote  
 QPR COURSE CONTENT AND MATERIALS  
 QPR Estimate  
 PPCT Training Proposal 2026-2027  
 Tait Radios Proposal  
 Witmer Quote - Equipment  
 Rise 27 Estimate - Conference Treatment Courts  
 Career Fair Materials  
 Employee Appreciation - Parole Officer Week

**SECTIONS:****G. PCCD Standard Terms and Conditions 7/22/2024**

1.

**Commonwealth Standard Terms and Conditions**

Paragraphs 1 – 11 of the “Commonwealth Standard Terms and Conditions” and paragraphs 15 – 17 of the “Additional PCCD Terms for all Projects,” are not applicable to Commonwealth Agencies (including institutions of the Pennsylvania State System of Higher Education).

Paragraphs 1 – 11 of the “Commonwealth Standard Terms and Conditions” are not applicable to the four State-Related Universities (Pennsylvania State University, University of Pittsburgh, Temple University, and Lincoln University) and are replaced with paragraphs 1 - 11 within the document attached to this section titled "Standard Terms and Conditions for State-Related Universities."

## 1. DEFINITIONS

Capitalized terms used in these Commonwealth standard terms and conditions that are not otherwise defined in these provisions have the meanings specified in the agreement to which they are attached.

## 2. INDEMNIFICATION

The Grantee shall indemnify and defend the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with any activities performed by the Grantee or its employees and agents pursuant to this agreement, as determined by the Commonwealth in its sole discretion.

## 3. NONDISCRIMINATION/SEXUAL HARASSMENT

a. Representations. The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

b. Nondiscrimination/Sexual Harassment Obligations. The Grantee shall not:

i. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (“PHRA”) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

ii. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.

iii. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under this agreement or any subgrant agreement, contract, or subcontract.

iv. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.

v. in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act, or National Labor Relations Act, as applicable, and to the extent determined by entities charged with the Acts’ enforcement and shall comply with any provision of law establishing organizations as employees’ exclusive representatives.

**SECTIONS:**

c. Establishment of Grantee Policy. The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

d. Notification of Violations. The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

e. Cancellation or Termination of Agreement. The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.

f. Subgrant Agreements, Contracts, and Subcontracts. The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

**4. GRANTEE INTEGRITY**

a. Definitions. For purposes of these Grantee Integrity Provisions, the following definitions apply:

i. "Affiliate" means two or more entities where (a) a parent entity owns more than 50% of the voting stock of each of the entities; (b) a common shareholder or group of shareholders owns more than 50% of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.

ii. "Grantee" means the individual or entity, that has entered into this agreement with the Commonwealth.

iii. "Grantee Related Parties" means any Affiliates of the Grantee and the Grantee's executive officers, Pennsylvania officers and directors, or owners of five percent or more interest in the Grantee.

iv. "Financial Interest" means ownership of more than a five percent interest in any business or holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

v. "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, as may be amended, 4 Pa. Code §7.153(b), apply.

vi. "Non-Solicitation Award Process" means a method of awarding grants based on predetermined criteria, without the solicitation of grant applications.

**b. Representations and Warranties.**

i. Grantee Representation and Warranties. The Grantee represents, to the best of its knowledge and belief, and warrants that within the last five years neither the Grantee nor Grantee Related Parties have:

1. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
2. been suspended, debarred, or otherwise disqualified from entering into any contract with any governmental agency;

**SECTIONS:**

3. had any business license or professional license suspended or revoked;
  4. had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
  5. been, and are not currently, the subject of a criminal investigation by any federal, state, or local prosecuting or investigative agency or civil anti-trust investigation by any federal, state, or local prosecuting or investigative agency.
- ii. Grantee Explanation. If the Grantee cannot make the representations and warranties set forth above at the time of its submission of its grant application or if the agreement is awarded pursuant to a Non-Solicitation Award Process at the time of the execution of the agreement, the Grantee shall submit a written explanation outlining the reasons why it cannot make those representations and warranties. The Commonwealth may, based on its evaluation of the explanation provided, determine whether it is in the Commonwealth's best interest to execute the agreement.
- iii. Further Representations. By submitting any bills, invoices, or requests for payment pursuant to the agreement, the Grantee further represents that it has not violated any of these Grantee Integrity Provisions during the term of the agreement.
- iv. Notice. The Grantee shall immediately notify the Commonwealth, in writing, if at any time during the term of the agreement it becomes aware of any event that would cause the Grantee's certification or explanation to change. The Grantee acknowledges that the Commonwealth may, in its sole discretion, terminate the agreement for cause if it learns that any of the certifications made in these Grantee Integrity Provisions are currently false or misleading due to intervening factual circumstances or were false or misleading or should have been known to be false or misleading when entering into the agreement.
- c. Grantee Responsibilities. During the term of this agreement, the Grantee shall:
- i. maintain the highest standards of honesty and integrity.
  - ii. take no action in violation of any applicable laws, regulations, or other requirements applicable to the Grantee that govern Commonwealth contracting or grant administration.
  - iii. establish and implement a written business integrity policy that includes, at a minimum, the requirements of these Grantee Integrity Provisions as they relate to the Grantee's activity with the Commonwealth and Commonwealth employees and ensure that its employees comply with the policy.
  - iv. not accept, agree to give, offer, confer, agree to confer, or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order, statement of policy, management directive, or bulletin applicable to the award of grants or the administration of this agreement.
  - v. not have a financial interest in any other subgrantee, contractor, subcontractor, or supplier providing services, labor, or material under this agreement, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Grantee's financial interest. The Grantee must disclose the financial interest to the Commonwealth at the time of submission of its grant application, or if a Non-Solicitation Award Process is used, no later than the date the Grantee signs the agreement. The Commonwealth shall be deemed to have consented if the required disclosure is received and all of the required Commonwealth signatures are affixed.
  - vi. comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. § 13A01 et seq.) regardless of the method of award.
  - vii. comply with the requirements of Section 1641 of the Pennsylvania Election Code (25 P.S. § 3260a) if this agreement was awarded pursuant to a Non-Solicitation Award Process.
  - viii. immediately notify the Commonwealth or the Office of the State Inspector General, in writing, when the Grantee has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Grantee Integrity Provisions has occurred or may occur, including, but not limited to, contact by a Commonwealth officer or employee, which, if acted upon, would violate the ethical standards.

**SECTIONS:**

d. Investigations. If a State Inspector General investigation is initiated, the Grantee shall:

i. reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Grantee's compliance with the terms of this or any other agreement between the Grantee and the Commonwealth that results in the suspension or debarment of the Grantee. The Grantee shall not be responsible for investigative costs for investigations that do not result in the Grantee's suspension or debarment.

ii. cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Grantee non-compliance with these Grantee Integrity Provisions and make identified Grantee employees and volunteers available for interviews at reasonable times and places.

iii. upon the inquiry or request of an Inspector General, provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Grantee's integrity and compliance with these provisions. This information may include, but is not be limited to, the Grantee's business or financial records, documents or files of any type or form that refer to or concern this agreement.

e. Termination. For violation of any of these Grantee Integrity Provisions, the Commonwealth may terminate this agreement and any other contract with the Grantee, claim liquidated damages in an amount equal to the value of anything received in breach of these Grantee Integrity provisions, claim damages for all additional costs and expenses incurred in obtaining another grantee to complete performance under this agreement, and debar and suspend the Grantee from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one does not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

f. Subcontracts. The Grantee shall include these Grantee Integrity Provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of this provision in the Grantee's subgrant agreements, contracts, and subcontracts shall not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by the inclusion of these provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provision, the Grantee shall use its best efforts to ensure their compliance with these provisions.

**5. CONTRACTOR RESPONSIBILITY**

a. Definition. For the purpose of these provisions, the term "Contractor" means as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth. The term also includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

b. Contractor Representations.

i. The Contractor represents for itself and its subgrantees, contractors, and subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this agreement, that neither the Contractor, nor any of its subgrantees, contractors, and subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot make this representation, the Contractor shall submit, along with the agreement, a written explanation of why the certification cannot be made.

ii. The Contractor represents that, as of the date of its execution of this agreement, it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal, if any liabilities or obligations exist, or is subject to a duly approved deferred payment plan if any liabilities exist.

c. Notification. The Contractor shall notify the Commonwealth if, at any time during the term of the agreement, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best of its knowledge, any of its subgrantees, contractors, or subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. The Contractor shall provide this notification within 15 days of the date of suspension or debarment.

**SECTIONS:**

d. Default. The Contractor's failure to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government constitutes an event of default of the agreement with the Commonwealth.

e. Reimbursement. The Contractor shall reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this agreement or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. These costs include, but are not limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

f. Suspension and Debarment List. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at <http://www.emarketplace.state.pa.us> and clicking the Debarment list tab.

**6. AMERICANS WITH DISABILITIES ACT**

a. No Exclusion. Pursuant to the Americans with Disabilities Act, 42 U.S. Code § 12101, et seq., no qualified individual with a disability may, on the basis of the disability, be excluded from participation in this agreement or from activities provided for under this agreement.

b. Compliance. For all goods and services provided pursuant to this agreement, the Grantee shall comply with Title II of the Americans with Disabilities Act, the "General Prohibitions Against Discrimination" set forth in 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act that apply to state and local governments.

c. Indemnification. The Grantee shall indemnify the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with the Grantee's failure or its employee's or agent's failure to comply with the provisions of paragraph a, as determined by the Commonwealth in its sole discretion.

**7. APPLICABLE LAW AND FORUM**

This agreement is governed by and must be interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Grantee consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania and waives any claim or defense that such forum is not convenient or proper. Any Pennsylvania court or tribunal has in personam jurisdiction over the Grantee, and the Grantee consents to service of process in any manner authorized by Pennsylvania law. This provision may not be interpreted as a waiver or limitation of the Commonwealth's rights or defenses.

**8. RIGHT TO KNOW LAW**

a. Applicability. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this agreement.

b. Grantee Assistance. If the Commonwealth needs the Grantee's assistance in any matter arising out of the RTKL related to this agreement, the Commonwealth shall notify the Grantee that it requires the Grantee's assistance, and the Grantee shall provide to the Commonwealth:

i. access to, and copies of, any document or information in the Grantee's possession (Requested Information) arising out of this agreement that the Commonwealth reasonably believes is a public record under the RTKL, within ten calendar days after receipt of written notification; and

ii. any other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this agreement.

c. Trade Secret or Confidential Proprietary Information. If the Grantee considers the Requested Information to include a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Grantee considers exempt from production under the RTKL, the Grantee shall notify the Commonwealth and provide, within seven calendar days of receipt of the written notice a written statement, signed by a representative of the Grantee, that explains why the requested material is exempt from public disclosure under the RTKL. If the Commonwealth determines that the Requested Information is clearly not exempt from disclosure, the Grantee shall provide the Requested Information to the Commonwealth within five business days of receipt

**SECTIONS:**

of written notice of the Commonwealth's determination.

## d. Reimbursement

i. Commonwealth Reimbursement. If the Grantee fails to provide the Requested Information and the Commonwealth is ordered to produce the Requested Information, the Grantee shall reimburse the Commonwealth for any damages, penalties, or costs that the Commonwealth may incur as a result of the Grantee's failure, including any statutory damages assessed against the Commonwealth.

ii. Grantor Reimbursement. The Commonwealth will reimburse the Grantee for any costs that the Grantee incurs as a direct result of complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL.

e. Challenges of Commonwealth Release. The Grantee may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Grantee shall reimburse the Commonwealth for any legal expenses incurred by the Commonwealth as a result of the challenge, including any damages, penalties or costs that the Commonwealth may incur as a result of the Grantee's legal challenge, regardless of the outcome.

f. Waiver. As between the parties, the Grantee waives all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

g. Survival. The Grantee's obligations contained in this Section survive the termination or expiration of this agreement.

## 9. OFFSET

The Commonwealth may set off the amount of any state tax liability or other obligation of the Grantee, or its subsidiaries, owed to the Commonwealth against any payments due the Grantee under any contract between the Commonwealth and Grantee.

## 10. AUTOMATED CLEARING HOUSE (ACH) PAYMENTS

a. Payment Method. The Commonwealth shall make payments to the Grantee through the Automated Clearing House (ACH). Within 10 days of the grant award, the Grantee must submit or must have submitted its ACH information within its user profile in the Commonwealth's Master Database. The Grantee may enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at the following: <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>

b. Unique Identifier. The Grantee must submit a unique invoice number with each invoice submitted. The Commonwealth shall list the Grantee's unique invoice number on its ACH remittance advice to enable the Grantee to properly apply the state agency's payment to the respective invoice or program.

c. ACH Information in the Commonwealth's Master Database. The Grantee shall ensure that the ACH information contained in Commonwealth's Master Database is accurate and complete. The Grantee's failure to maintain accurate and complete information may result in delays in payments.

## 11. WORKER PROTECTION AND INVESTMENT

The Grantee shall comply with all applicable Pennsylvania state labor laws and worker safety laws including, but not limited to, the following:

- a. Construction Workplace Misclassification Act;
- b. Employment of Minors Child Labor Act;
- c. Minimum Wage Act;
- d. Prevailing Wage Act;
- e. Equal Pay Law;
- f. Employer to Pay Employment Medical Examination Fee Act;
- g. Seasonal Farm Labor Act;

**SECTIONS:**

- h. Wage Payment and Collection Law;
- i. Industrial Homework Law;
- j. Construction Industry Employee Verification Act;
- k. Act 102: Prohibition on Excessive Overtime in Healthcare;
- l. Apprenticeship and Training Act; and
- m. Inspection of Employment Records Law.

**ADDITIONAL PCCD TERMS FOR ALL PROJECTS**

1. Grant Project - Grantee is requesting that the Pennsylvania Commission on Crime and Delinquency ("PCCD") provide a specific grant of funds for Grantee to perform a project as described in this application (the "Grant Project").
2. Status of Grantee - Except for an Grantee that is a Commonwealth agency, Grantee, its officers, agents and employees act in an independent capacity with respect to the Grant Project and are not to be deemed to be officers, agents or employees of the Commonwealth or PCCD.
3. Grant Agreement - An application that is executed by all required Commonwealth of Pennsylvania ("Commonwealth") officials and to which Grantee signifies its agreement as set forth below constitutes the agreement governing the Grant Project (the "Grant Agreement"). PCCD may modify the content of the application following the Grantee's initial application, but prior to disbursement of funds, to reflect programmatic or fiscal concerns, or both. Grantee will signify its agreement to the final version of the application when it does one or both of the following: (1) accepts all or part of the funds it requested in connection with the Grant Project; or (2) fails to give notice of objection to PCCD within 10 business days after PCCD delivers to Grantee a final version of the application.
4. Entire Agreement - No modifications, alterations, changes, or waivers to the Grant Agreement or any of its terms will be valid or binding unless accomplished by an amendment executed in accordance with PCCD procedures.
5. Applicant's Manual - The Grant Agreement incorporates PCCD's "Applicant's Manual-Financial and Administrative Guide for Grants" (the "PCCD Applicant's Manual") by reference. To the extent these Standard Terms and Conditions are inconsistent with any portion of the PCCD Applicant's Manual, these Standard Terms and Conditions govern.
6. Project Expenditures/Duration of Grant Project - PCCD may not disburse Grant Project funds to Grantee until all required Commonwealth officials have executed the application. PCCD will not reimburse costs incurred prior to a starting date specified in the Grant Agreement (the "Effective Date"). Substantial program implementation is required within 60 days of the Effective Date. Obligations outstanding at the termination date must be liquidated within 60 days. Any funds remaining unexpended at the close of the 60-day period must be returned to PCCD. Grantee's obligations to PCCD under the Grant Agreement survive despite termination of the Grant Project.
7. Utilization of Funds - Grantee may expend Grant Project funds only for goods and services covering activities in the approved application, Grantee may only expend funds within the Grant Project period. Grantee shall obtain prior approval from PCCD for project changes between budget categories which exceed 10% of total project cost (total project cost is the sum of PCCD funds, project income and Grantee's match funds) and for a change(s) to purchase additional items or other items that were not included in the approved project budget.
8. Project Income - Grantee shall account for all project income earned or realized by the Grantee through the use of grant funds or as a result of conducting the Grant Project. Such project income must be used to reduce total project costs or, with prior approval of PCCD, may be used to expand the project.
9. Subcontracts - Any subcontract, pass-through agreement or similar agreement entered into by Grantee for execution of project activities or provision of services to a Grant Project must provide that Grantee shall retain ultimate responsibility for the Grant Project and that the subcontractor shall be bound by these Standard Terms and Conditions and any other requirements applicable to Grantee in the conduct of the project. By appropriate language incorporated in each subcontract or other document under which funds are to be disbursed, Grantee shall ensure that these Standard Terms and Conditions and, where applicable,

**SECTIONS:**

special grant conditions apply to all recipients of grant funds. Upon request by PCCD, Grantee shall provide PCCD with a copy of any document relating to a subcontract or similar agreement.

10. Monitoring and Evaluation - PCCD, in its sole discretion, may undertake a programmatic monitoring of the Grant Project. Grantee shall cooperate with any monitoring and provide any documents or information requested by PCCD. PCCD may require an external evaluation of this project, such evaluation to be funded from the project budget. PCCD reserves the right to approve the selection of the individual or organization to conduct such evaluation.

11. Confidentiality Privilege - If any funds under this Grant Agreement are used to employ the services of a sexual assault counselor as defined by 42 Pa.C.S. § 5945.1, Grantee shall ensure that the counselor: has undergone a minimum of 40 hours of training; provides services under the control of a direct services supervisor of a rape crisis center; and is employed with the primary purpose to render advice, counseling or assistance to victims of sexual assault, as defined in the statute. This requirement is necessary to sustain the confidentiality of information transmitted between the victim and a sexual assault counselor, as provided by 42 Pa.C.S. § 5945.1.

If any funds under this Grant Agreement are used to employ the services of a domestic violence counselor/advocate as defined by 23 Pa.C.S. § 6102, Grantee shall ensure that the counselor/advocate is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, and has undergone a minimum of 40 hours of training as defined in 23 Pa.C.S. § 6102. This requirement is necessary to sustain the confidentiality of information transmitted between the victim and a domestic violence counselor/advocate, as provided by law.

12. Reports - Grantee shall submit, at such time and in such form as may be prescribed truthful and accurate information that PCCD may require.

13. Fiscal Regulations - The fiscal administration of grants is subject to such rules, regulations and policies concerning accounting, records, payment of funds, allowance of costs and submission of financial reports as may be prescribed by PCCD or any other governmental entity. Grantee understands that it is required to file an annual information statement (IRS Form 1099) with the Internal Revenue Service for each contracted consultant or other supplier of personal services (other than employees subject to tax withholding) receiving payments under this Grant Project. Accounting procedures must provide for accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be established that are adequate to ensure that expenditures charged to grant activities are for allowable purposes and that documentation is readily available to verify that the charges are accurate.

14. Purchases - Grantee shall obtain all supplies, equipment and services for use in the Grant Project at the lowest practicable cost. Grantee shall comply with procurement standards as set forth in the PCCD Applicant's Manual or as otherwise prescribed by PCCD.

15. Intellectual Property (not applicable for Commonwealth agencies including PA State System of Higher Education institutions):

a. If Grantee produces or purchases patentable items, processes, inventions, or similar matter, patent rights, or copyrightable works relating to the Grant Project, Grantee shall promptly and fully inform PCCD of that fact.

b. Unless there is a prior agreement between Grantee and PCCD on disposition of intellectual property rights, PCCD shall determine whether protection for such rights shall be sought. PCCD shall also determine how rights (including rights under any copyrights, patents, or trademarks issued thereon) shall be allocated and administered in order to protect the public interest.

c. Upon completion or termination of the Grant Project, Grantee shall, upon request, give PCCD all papers, files, and other documents or material related to intellectual property interests created through the Grant Project.

d. In the event of alleged or actual infringement of another's intellectual property rights by Grantee or a designee/subcontractor engaged in grant-related activities:

i. Grantee shall defend and indemnify PCCD and the Commonwealth.

ii. The Commonwealth may choose to defend itself or otherwise participate in such litigation, at Grantee's expense.

**SECTIONS:**

iii. Grantee shall compensate the Commonwealth for related infringements on right holder's products.

16. Required Coverages - Grantee shall maintain insurance coverage(s) as required by law.

17. Title to Grant-Funded Property (not applicable for Commonwealth agencies including PA State System of Higher Education institutions):

a. Title to Personal Property - Title to non-expendable personal property acquired in whole or in part with grant funds shall vest in the Grantee. Grantee shall have possession and use of such property so long as it is being used for purposes of the Grant Project by Grantee.

b. Title to Real Property - Title to real estate acquired in whole or in part with grant funds shall vest in Grantee, and the deed shall designate PCCD as first lien holder.

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

19. Record Retention - Regardless of any other applicable requirement, Grantee shall retain all records pertinent to the Grant Agreement, including financial, statistical, property and participant, and supporting documentation for a period of at least three (3) years from the date of submission of the final fiscal report or three (3) years after completion of the audit, whichever is later. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues that arise from it.

20. Termination:

a. PCCD may terminate the Grant Agreement for its convenience if PCCD determines termination to be in its best interest. The Grantee shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event is the Grantee be entitled to recover lost profits.

b. PCCD's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year is subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, PCCD may terminate the Grant Agreement.

c. PCCD may, upon written notice to Grantee, to terminate the Grant Agreement prior to the expiration of the Grant Project period, or to suspend payments, on account of Grantee's failure to carry out the project goals, plans or methodology as set forth in the Grant Agreement, or for Grantee's failure to comply with any of its obligations under the Grant Agreement. If it is later determined that PCCD erred in terminating the Grant Agreement for cause, then, at PCCD's discretion, the Grant Agreement will be deemed to have been terminated for convenience.

d. Upon termination for any reason, Grantee shall stop expending funds disbursed through the Grant Agreement and shall return immediately any such funds remaining unexpended.

21. Publication - Any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the Grantee or by any subcontractor describing any portion of the Grant Project must contain the following statement:

"This project was supported by PCCD Grant # \_\_\_\_\_ [refer to page 1 of application for number], awarded by the Pennsylvania Commission on Crime and Delinquency (PCCD). [Add if federal funding is involved: The awarded funds originate with the Office of Justice Programs, U.S. Department of Justice or U.S. Department of Education or U.S. Department of Health and Human Services, as the case might be.] The opinions, findings and conclusions expressed within this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of PCCD [or the applicable federal agency]."

**SECTIONS:**

Grantee shall submit two copies of any such publication to PCCD to be placed on file and distributed as appropriate to other potential grantees or interested parties.

22. Paid Media Advertising – Grantee shall comply with Act 90 of 2015, also known as the Taxpayer-Funded Advertising Transparency Act. Act 90 of 2015 requires that paid media advertising include a statement that it is funded, in whole or in part, by the Commonwealth of Pennsylvania General Fund and include the following specific statement: “Paid for with Pennsylvania taxpayer dollars.” In the case of print advertising, the statement must be included so that it is easily seen and read. In the case of broadcast advertising, the statement must 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. Print advertising does not include advertising in the classified section of a newspaper. This condition only applies to state-funded projects.

23. Recovery of Restitution and Penalties - If Grantee is a governmental entity, it represents that it is, and will remain, in compliance with the requirements of 42 Pa.C.S. § 9728, as amended by Act 84 of 1998 (relating to restitution collection and allocation to victims), and with obligations under the Crime Victims Act, as set forth at 18 P.S. § 11.1302 (relating to use of restitution to reimburse the Office of Victims' Services for its award of compensation) and at 18 P.S. § 11.1101 (relating to collection of costs to be paid into the Crime Victim's Services and Compensation Fund).

24. Other Laws and Regulations - Grantee shall comply with the current requirements of all applicable federal, state, or local laws and regulations.

**ADDITIONAL TERMS FOR PROJECTS USING FEDERAL FUNDS**

1. Information Systems - With regard to programs related to criminal justice information systems, Grantee shall make adequate provisions for system security, the protection of individual privacy and the integrity and accuracy of data collection. Grantee further agrees that:

a. It shall make all computer software produced under this grant available to PCCD and the federal/state government for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration made by any manufacturer.

b. It shall provide a complete copy of system documentation to PCCD. Documentation will include, but not be limited to, system description, operating instructions, user instructions, program maintenance instructions, input forms, file descriptions, report formats, program listings and flow charts for the system and programs.

c. It shall avail itself, to the maximum extent practicable, of computer software already produced and available without charge.

2. Conflict of Interest - Grantee covenants that neither it, members of its board of directors, its officers or employees will engage in conduct that constitutes a conflict of interest relating to the Grant Project. Such conduct includes using the Grant Project for private gain or creating the appearance of such use, or otherwise undermining the confidence of the public in the integrity of PCCD or the federal funding entity. Requests for proposals (RFPs) for bids issued by the Grantee to implement the project must provide notice to prospective vendors that the federal Organizational Conflict of Interest Guidelines are applicable and that contractors that develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement will be excluded from bidding or submitting a proposal to compete for the award of such contract.

3. Other Federal Laws and Regulations - In conducting activities under this grant, Grantee certifies and assures that it will comply with any federal statutes, regulations, guidelines and documents, if applicable, including but not limited to the following:

a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200, Ex. Order 12372 (intergovernmental review of federal programs) and any applicable regulations such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 54, 61 and 63.

**SECTIONS:**

- b. Hatch Political Activity Act, 5 U.S.C. 1501-1508.
- c. Davis-Bacon Act, 40 U.S.C. §§ 276a to 276a-7, as supplemented by U.S. Department of Labor regulations, 29 C.F.R. Part 5.
- d. Executive Order 11246 of September 24, 1965 (Equal Employment Opportunity), as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41 C.F.R. chapter 60.
- e. Copeland "Anti-Kickback" Act, 18 U.S.C. § 874 as supplemented in U.S. Department of Labor regulations, 29 C.F.R. Part 3.
- f. Sections 103 and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. § 327, as supplemented by U.S. Department of Labor regulations, 29 C.F.R. Part 5.
- g. All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act, 42 U.S.C. § 1857(h); Section 508 of the Clean Water Act, 33 U.S.C. § 1368; Executive Order 11738; and Environmental Protection Agency regulations, 40 C.F.R. part 15.
- h. Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act 42 U.S.C. §§ 632 1-6327.
- i. Minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, 29 U.S.C. Chapter 8.
- j. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, 42 U.S.C. Chapter 61 (for grants to programs that will result in the displacement of persons).
- k. Regulations concerning the confidentiality of identifiable research and statistical information set forth in 28 C.F.R. Part 22 (for grants of funds originating from the U.S. Department of Justice).
- l. Criminal Intelligence Systems Operating Policies set forth in 28 C.F.R. Part 23 (for grants funded under the Omnibus Crime Control and Safe Streets Act of 1968/Drug Control and System Improvement).
- m. Office of Justice Programs (OJP) Financial Guide pertaining to financial and administrative requirements (for grants of funds originating from the U.S. Department of Justice).
- n. U.S. Department of Health and Human Services regulations pertaining to grant administration (for grants of funds originating from the U.S. Department of Health and Human Services).
- o. U. S. Education Department General Administrative Regulations (EDGAR) pertaining to financial and administrative requirements (for grants of funds originating from the U.S. Department of Education).

## 4. National Environmental Policy Act Compliance:

a. Grantee assures that it will assist PCCD and the sponsoring federal agency in complying with the National Environmental Policy Act (NEPA) and related federal requirements for environmental-impact analyses. Accordingly, prior to obligating grant funds, Grantee shall first determine if any of the following activities will be related to the use of the grant funds. Grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with the grant funds. That is, as long as the following activity is being conducted by Grantee or any third party and the activity needs to be undertaken in order to use the grant funds, this condition must first be met. The activities covered by this condition are one or more of the following:

- i. New construction;

**SECTIONS:**

- ii. Minor renovation or remodeling of a property either (i) listed on the National Register of Historic Places or (ii) located within a 100-year flood plain;
  - iii. A renovation, lease, or any proposed use of a building or facility that will either (i) result in a change in its basic prior use or (ii) significantly change its size; or
  - iv. Implementation of a new program involving the use of chemicals other than chemicals that are (i) purchased as an incidental component of a funded activity and (ii) traditionally used, for example, in office, household, recreational, or education environments.
- b. Application of this condition to Grantee's existing programs or activities: for any of Grantee's existing programs or activities that will be funded by the Grant Project funds, the Grantee, upon specific request of the U.S. Department of Justice (DOJ), shall cooperate with DOJ in any preparation by DOJ of a national or program environmental assessment of that funded program or activity.
- c. Grantee will comply with all requirements established to avoid or mitigate adverse environmental effects upon its properties.

## 5. Mitigation of Health, Safety and Environmental Risks:

- a. General Requirement: Grantee shall comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and the disposal of the chemicals, equipment, and wastes used in or resulting from the operations of these laboratories.
- b. Specific Requirements: Grantee understands and agrees that any program or initiative involving either the identification, seizure, or closure of clandestine methamphetamine laboratories, can result in adverse health, safety, and environmental impacts to:
- i. the law enforcement and other governmental personnel involved;
  - ii. any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory;
  - iii. the seized laboratory site's immediate and surrounding environment; and
  - iv. the immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and wastes from a seized laboratory's operations are placed or come to rest.

## 6. Historic Places - Grantee assures that it will assist PCCD and the sponsoring federal agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1996 (16 U.S.C. § 469a-1) by:

- a. Consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects by the activity and notifying PCCD of the existence of any such properties; and
- b. Complying with all requirements established to avoid or mitigate the adverse effects upon such properties.

## 7. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

- a. Grantee certifies by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from participation in this transaction by any federal department or agency.
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public

**SECTIONS:**

transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 45 (2) below.

d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

e. If Grantee is unable to certify to any of the statements in this certification, it shall attach an explanation to this proposal.

8. Certification Regarding Lobbying - Grantee, if requesting or receiving federal funds exceeding \$100,000, certifies that:

a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S. Code § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

9. Certification Regarding Drug-Free Workplace - Grantee certifies that it will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an ongoing drug-free awareness program to inform employees about:

- i. the dangers of drug abuse in the workplace;
- ii. the Grantee's policy of maintaining a drug-free workplace;
- iii. any available drug counseling, rehabilitation, and employee assistance programs; and
- iv. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the Grant Agreement be given a copy of the statement required by subparagraph (a) of this condition.

d. Notifying the employee in the statement required by subparagraph (a) of this condition that, as a condition of employment under the grant, the employee will:

- i. Abide by the terms of the statement; and
- ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

**SECTIONS:**

e. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected Grant Agreement.

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (e) of this condition, with respect to any employee who is so convicted:

i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a) through (f) of this condition.

10. Certification of Non-Supplantation - By submitting an application to PCCD and accepting funds disbursed pursuant to the Grant Agreement, the Grantee certifies that the requested federal funds:

a. Will not be used to supplant or replace state or local funds already allocated.

b. Will be used to fund new projects or expand or enhance existing projects.

1.1. Has the applicant agency read and does the applicant agency agree to be bound by all terms and conditions listed above in this section?

Yes

**SECTIONS:****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 documentation to support the expenditures reported for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this documentation when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports.

**Accounting System Documentation:** PCCD requires that all grantees maintain an accounting system which can identify all PCCD revenue and expenditures for each PCCD grant separately from all other revenue and expenditure sources. All financial transactions should be able to provide a clear audit trail.

**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 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

2.

**Financial Management**

The following questions pertain to the applicant organization's accounting and financial management systems.

2.1. Which of the following best describes the applicant organization's accounting system?

Automated

**SECTIONS:**

**2.1.1.** If you selected "Automated" as the type of accounting system, provide the name of the accounting system that the applicant organization utilizes.

Workday - Financials

**2.1.2.** If you selected "Manual" as the type of accounting system, provide a description of the applicant organization's accounting system, including how it works and how it accounts for revenue and expenditures.

N/A

**2.2.** Can the applicant organization's accounting system identify the receipt and expenditure of these grant award funds separately from all other funding sources?

Yes

**2.3.** Does the applicant organization's accounting system have the capability to record expenditures for this grant award by the budget categories shown in the approved grant budget?

Yes

3.

**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 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

**SECTIONS:**

- 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.

**3.1.**

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

Yes

---

**4.** 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

---

**SECTIONS:**

5.

**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.

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.

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

Yes

**SECTIONS:****I. 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 200.320).

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**

Subgrantee must have and use documented procurement procedures, consistent with the standards of 2 CFR 200.320; §200.317, §200.318, and §200.319 for any of the following methods of procurement used for the acquisition of property or services under a federal award.

(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 maximum 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, based on research, experience, purchase history or other information and documents it files accordingly.

(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 the aggregate dollar amount, which is higher than the micro-purchase threshold, but does 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;

**SECTIONS:**

(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;

(4) After solicitation of a number of sources, competition is determined to be inadequate

(5) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

**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 \$15,000 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 \$350,000, but this threshold is periodically adjusted for inflation.

**Formal Procurement methods.** When the value of the procurement for property or services under a federal financial assistance award exceeds the SAT, or a lower threshold established by a non-federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures,. Formal procurement methods also require public advertising, unless a non-competitive procurement can be used in accordance with §200.319.

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?

Yes

---

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?

No

---

**SECTIONS:**

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
3.1					
3.2					
3.3	Axon Tasers	Equipment	161,694.17	Sole Source	Axon
3.4	Training Program	Supplies & Operating Expenses	19,500.00	State Contract Procurement	GovAI
3.5	Tait Radios	Supplies & Operating Expenses	16,797.80	Sole Source	B.Moyer Radio Communications
3.6	Office Chairs	Supplies & Operating Expenses	29,655.34	State Contract Procurement	Benjamin Roberts

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.

Lancaster County Adult Probation and Parole Services seeks to procure the Axon TASER 10 Certification Program, including VR training systems, TASER 10 devices, cartridges, warranties, and software licensing, from Axon Enterprise, Inc. The expected procurement amount is \$161,694.17 as shown in Quote Q-839231-46132GH.

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

This procurement must be non-competitive because the Item is available only from a Single Source

Axon Enterprise, Inc. is the sole manufacturer, retailer, and authorized distributor of all TASER brand products in Pennsylvania, including the TASER 10 weapon system and related software, VR training components, cartridges, holsters, batteries, and Evidence.com integrations.

No other vendor manufactures or legally distributes TASER 10 devices or the required certification ecosystem.

Contractor Qualities Justifying Selection

- Organizational Expertise: Axon is the exclusive provider of TASER certification, data logging technology, and weapon-integrated training programs.
- Personnel Expertise: Certified Axon instructors provide TASER 10 instructor courses and VR certification.
- Program Knowledge: Axon's training, Evidence.com integration, cartridges, and weapon diagnostics operate only within Axon's proprietary ecosystem.

Because of these conditions, no competitive marketplace exists for this procurement.

**SECTIONS:**

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.

Contract coverage is required beginning December 1, 2026, aligned with the County’s termination of an existing Axon contract and transition to the new TASER 10 program.

If the County is unable to execute this procurement on time:

- Officers would lack access to TASER 10 devices, training cartridges, VR instruction, warranties, and Evidence.com integration.
- The County would face operational gaps in less-lethal weapon readiness and training certification.
- Switching to another vendor is infeasible because no alternative product integrates with Axon Evidence or TASER training requirements.
- Financial impacts include potential duplication of costs, emergency stop-gap equipment rental, and re-training expenditures that could exceed tens of thousands of dollars.

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

Axon provides:

- Exclusive TASER 10 technology, components, and accessories not available elsewhere.
- Integrated data and diagnostics, including weapon logs, cartridge tracking, and system status monitoring.
- Evidence.com connectivity, automatically updating time stamps and logs.
- VR-based officer training systems designed only for Axon energy weapons.
- Certification pathways, unlimited duty cartridges, and a comprehensive training ecosystem.

No other company offers these proprietary elements needed for the County’s less-lethal continuum.

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

No other sources were viable because:

- TASER 10 weapons, cartridges, VR systems, and Evidence.com integrations are not manufactured or sold by any company other than Axon.
- Competing less-lethal devices (e.g., from other manufacturers) cannot integrate with the County’s existing Axon hardware, logs, camera systems, or data management workflows.

Thus, alternative vendors were technologically incompatible and unable to satisfy operational and safety requirements.

4.6. 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.

None

Proposed Sole Source Vendor #2

**SECTIONS:**

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

This procurement is non-competitive under the following circumstances:

Competition is Inadequate / Use of an Approved JOC Contract

The County is procuring construction services through a Job Order Contract (JOC) established under KPN-2026JOCC-36. JOC contracts are competitively bid at the cooperative-purchasing level, pre-qualifying a contractor for task-order work. Because all pricing is fixed via the Construction Task Catalog, additional competitive bidding is neither required nor feasible.

Lobar Associates was selected because:

- The contractor has pre-approved pricing, standardized labor/multiplier rates, and pre-negotiated terms under the JOC.
- The firm has demonstrated expertise in secure facility construction, ballistic glass installation, access-control integration, and structural modifications.
- Rebid would cause significant delays and would violate the established JOC contracting structure.

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.

**SECTIONS:**

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.

Because this procurement uses the JOC cooperative contract, pricing and vendor eligibility were already competitively established.

Other sources were not pursued because:

- A JOC task order must be issued to the pre-awarded contractor under the cooperative agreement.
- Using an outside firm would violate JOC procedures and eliminate the contractual protections, fixed pricing, and pre-approved rates.
- No other vendor possessed an active JOC contract with the County for this scope.

Therefore, other sources were not capable of satisfying the procurement method.

4.6. 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.

None

Proposed Sole Source Vendor #3

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

-

**SECTIONS:**

4.2.

Contractor Expertise and System Ownership

The system already in use is designed, installed, and serviced by JCI. Only JCI can:

- Program the proprietary controllers and relays
- Integrate with the existing JCI fire alarm and emergency door-release interfaces
- Provide certified technicians and software licensing

This constitutes organizational expertise, system knowledge, and essential responsiveness.

Competition Is Inadequate

Because the work involves modifying an existing JCI access-control system, alternative vendors cannot:

- Access locked proprietary programming environments
- Service the UL-listed controller hardware
- Guarantee life-safety integration (fire alarm door release)

Therefore, competition is inherently insufficient.

4.3.

- 

Additionally, JCI states the start date is unknown until booking, meaning delays in contract execution may extend the project timeline

**SECTIONS:**

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

Johnson Controls offers:

- Full compatibility with the existing access-control system infrastructure
- Proprietary controller hardware and card-reader technologies
- Software programming and certification testing included
- A one-year standard parts and equipment warranty

JCI is uniquely positioned to integrate the new rear-stairwell devices with the County’s current system architecture.

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

Other sources were not viable because:

- JCI proprietary controllers cannot be programmed or serviced by third-party contractors.
- Competing vendors would need to remove and replace the entire system—cost-prohibitive and unnecessary.
- Fire alarm integration must be performed by a certified vendor able to comply with UL-listed configurations.

Therefore, other vendors lacked the capability to satisfy the procurement requirement.

**4.6.** 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.

None

Proposed Sole Source Vendor #4

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

Lancaster County Adult Probation & Parole Services proposes to procure the Training Tracker IT Software System from GovAI Software Solutions LLC, located at 514 Magaro Road, Enola, PA. The procurement amount is a one-time implementation fee of \$19,500 for a 10-year term.

**SECTIONS:**

**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

This procurement requires a non-competitive justification because the product is available from an existing vendor that currently provides case management system for Adult Probation and Parole. (Functionally Unique Solution)  
GovAI Software Solutions offers a customized probation-specific Training Tracker System designed for Lancaster County's operational environment. The proposal identifies a single proprietary implementation approach and does not list any resellers or competitive distributors.

No other vendor has access to GovAI's proprietary configuration and implementation services.

**Contractor Expertise and Program Knowledge**

GovAI's specialized qualifications include:

- Development of tailored adult-probation training management software.
- Direct engagement with Lancaster County's Adult Probation IT requirements.
- Ability to implement and maintain the system without external integrators.

These strengths demonstrate organizational expertise, program knowledge, and responsiveness, qualifying GovAI as uniquely capable of meeting the County's needs.

**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.

Contract coverage is required immediately to allow training compliance tracking for the 2026-2027 program year.

If implementation is delayed:

- The department may be unable to maintain mandated training documentation.
- Officers' annual certifications could go unverified, creating liability exposure.
- Manual tracking processes would continue, increasing staff time and risk of data error.
- If the County attempted to switch vendors, another contractor would need extensive time to understand requirements and customize software likely adding months of delay and increasing costs by tens of thousands of dollars.

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

GovAI Software Solutions provides:

- A probation-specific configurable training management platform.
- Direct service delivery with no third-party integrators.
- A defined implementation structure unique to the vendor's proprietary product.

These qualities are not available from other software vendors serving the County.

**SECTIONS:**

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

Other sources were not viable because:

- No other vendor markets or supports GovAI's proprietary Training Tracker product.
- Competing systems would require substantial customization to match Adult Probation's workflows.

Therefore, other sources lacked the capability to satisfy the requirement.

4.6. 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.

None

**SECTIONS:****J. Federal Transparency Act Certification 2017 -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 \$30,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a Unique Entity Identifier (UEI).

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/>

Additional information on the new UEI requirement effective April 2022 can be found here: <https://sam.gov/content/duns-uei>

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

**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: <https://sam.gov/content/duns-uei>

Q42ZKMTD1HH6

---

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.

Lancaster

**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

176023562

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'

036 - Lancaster

3.

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 Exchanges 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

**SECTIONS:**

4. 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

4.1. Officer Name:

4.2. Annual Salary:

0.00

**PERFORMANCE INDICATORS:****1. Established by PCCD**

- 1.1. (Unit Count/Outcome) Number of individuals eligible for early termination during the report period. **Target:**  
**Purpose:** To ascertain the number of individuals eligible for early termination during the report period.
- 1.2. (Unit Count/Outcome) Number of individuals recommended for early termination during the report period. **Target:**  
**Purpose:** To ascertain the number of individuals recommended for early termination during the report period.
- 1.3. (Unit Count/Outcome) Number of early terminations as a result of Act 44 during the report period. **Target:**  
**Purpose:** To ascertain the number of early terminations as a result of Act 44 during the report period.
- 1.4. (Unit Count/Outcome) Number of total probation terminations during the report period (include all termination types). **Target:**  
**Purpose:** To ascertain the number of total probation terminations during the report period. Include all termination types.
- 1.5. (Unit Count/Outcome) As of the first day of the grant, number of county adult probation and parole staff trained on EBPs (This is a baseline number. Please enter the count in the first quarterly report. Enter 0 for the remaining quarters). **Target:**  
**Purpose:** To document the number of county adult probation and parole staff trained on EBPs as of the first day of the grant. This number should remain the same throughout the course of the grant and will not change each quarter.
- 1.6. (Unit Count/Outcome) Number of county adult probation and parole supervision staff trained on EBPs during the report period. **Target:**  
**Purpose:** To ascertain the number of number of county adult probation and parole staff trained on EBPs during the report period.
- 1.7. (Unit Count/Outcome) Number of new positions with responsibility for supervising adults in the community that were created as a result of JRI-2 funds during the report period (i.e., Probation Officers, Probation Supervisors, Deputy Chiefs, etc.). **Target:**  
**Purpose:** To ascertain the number of new positions with responsibility for supervising adults in the community created as a result of JRI-2 funds during the report period
- 1.8. (Unit Count/Outcome) Number of new positions that DO NOT supervise individuals in the community that were created as a result of JRI-2 funds during the report period (i.e., clerical staff, administrative staff, and program coordinators with no caseloads who support adult probation and parole efforts). **Target:**  
**Purpose:** To ascertain the number of new Adult Probation and Parole Department positions that DO NOT supervise individuals in the community created as a result of JRI-2 funds during the report period.

**2. Established by Grantee**

**APPROVAL CHECKLIST:**

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

Yes

No

If yes, when was the last one completed?

2025

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?

2025

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

Yes

No

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

Yes

No

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

Yes

No

**ATTACHMENTS:**

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

**Section: Required Attachments (JRI-2)****File Name**

145223.00 - Lancaster Co Adult Probation Security Upgrades-REV1.pdf

165491 Color printer-AP- SCW-Quote 1907032.pdf

2026 MARATSA Conferenc Flier\_Part1.pdf

2026 PATCP Conference Hotel Information.pdf

4.24.2026 Lancaster Adult Probation Training Tracker Proposal - Copy.pdf

Axon Sole Source.pdf

Carey Group - Effective Case Planning and Management .docx

County of Lancaster Proposal\_16299.pdf

Culture Academy Preview Flyer April 2026.pdf

Estimate\_1269\_from\_PPCT\_MANAGEMENT\_SYSTEMS\_INC.pdf

Individual Registration Form 2026 June 9.docx

Instructor Gatekeeper SS application24.pdf

LANCASTER COUNTY ADULT PROBATION DEPARTMENT.docx

Proposal ACJI Culture Academy - May 2026.pdf

Q-839231-46132GHLancaster4-20-26.pdf

Quote - 13541 - Lancaster County Adult Probation.pdf

Quote\_QUO309917\_1775074275519.pdf

RISE26-Justification-Toolkit.pdf

Your 4imprint Quote.pdf

Your 4imprint.com - Employee Appreciation.pdf

**File Description**

Gordian - Lobar and JC Proposal

Color Printer Quote

2027 Maratsa Estimate

2027 PATCP Estimate

GovAI Proposal

Axon Sole Source

Carey Group Quote

Benjamin Roberts Proposal

Culture Academy Content

PPCT DT Manuals Quote

QPR Estimate

QPR COURSE CONTENT AND MATERIALS

PPCT Training Proposal 2026-2027

Culture Academy Proposal

Axon Quote

Tait Radios Proposal

Witmer Quote - Equipment

Rise 27 Estimate - Conference Treatment Courts

Career Fair Materials

Employee Appreciation - Parole Officer Week

**GRANT:** 49703

**Short Title:** APPS Justice Reinvestment Initiative Grant

The applicant has caused this subgrant application to be executed and attested to by its proper officials, pursuant to legal action authorizing the same.

Lancaster County Commissioners  
\_\_\_\_\_  
NAME OF APPLICANT AGENCY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR PCCD USE ONLY**

We certify that this application is approved and that funding has been received to support this subgrant award.

\_\_\_\_\_  
PCCD Executive Director or designee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPTROLLER OPERATIONS

\_\_\_\_\_  
DATE

Approved as to form and legality:

\_\_\_\_\_  
COUNSEL TO PCCD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICE OF GENERAL COUNSEL

\_\_\_\_\_  
DEPUTY ATTORNEY GENERAL

This document may contain embedded attachments. You may use the View Attachment option within your PDF software to view all embedded attachment.

Help for viewing attachment(s) within Adobe can be found at the following web address: <https://helpx.adobe.com/acrobat/using/viewing-pdfs-viewing-preferences.html>

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster to accept the following Add Alternates, initially presented as part of the Schematic Design, into the final Design Development plans:

1. Additional Medical Beds
2. Work Release Area
3. Support Clusters two (2) Male & one (1) Female
4. Central Booking Space
5. Dedicated On-Site Maintenance Space

6/3/26

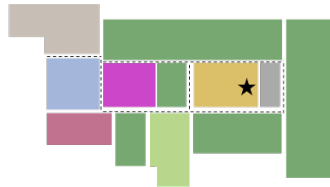
# Design Development Phase Considerations

## Add Alternates

Consideration to be included as part of the Design Development Phase base bid for preparing the construction documents for the Lancaster County Correctional Facility.

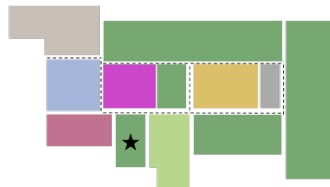
- **Additional Medical Beds**

- Including an additional seven (7) medical beds within the Wellness Center



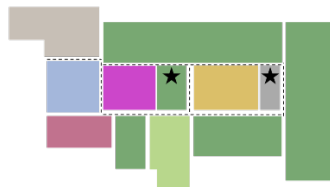
- **Work Release Area**

- Including a work release program within the facility



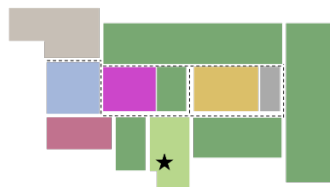
- **Support Clusters two (2) Male & one (1) Female**

- The addition of both male and female support clusters for programming



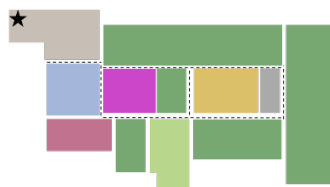
- **Central Booking Space**

- Completing the fit-out of a Central Booking area within the facility



- **Dedicated On-Site Maintenance Space**

- Including maintenance space at the correctional facility rather than storing equipment off site



On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, it was agreed for the County of Lancaster to accept the following Design Development Value Engineering options presented as part of the Design Development (at the Board of Commissioners Work Session on May 26, 2026):

- |   |                                |
|---|--------------------------------|
| 1. Eliminate Warden's Restroom            | Estimated Savings: \$33,790    |
| 2. Eliminate Ancillary Multi-purpose Room | Estimated Savings: \$238,318   |
| 3. Altering Exterior/Interior Finishes    | Estimated Savings: \$1,394,000 |
| 4. Minimize Entrance Lobby                | Estimated Savings: \$186,000   |

6/3/26

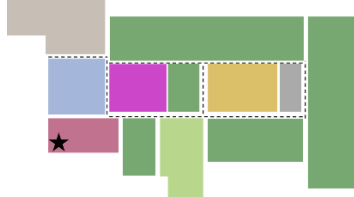
# Design Development Phase Considerations

## Value Engineering Options

Consideration of these options to remain as part of the original Design Development phase base bid for preparing the construction documents for the Lancaster County Correctional Facility.

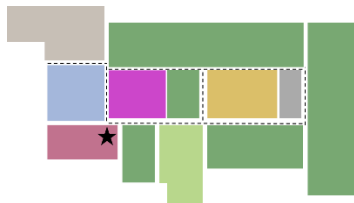
- **Eliminate Warden's Restroom**

- Removal of additional restroom designed within Warden's Office.



- **Eliminate Ancillary Multi-purpose Room**

- Eliminate an additional multi-purpose conference-style room outside of the secure area.



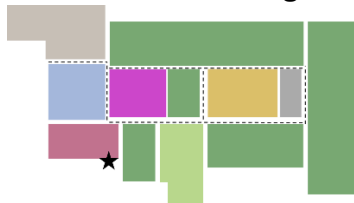
- **Altering Exterior/Interior Finishes**

- Altering finishes for all surfaces on the exterior and interior of the facility and seeking alternate creative solutions for paint and cosmetic appearance.



- **Minimize Entrance Lobby**

- Reduce the appearance of the main entryway and have it mirror the exterior theme of the building and other entry ways.



**LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA**

**WEDNESDAY, JUNE 3, 2026**

**9:15 a.m. – Conference Room #701, 7th Floor**

*The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website.*



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Ray D'Agostino.
2. Pledge of Allegiance
3. Minutes as Distributed: Approval of the May 27, 2026 Commissioners' Meeting Minutes.
4. Announcement: An Evening Commissioners' Meeting is scheduled for Wednesday, June 17, 2026 at 7:00 p.m. at the Columbia Borough Municipal Building, 308 Locust Street, Columbia, PA. There is no Commissioners' Meeting scheduled for Wednesday, June 17, 2026 at 9:15 a.m.
5. Old Business:
6. New Business:
  - a. **District Attorney's Office – Transfer of Vehicle to SERT**  
Heather Adams, District Attorney
  - b. **Adult Probation and Parole Services – New Grant Application with the Pennsylvania Commission on Crime and Delinquency (PCCD)**  
Jennifer Luciano, Director  
Jennifer Nissley, Deputy Director
  - c. **Prison -**  
Linda Schreiner, Director, Purchasing Department  
Cheryl Steberger, Warden, Prison  
Bob Devonshire, Director, General Services

**Approval of the Add Alternates for the Lancaster County Correctional Facility (LCCF)**

**Approval of the Design Development Value Engineering Options for the Lancaster County Correctional Facility (LCCF)**

7. Business from Guests
8. Adjourn