



Pennsylvania
**Commission on Crime
and Delinquency**

**TARGETED NONPUBLIC SCHOOL SAFETY
GRANTS**

Frequently Asked Questions

Last Updated: 5/10/2024

Question may be sent to RA-CD-NPSEC-GRANT@pa.gov

1. Budget Categories

- a. **Question:** We are purchasing cameras that cost less than \$5,000, but the total for all cameras is more than \$5,000. Should the cost be entered in the Equipment category?

Answer: Only enter items in the equipment category that cost \$5,000 or more per unit and have a useful life greater than one year. Otherwise, items should be entered in the Supplies and Operating category.

- b. **Question:** Should labor costs for installation be entered in the Consultants & Contracts category and the individual items (doors) be entered in the Supplies & Operating category even if both costs are on the same vendor quote?

Answer: You may separate the costs of the items being installed and the installation costs, however it is not required. If the costs are on the same quote, you may enter the total cost of the project in the consultants/contracts category.

- c. **Question:** I requested money for a couple of different trainings. Should training costs be entered in the Travel and Training category or the Consultants and Contracts category? Does it depend on the type of training?

Answer: Travel to trainings and training registration fees should be entered in the Travel and training category. The cost of contracting with a trainer to provide training should be entered in the consultants/contracts category.

2. Procurement

- a. **Question:** If I purchase four items that are \$10,000 each, is that a micro-purchase falling under the \$12,600 threshold, or does the purchase require a formal bid since the total cost is \$40,000?

Answer: State procurement thresholds (shown below) for goods/supplies must be followed for budgeted expenditures of like items. You may not split a large purchase into smaller purchases to avoid obtaining the required number of quotes/bids.

--Less than \$12,600, micro-purchase, no requirements.

--\$12,600-\$23,200, price/rate quotes must be obtained from at least three qualified vendors.

--\$23,200 or more, public solicitation of bids. Firm fixed price contract awarded to the responsible bidder lowest in price.

(Documentation must be maintained and made available upon request.)

- b. **Question:** Are we required to have quotes prior to submitting our spreadsheet to PCCD?

Answer: You do not need to have quotes/bids prior to May 15. You may use an estimate. Once grant awards are final, you will be required to complete the process of soliciting quotes/bids for this project.

- c. **Question:** What is the standard method schools use to post bids for projects? Can I post it on an electronic news platform? How long does the bid posting need to be published?

Answer: Electronic platforms are acceptable. Bids should be posted publicly long enough to acquire at least the minimum number (3) of required bids.

- d. **Question:** Am I required to obtain multiple quotes if I am using a vendor with a Costars contract?

Answer: Utilizing Costars does not eliminate the need to adhere to procurement standards. You may get three quotes from Costars or other vendors.

- e. **Question:** What do we do with bids/quotes we acquire

Answer: You do not need to submit bid or quotation materials to PCCD. You must keep documentation of the bid process and decision and/or quotations on file.

3. Project Dates

- a. **Question:** What is the time period for the grant.

Answer: Implementation including eligible purchases/costs must occur within the project period of June 1, 2024, to May 31, 2026.

4. Reallocation of Approved Line Items

- a. **Question:** Is it possible for us to allocate the funds differently than what was submitted in our initial Survey Monkey application?

Answer: In general, the budget template you submit must align with your initial Survey Monkey application. Slight adjustments between approved line items would most likely be allowable.