

<b>1. Recipient Name and Address</b> Downingtown Area School District 540 Trestle Place Downingtown, Pennsylvania 19335-2643		<b>2. PCCD Subgrant Award Number</b> 2020-CS-01-33382	
		<b>3. Total Award Amount:</b> \$621,202.00	
<b>4. Project Title</b> "COVID-19 Pandemic Health and Safety"		<b>5. Project Period</b> 3/1/2020 - 10/30/2020	
<b>6. Special Conditions</b> This grant is approved subject to such conditions or limitations as set forth below: <ol style="list-style-type: none"> <li>1. This award will become effective when an appropriate officer of your organization accepts it by signing and emailing a copy to the fiscal contact listed below.</li> <li>2. This subgrant is offered on the condition that you comply in administering your program with:             <ol style="list-style-type: none"> <li>a. All of the representations contained in your application, as amended</li> <li>b. The most recent version of PCCD's standard subgrant conditions (August 2018)</li> <li>c. PCCD's Applicant's Manual</li> <li>d. For federally funded awards, all applicable federal grant guidelines including, but not limited to, 2 CFR 200, the Office of Justice Programs' Financial Guide and the special conditions listed on PCCD's federal award(s) applicable to this subaward. PCCD's federal awards can be found at <a href="http://www.pccd.pa.gov/Funding/Pages/PCCD-Federal-Awards.aspx">http://www.pccd.pa.gov/Funding/Pages/PCCD-Federal-Awards.aspx</a></li> </ol> </li> </ol>		<b>7. Funding Details</b> <u>Fund Source #1</u> 2020 CS Award Amount: \$621,202.00 2020 CS Project Period: 3/1/2020 - 10/30/2020 2020 CS CFDA #: 21.019 2020 CS Federal Award #: N/A	
Continued on the Following Page(s)			
<b>8. Fiscal Contact</b> Ms. Christina Cosgrove ccosgrove@pa.gov 717-265-8478		<b>9. Program Contact</b> Ms. Christina Cosgrove ccosgrove@pa.gov 717-265-8478	
<b>10. Name and Title of Approving Official</b> Derin Myers, Director Office of Financial Management and Administration		<b>11. Name and Title of Authorized Recipient Official</b> Dr. Emilie Lonardi Superintendent	
<b>12. Signature of Approving Official</b>		<b>13. Signature of Authorized Recipient Official</b>	
		<b>Date</b>	
		<b>Date</b>	
		07/23/2020	

**PCCD Subgrant Award Number: 2020-CS-01-33382**

**SPECIAL CONDITIONS**

3. By accepting this award, the recipient agrees to submit sufficient documentation to support the purchases made with award funds. Sufficient documentation must be attached to the quarterly and final fiscal reports associated with this subgrant which are required to be submitted in PCCD's Egrants system.
4. By accepting this award, the recipient agrees to the following:
  1. The award recipient will only use the grant funds provided by the Pennsylvania Commission on Crime and Delinquency (PCCD):
    - a. Pursuant to the Act 30 of 2020;
    - b. In accordance with applicable state law, the funding solicitation, executed grant application and this award notice;
    - c. To pay for necessary expenses incurred by the Applicant or subrecipients within the approved project period to respond to the COVID-19 health emergency as allowed by Act 30 of 2020.
  2. All uses of these grant funds are subject to audit by the Commonwealth of Pennsylvania. Any interest earned by the Applicant or subrecipients on grant payment(s) shall be reported to PCCD and shall be subject to and must be expended in accordance with this certification, the grant agreement and all other terms and conditions.
  3. If any Commonwealth office or official disallows, declares ineligible, or otherwise invalidates the Applicant's use, handling, or expenditure of any amount of the grant, then the Applicant shall return that amount (including the amount of any interest earned thereon) to PCCD.
  4. Award funds will be used only to cover costs that were not accounted for in the recipient's budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the recipient, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that recipient in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.
5. By accepting this award, the recipient agrees to submit quarterly and final fiscal and program reports in PCCD's Egrants system.

The recipient also agrees to submit the final fiscal report in PCCD's Egrants system no later than 11/10/2020 and return any unexpended award funds to PCCD no later than 11/10/2020.

**PENNSYLVANIA COMMISSION ON CRIME  
AND DELINQUENCY**

**PCCD USE ONLY**

Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
6/16/2020	6/16/2020	2020-CS-01 33382

<b>1. Type of Funds for which you are applying</b>	CARES Act - COVID RF School Safety and Security (Federal 21.019 CS)		
<b>2. Applicant</b>	<b>Name Of Applicant:</b> Downingtown Area School District		
	<b>Federal I.D.:</b> 231669834	<b>County:</b> Chester	
	<b>Street Address Line 1:</b> 540 Trestle Place		
	<b>Address Line 2:</b>	<b>Address Line 3:</b>	
	<b>City:</b> Downingtown	<b>State:</b> PA	<b>Zip:</b> 19335-2643
<b>3. Recipient Agency</b>	Downingtown Area School District		
<b>4. Project Director</b>	<b>Name:</b> Dr. Robert Reed, Jr.		<b>Title:</b> Superintendent
	<b>Agency:</b> Downingtown Area School District		
	<b>Street Address Line 1:</b> 540 Trestle Place		
	<b>Address Line 2:</b>	<b>Address Line 3:</b>	
	<b>City:</b> Downingtown	<b>State:</b> PA	<b>Zip:</b> 19335-2643
<b>5. Financial Officer</b>	<b>Name:</b> Mr. Dave W Matyas		<b>Title:</b> Business Manager
	<b>Agency:</b> Downingtown Area School District		
	<b>Street Address Line 1:</b> 540 Trestle Place		
	<b>Address Line 2:</b>	<b>Address Line 3:</b>	
	<b>City:</b> Downingtown	<b>State:</b> PA	<b>Zip:</b> 19335-2643
<b>6. Contact</b>	<b>Name:</b> Dr. Robert Reed, Jr.		<b>Title:</b> Superintendent
	<b>Agency:</b> Downingtown Area School District		
	<b>Street Address Line 1:</b> 540 Trestle Place		
	<b>Address Line 2:</b>	<b>Address Line 3:</b>	
	<b>City:</b> Downingtown	<b>State:</b> PA	<b>Zip:</b> 19335-2643
<b>7. Brief Summary of Project</b>	<b>Short Title (May not exceed 50 characters)</b>		
	COVID-19 Pandemic Health and Safety		
	<b>Phone:</b> 610-269-8460 x11205		
	<b>Fax:</b>		
	<b>Email:</b> rreed@dasd.org		
<b>(Do Not Exceed Space Provided)</b>	The District's application for the grant money will be utilized to reimburse the district for expenses already incurred as a result of COVID-19 as well as expenses that will be forthcoming as the district plans to re-open school for the 2020-2021 school year.		

**8. Subgrant Budget TOTAL BUDGET BY CATEGORY**

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	521,202.00
CONSULTANTS	100,000.00
CONSTRUCTION	0.00
OTHER	0.00
<b>TOTAL</b>	<b>621,202.00</b>

**9. TOTAL BUDGET BY FUND SOURCE**

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	621,202.00	100%
STATE	0.00	
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>621,202.00</b>	<b>100%</b>

**10. Project Start Date:** 3/1/2020

**Project End Date:** 10/30/2020

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ATTESTING OFFICER

\_\_\_\_\_  
TITLE OF ATTESTING OFFICER

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
SOLICITOR

APPROVED:

\_\_\_\_\_  
CONTROLLER

Downingtown Area School District  
\_\_\_\_\_  
NAME OF APPLICANT AGENCY

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

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

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

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

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

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

\_\_\_\_\_  
DISTRICT ATTORNEY  
(VS applications only)

**FOR PCCD USE ONLY**

We certify that this application is approved and that a grant award has been received to pay the herein stated \_\_\_\_\_ funds.

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

Approved as to form and legality:

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

\_\_\_\_\_  
DATE

35-FA-1.2  
\_\_\_\_\_  
OFFICE OF GENERAL COUNSEL

\_\_\_\_\_  
DATE

35-FA-1.2  
\_\_\_\_\_  
DEPUTY ATTORNEY GENERAL

\_\_\_\_\_  
DATE

**12. BUDGET DETAILS****A. AGENCY BUDGETS**

<b>BY RECIPIENT AGENCY</b>	<b>YEAR 1</b>	<b>TOTAL</b>
Downingtown Area School District	621,202.00	<b>621,202.00</b>
<b>Total:</b>	<b>621,202.00</b>	<b>621,202.00</b>

**Recipient Agency:** Downingtown Area School District

<b>BY CATEGORY</b>	<b>YEAR 1</b>	<b>TOTAL</b>
PERSONNEL	0.00	<b>0.00</b>
EMPLOYEE BENEFITS	0.00	<b>0.00</b>
TRAVEL (INCLUDING TRAINING)	0.00	<b>0.00</b>
EQUIPMENT	0.00	<b>0.00</b>
SUPPLIES & OPERATING EXPENSES	521,202.00	<b>521,202.00</b>
CONSULTANTS	100,000.00	<b>100,000.00</b>
CONSTRUCTION	0.00	<b>0.00</b>
OTHER	0.00	<b>0.00</b>
<b>Total:</b>	<b>621,202.00</b>	<b>621,202.00</b>

**Applicant Agency:** Downingtown Area School District

<b>BY SOURCE</b>	<b>YEAR 1</b>	<b>TOTAL</b>
FEDERAL	621,202.00	<b>621,202.00</b>
STATE	0.00	<b>0.00</b>
PROJECT INCOME	0.00	<b>0.00</b>
INTEREST	0.00	<b>0.00</b>
STATE MATCH	0.00	<b>0.00</b>
CASH MATCH (NEW APPROP.)	0.00	<b>0.00</b>
IN-KIND MATCH	0.00	<b>0.00</b>
PROJECT INCOME MATCH	0.00	<b>0.00</b>
<b>Total:</b>	<b>621,202.00</b>	<b>621,202.00</b>

**12. BUDGET DETAILS**

**A. AGENCY BUDGETS**

Line Item Details for: **Downingtown Area School District**

**YEAR 1**

**SUPPLIES & OPERATING EXPENSES**

**Justification:** Operations and maintenance supplies for sanitizing and personnel hygiene. PPE items for students and staff. Dividers, plexiglass, and face shields for social distancing supplies. Supplies for school closing include: brown paper bags for student pick up of items, disposable face masks, reusable face masks, dixie cups, social distancing signs.

				<u><b>COST</b></u>
<b>Supply Item:</b> Sanitization, hygiene, and PPE products.	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	300,000.00	1.00	100.00	300,000.00
<b>Supply Item:</b> School supplies for COVID-19 school closing	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	50,000.00	1.00	100.00	50,000.00
<b>Supply Item:</b> Social Distancing supplies	<b>Unit Cost Per Item</b>	<b>Quantity</b>	<b>% Applied To Grant</b>	
	171,202.00	1.00	100.00	171,202.00

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**Supplies & Operating Expenses - Year 1 Total: 521,202.00**

**CONSULTANTS - CONSULTANT**

**Justification:** Security for campuses while school is closed during COVID-19

			<u><b>COST</b></u>
<b>Name / Position:</b> Signal 88 Security			
<b>Service Provided:</b> Security Services			
	<b>Cost per</b>	<b>Duration</b>	
	46.88 per Hour	x 2133.11 Hour(s)	100,000.00

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**Consultants - Consultant - Year 1 Total: 100,000.00**

**YEAR 1 TOTAL: 621,202.00**

### **13. SECTIONS:**

#### **A. 20-21 COVID-19 SS&S Program Activities**

1. The below checklist contains all eligible program activities per 24 P.S. §13-1312-B(b). Click the box next each program activity that is directly supported through this grant. Applicants must select a minimum of one program activity. Please note that the program activities selected must be directly related to the line items entered in the Budget section of the application.

- (1) Purchasing of cleaning and sanitizing products that meet the centers for disease control and prevention or department of health criteria.
- (3) Purchasing of equipment, including personal protective equipment, thermometers, infrared cameras and other necessary items.
- (4) Modification of existing areas to effectuate appropriate social distancing to ensure the health and safety of students and staff.
- (7) Other health and safety programs, items or services necessary to address the COVID-19 disaster emergency.


### **13. SECTIONS:**

#### **B. Attachments COVID-19 SS&S**

All supporting documentation for your grant application and the signature page (page 2 of the application) may be uploaded to this section. Examples of supporting documentation include letters of support, job descriptions, Memorandums of Understanding (MOU), etc

ATTACHMENTS COVID-19 SS&S related attachments:

**File Name:**

 33382.pdf

**File Description:**

Sig Page



### **13. SECTIONS:**

#### **C. School Safety Funding Use Certification**

1.

##### CARES Act School Health and Safety Funding Use Certification

The Applicant hereby certifies that:

1. Its receipt, handling, and expenditure of the grant funds is governed by Commonwealth law, by the federal CARES Act, and by all of the guidance and frequently asked questions concerning the permitted uses of federal Coronavirus Relief Fund monies issued by the United States Department of the Treasury on or after March 1, 2020. The Applicant is responsible for knowing and applying the state and federal statutes, and the United States Department of the Treasury's Coronavirus Relief Fund guidance and frequently asked questions.
2. The Applicant will only use the grant funds provided by the Pennsylvania Commission on Crime and Delinquency (PCCD):
  - a. pursuant to the Act 30 of 2020;
  - b. In accordance with the Federal CARES Act, applicable state law, the funding solicitation, executed grant application and award notice to be issued by PCCD;
  - c. To pay for necessary expenses incurred by the Applicant or subrecipients between March 1, 2020 and October 30, 2020 to respond to the COVID-19 health emergency as allowed by Act 30 of 2020.
3. All uses of these grant funds are subject to audit by the Commonwealth of Pennsylvania, the federal General Accountability Office, federal inspectors general, and are subject to audit as part of the Commonwealth's Single Audit. Any interest earned by the Applicant or subrecipients on grant payment(s) shall be reported to PCCD and shall be subject to and must be expended in accordance with this certification, the grant agreement and all other terms and conditions.
4. If any Commonwealth or federal office or official disallows, declares ineligible, or otherwise invalidates the Applicant's use, handling, or expenditure of any amount of the grant, then the Applicant shall return that amount (including the amount of any interest earned thereon) to PCCD.

1.1. Has the applicant read and does the applicant agree to all of the above conditions?

Yes

## 13. SECTIONS:

### D. Fiscal Accountability

1.

#### **Subgrantee Accountability**

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

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

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

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

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

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

**Grantee risk classification:** PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

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

Yes

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2.

#### **Employee Time and Effort Reporting (Timesheets)**

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

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

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity (grant and non-grant) for which employees are compensated and which is required in fulfillment of their

**13. SECTIONS:**

obligations to the organization

- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

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

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee

Recommended Best practices:

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

\* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

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

The following sample forms are available on the [Grant Procedures and Forms](#) page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

**2.1.**

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

Yes

**13. SECTIONS:**

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

Yes

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4.

**Payment Terms**

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

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

All funds (Federal, State, match and project income) must be expended by the end of the project period.

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

Yes

**13. SECTIONS:****E. 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 \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the System for Award management (SAM). Information on how to request a DUNS number and register with SAM is available in the Funding Announcement Guidelines or on the PCCD Website. Additionally, if subrecipients/contactors are applicable and receiving \$25,000 or more through the life of this federal award DUNS and SAM information must be provided. The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below. Additional information relating to the Act can be at <https://www.ftrs.gov/>

1. The following questions pertain to the applicant agency's DUNS number and SAM registration.

1.1. Enter the applicant agency's DUNS number.

088807059

1.2. Enter the applicant agency's DUNS + 4 number, if applicable.

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

Yes

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

07/31/2020

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.

Downingtown

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

**13. SECTIONS:**

**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

193353608

**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'

015 - Chester

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

No

**3.1.** The Applicant Agency certifies that the following subrecipients receiving \$25,000 or more of federal funds has a DUNS number and has and will maintain a valid SAM registration during the award.

A response to this question is optional and no answer was provided.

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

ID	Subrecipient/Contractor Name	Subrecipient/Contractor DUNS Number	SAM Expiration Date
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**5.**

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

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

- (I) 80 percent or more of its annual gross revenues in Federal awards; and
- (II) \$25,000,000 or more in annual gross revenues from Federal awards; and

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

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

Are the conditions specified above applicable to the grantee?

No

**13. SECTIONS:**

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

**Response #1**

6.1. Officer Name:

6.2. Annual Salary:

## 13. SECTIONS:

### F. Federal Funding Announcement Certifications

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

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#### 1.

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

##### **Federal Funds**

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

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

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

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

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

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

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

**In accordance with 2 CFR 200.510, PCCD requires that PCCD grant numbers and amounts expended for each PCCD award be individually identifiable on all Single Audit Report Schedules of Expenditures of Federal Awards.**

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

The Applicant's submission responsibilities are as follows:

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

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



**13. SECTIONS:**

[checklist.pdf](#).

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

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

**Audit Oversight Provisions**

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

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

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

**State Funds**

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

1.1. Does the applicant agency accept these terms?

Yes

1.2. Does the applicant agency expect to expend \$750,000 or more in federal award funds in its current fiscal year?

Yes

**13. SECTIONS:**

**2. Use of Federal Funds:**

- A. Grant funds shall not be used to support inherently religious activities, such as worship, religious instruction, or proselytization.
- B. Grant funds shall not be used to purchase religious materials or pay for the supervisory, administrative, labor, or other costs of construction, maintenance, or repair of buildings that are used primarily as houses of worship or primarily for inherently religious activities.
- C. Grantee’s officers, employees, and volunteers shall not pressure or coerce any beneficiary of or participant in the funded program to attend or participate in any inherently religious activities.
- D. If the grantee offers or engages in inherently religious activities, the activities must occur separately in time or location from the funded program, must be voluntary, and must occur in a manner that protects beneficiaries of and participants in the funded program from any pressure or coercion to take part in the activity.
- E. The grantee shall keep the grant funds separate from any funds used to support inherently religious activities, and shall maintain separate financial records for the account that contains the grant funds.
- F. In identifying or admitting beneficiaries of or participants in the funded program, and in rendering assistance to beneficiaries of and participants in the funded program, the grantee must not discriminate against or among beneficiaries or participants based on religion, a religious belief, a refusal to express or hold a religious belief, or a refusal to attend or participate in an inherently religious activity.
- G. If your agency contracts or subgrants any portion of the grant funds to a third-party contractor or subgrantee the requirements shown above must be included in the third-party contract or subgrant terms, and your agency must agree to monitor the contractor’s or subgrantee’s compliance with those requirements as follows:
  - i. Conducting site visits (unannounced when reasonable), as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or on your own initiative where there exists reasonable cause to believe that a violation has occurred.
  - ii. Annual reviews of fiscal reports submitted by the subgrantee/contractor that relate to the grant funds; further review of financial and/or accounting records maintained by the subgrantee/contractor as reasonably necessary in response to complaints alleging violations of the terms of items A through F above or where there exists reasonable cause to believe that a violation has occurred; and imposition, upon receipt of a complaint or other reasonable cause, of such additional reporting requirements upon the subgrantee/contractor as may be reasonably necessary in order to determine whether a violation of the terms of items A through F has occurred or to prevent future violations.
  - iii. Preparation of written reports documenting each visit referenced in item G above.
  - iv. Such other measures as may be required by applicable law and contractual provisions.

**2.1. Does the applicant agency accept these terms?**

Yes

### **13. SECTIONS:**

3.

Reporting Potential Fraud, Waste and Abuse:

The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has either 1) submitted a claim for award funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by –

Online Hotline at: <https://oig.justice.gov/hotline/contact-grants.htm>

Mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
1425 New York Avenue, N.W.  
Suite 7100  
Washington, DC 20530

Fax: (202) 616-9881 (Attn: Grantee Reporting)

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

3.1. Does the applicant agency accept these terms?

Yes

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4.

**Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

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

Yes

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**13. SECTIONS:**

5.

**Employment eligibility verification for hiring under the award**

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.everify.gov](http://www.everify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

### 13. SECTIONS:

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

5.1. Does the applicant agency accept these terms?

Yes

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#### 6. Publicity or Propaganda

Federal funds are not legally available, and may not be used (whether directly or indirectly, including by private contractors), for publicity or propaganda purposes not authorized by the Congress.

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

Yes

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#### 7. Certain Employee Trainings

Federal funds are not legally available, and may not be used, for any employee training that--

1. does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties;
2. contains elements likely to induce high levels of emotional response or psychological stress in some participants;
3. does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation;
4. contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or
5. is offensive to, or designed to change, participants' personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes an agency from conducting training bearing directly upon the performance of official duties.

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

Yes

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**13. SECTIONS:**

8.

**Restrictions and certifications regarding non-disclosure agreements and related matters**

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award--

a. it represents that --

1) it has determined that no other entity that the recipient's application proposes may, or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

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

Yes

**8.2.** Should a subgrant award be made to the applicant agency as a result of this grant application, does the applicant agency agree to notify PCCD immediately if it has any reason to believe that the applicant agency is not in compliance with the above condition?

Yes

**13. SECTIONS:**

9. Requirement to report actual or imminent breach of personally identifiable information (PII) The applicant and any subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of a PCCD-funded grant program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The applicant's breach procedures must include a requirement to report an actual or imminent breach of PII to PCCD no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

9.1. Does the applicant understand and agree to have written procedures in place to report an actual or imminent breach of PII to PCCD as described?

Yes

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**10.****Determination of suitability to interact with participating minors**

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

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

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

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

Yes

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**11.**

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

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

Yes

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

Yes

**14. PERFORMANCE INDICATORS:**

1. Established by PCCD

2. Established by Subgrantee



**15. APPROVAL CHECKLIST:**

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

- Yes  No

If yes, when was the last one completed?

06/30/2019

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?

06/30/2019

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

- Yes  No  N/A

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

- Yes  No  N/A

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

5/31/2020

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

- Yes  No

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

- Yes  No

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

- Yes  No

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

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The Standard Subgrant Conditions **should not** be submitted to PCCD with your application. The current version of PCCD's Standard Subgrant Conditions (Revised September 2017) is available at [www.pccd.state.pa.us](http://www.pccd.state.pa.us) <<http://www.pccd.pa.gov>>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact PCCD's offices at (800) 692-7292.

**17. ATTACHMENTS:**

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

**Section:** Attachments COVID-19 SS&S

**File Name**


33382.pdf


**File Description**

Sig Page

PROJECT MODIFICATION REQUEST

1. Subgrant Number: 2020-CS-01-33382		2. Amendment Number: 1	
3. Subgrantee: Downingtown Area School District		4. Created Date: 10/19/2020	
5. County: Chester		6. Award Date: 6/16/2020	
7. Project Title: COVID-19 Pandemic Health and Safety			
8. Approved Project Period: From: 3/1/2020 To: 10/30/2020		9. Modified Project Period: From: 3/1/2020 To: 10/30/2020	
10. Total Approved Budget by FUND SOURCE:	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Federal	621,202.00	621,202.00	0.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
<b>TOTAL</b>	<b>621,202.00</b>	<b>621,202.00</b>	<b>0.00</b>
11. Budgetary Information	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Personnel	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	521,202.00	487,421.00	(33,781.00)
Consultants	100,000.00	133,781.00	33,781.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
<b>TOTAL</b>	<b>621,202.00</b>	<b>621,202.00</b>	<b>0.00</b>

12. Signatures:  4-7-2021  
 Financial Officer: Mr. Dave W Matyas Date

 4/7/2021  
 Project Director: Dr. Robert Reed, Jr. Date

FOR PCCD USE ONLY

Recommendation:

\_\_\_\_\_  
 Program Planner Date Accountant Date

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Recommendation:  
 Grants Management Per

Approved \_\_\_\_\_  
 Disapproved \_\_\_\_\_

\_\_\_\_\_  
 Manager, Grants Management Date

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE     Downingtown Area School District  
SUBGRANT#     2020-CS-01-33382  
AMENDMENT#    1

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

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

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

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

4-7-2021

DATE

*[Handwritten Signature]*

SIGNATURE OF ATTESTING OFFICER

*Business Manager*

TITLE OF ATTESTING OFFICER

Downingtown Area School District

NAME OF SUBGRANTEE

By:

*[Handwritten Signature]*

Title:

*ASSISTANT SUPERINTENDENT*

By:

Title:

By:

Title:

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

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

SOLICITOR

APPROVED:

CONTROLLER

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated \_\_\_\_\_ funds.

PCCD Executive Director or designee

DATE

COMPTROLLER OPERATIONS

DATE

Approved as to form and legality:

COUNSEL TO PCCD

DATE

35-FA-1.2

OFFICE OF GENERAL COUNSEL

DATE

35-FA-1.2

DEPUTY ATTORNEY GENERAL

DATE

14. Explanation or Justification of Requested Modification:  
We need to revise our budget detail.