



COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: August 12, 2021  
Subject: Mental Health Initiative Funds, Crisis Intervention and Pretrial Diversion  
To: Pennsylvania Counties  
From: Michael D. Pennington  
Executive Director

A handwritten signature in blue ink, appearing to read "Michael D. Pennington".

The Pennsylvania Commission on Crime and Delinquency (PCCD), Office of Justice Programs (OJP), in a collaboration with the Department of Human Services, Office of Mental Health and Substance Abuse Services (DHS/OMHSAS), announces the availability of \$1,000,000 in funds for the implementation of crisis response or pretrial diversion strategies for justice-involved individuals with Mental Illness/Co-Occurring Substance Use Disorders (MI/COD), Intellectual Disorders (ID), and/or autism spectrum disorders.

Under this solicitation, state and federal funds are being made available to eligible Pennsylvania counties to support new or expanded programs to improve local crisis response and/or pretrial diversion efforts. Non-profit agencies are ineligible to directly apply under this solicitation; however, counties may partner with non-profit agencies to implement the eligible program activities.

Organizations interested in applying for these funds to further their efforts to reduce the number of justice involved individuals with behavioral health, co-occurring substance use disorders, and intellectual disabilities/developmental disabilities from the justice system are advised to apply for consideration under *Crisis Intervention and Pretrial Diversion* in PCCD's Egrants System no later than 11:59 P.M. on September 24, 2021.

Your interest in the development and implementation of crisis intervention and pretrial diversion programs is greatly appreciated.



## Office of Justice Programs

### Crisis Intervention and Pretrial Diversion

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### Fiscal Year 2021 Solicitation

**Please Note:** Applications are *only* accepted through PCCD's Egrants system. Applicants must register in Egrants prior to submitting an application. Applicants are strongly encouraged to familiarize themselves with the Egrants system and allow adequate time to prepare and submit an application.

**Recommended [Egrants Agency Registration](#) Date:**

09/10/2021

**Recommended [Egrants User Registration](#) Date:**

09/17/2021

**Mandatory Egrants Application Deadline:**

09/24/2021

**This funding guideline contains information not appearing in the Egrants application. Applicants are advised to print and review this document and refer to it while completing the Egrants application.**

PCCD Program Staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to [RA-PCCD-OCJSI@pa.gov](mailto:RA-PCCD-OCJSI@pa.gov) with [Crisis Intervention and Pretrial Diversion](#) in the subject line. All questions regarding this funding announcement must be received by close of business on **September 15, 2021**. PCCD staff will post responses to questions, as they are received, on [PCCD's website](#). Select the appropriate funding announcement to view questions and answers.

Questions concerning the Egrants System should be made directly to the Egrants Help Desk by phoning either (717) 787-5887 or (800) 692-7292; or via email to [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**Funding Stream: Mental Health Initiatives**

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**Funding Announcement Title: Crisis Intervention and Pretrial Diversion Program**

**Funding Stream: Mental Health Initiatives**

**Submission Requirements for Applications:**

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant’s adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on September 24, 2021.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD’s Website](#) under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. Successful applications will be presented for consideration at the December 2021 Commission meeting.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **Non-supplantation** – Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.
- **Keywords** – Applicants are required to select “Keywords” from the dropdown menu located on the Main Summary screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application.

Keywords: ***Crisis Intervention; Mental Health; Diversion***

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD), Office of Justice Programs (OJP), in collaboration with the Department of Human Services, Office of Mental Health and Substance Abuse Services (DHS/OMHSAS), are accepting applications under the *Crisis Intervention and Pretrial Diversion Program* funding announcement for the implementation of crisis response or pretrial diversion strategies for justice-involved individuals with Mental Illness/Co-Occurring Substance Use Disorders (MI/COD), Intellectual Disorders (ID), and/or autism spectrum disorders.

Consistent with PCCD's Mental Health and Justice Advisory Committee's (MHJAC) strategic plan, the goals of this project are to support county-based efforts to reduce avoidable justice system contact and reduce the number of individuals with MI/COD and/or autism spectrum disorders in local criminal justice systems through the implementation of comprehensive and appropriate diversion and treatment services. This initiative seeks to aid counties in their efforts to:

- Safely and effectively respond to people in mental health and/or co-occurring substance use crisis prior to and upon law enforcement contact;
- Implement pretrial diversion strategies for individuals with MI/COD, ID, and/or autism spectrum disorders at Intercepts 0-3 of the [Sequential Intercept Model](#) using evidence based or research-based practices; and
- For those individuals booked into jails, ensure access to jail-based treatment and supports, and support the successful transition of individuals with MI/COD, ID, and/or autism spectrum disorders back to the community.

The anticipated impacts resulting from this solicitation include, but are not limited to:

- Increasing officer and public safety during crisis situations;
- Enhancing diversion/treatment opportunities and connections to care in the community for individuals with behavioral health and/or intellectual disabilities;
- Decreasing the number of individuals with behavioral health and/or other intellectual disabilities who become justice involved or from further penetrating the criminal justice system;
- For those individuals incarcerated in county jails, decreasing length of stay and reducing re-arrests; and
- Decreasing emergency department use and hospitalizations for individuals with behavioral health and/or intellectual disabilities.

**2. Funding Availability:**

A total of \$1,000,000 in a combination of state and federal funds is being announced to support this initiative. PCCD expects to fund up to seven projects with budgets not to exceed \$150,000 over a 24-month project period. There are no cash or in-kind match requirements under this funding announcement.

Award Letters will be posted in Egrants, as soon as possible, after the applications are approved.

PCCD is not liable for costs incurred prior to the official start date of the award.

### **3. Project Dates:**

Contingent upon availability of funds, applications approved at the December 2021 Commission meeting will be 24-month projects and have a start date of January 1, 2022 and an end date of December 31, 2023.

### **4. Eligible Applicants:**

Under this solicitation, Pennsylvania counties are eligible applicants. Counties may apply for funds to support a new project or expansion of an existing project to improve local crisis response and/or pretrial diversion efforts. Although non-profit agencies are ineligible to directly apply under this solicitation, counties may partner with non-profit agencies to implement the eligible program activities.

Applicants are encouraged to demonstrate collaborative cross system approaches with county or local entities such as a county's Criminal Justice Advisory Board (CJAB), county human services agency, Single County Authority, a county's Reentry Coalition, behavioral health and other community service providers, local hospitals and other acute health care facilities, local public housing authority, county adult probation and parole/community supervision and problem solving courts, law enforcement agencies, and/or first responders.

Successful applicants, and any partner agencies, must collaborate with the Council of State Governments (CSG) Justice Center, Pennsylvania Stepping Up Technical Assistance Center (TAC) throughout the term of the grant. Agreement to participate and collaborate with the TAC must be included in the application narrative. While all counties are eligible to apply under this solicitation, priority consideration will be given to counties that are currently engaged with the CSG Stepping Up TAC.

Applicants must be in good standing with PCCD to be eligible for these funds.<sup>1</sup> The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

### **5. Eligible Program Activities and Expenses:**

Eligible programs must focus on the implementation of crisis response or pretrial diversion strategies for justice-involved individuals with Mental Illness/Co-Occurring Disorders (MI/COD), Intellectual Disorders (ID), and/or autism spectrum disorders.

Examples of eligible activities include, but are not limited to, creation or expansion of:

- Pre-booking diversion or crisis response drop off centers;
- Specialized crisis response services;
- Systems and services providing 24/7 Connections to Care;
- Cross system case management;
- Diversion programs at preliminary arraignment that will link individuals with MI/COD, ID, and/or autism spectrum disorders to community-based services as an alternative to incarceration;
- Implementation or expansion of pretrial programs to divert individuals with MI/COD, ID, and/or autism spectrum disorders from incarceration and into community-based services;

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<sup>1</sup> This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, State and Federal funding guidelines, and acceptable risk rating as determined by PCCD.

- Services for individuals with MI/COD, ID, and/or autism spectrum disorders who are incarcerated in county jails while in pretrial status;
- Co-Responder Programs;
- Police Mental Health Collaborations (PMHCs);
- Specialized behavioral health training for justice practitioners that may include Crisis Intervention Team Training and/or Mental Health First Aid;
- Law Enforcement Diversion or Treatment Intervention Programs;
- Mental Health Courts or Veterans Courts within a judicial district in Pennsylvania. Applicants must coordinate implementation activities with the Administrative Office of the Pennsylvania Courts (AOPC); and/or
- Other activities designed to achieve the stated program goals and objectives.

All expenses must be described in the Justification box located in the Egrants Budget Detail section. PCCD has approval of all final budgets.

## **6. Ineligible Program Activities and Expenses:**

Funds may not be used for:

- The continuation of an existing project;
- Non-project related routine supply, administrative, or operational expenses;
- Food/refreshments;
- Personnel costs for positions not integral to the program implementation and delivery;
- Construction; and
- The purchase of vehicles.

PCCD funding is to be used in addition to other funds that are made available for services. Funding cannot be used to supplant/replace state, federal, or local funds that would otherwise be available to provide for program-related services.

Administrative rejection of an application will occur if applicants:

- Apply to fund the continuation of an existing project;
- Request more funds than the maximum amount permitted per application, in a single year or in total; or
- Submit more than one application from a single applicant or for a single recipient agency.

## **7. Required Egrants Sections/Documents:**

- Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.
- Required Signed Documents – A successful application must be accompanied by the following, which should be included in the Required Attachments section of the application:
  - The original, completed Signature Page (page 2 of the application)
  - Letter from the applicant organization indicating they agree to collaborate with the Stepping Up TAC and fulfil the expectations of monthly phone communication with Stepping Up TAC personnel; identification of a point person to coordinate the grant efforts; and confirmation of understanding they will work with PCCD staff to develop specific outcome measures appropriate for the proposed project.

- CJAB letter of support
- Letters of support and/or commitment from partner(s) or collaborating organization(s)
- Strategic Plan (if applicable)

## 8. Scoring Procedures:

In addition to reviewer ratings, considerations for award recommendations and decisions to fund may include, but are not limited to, underserved populations, past performance, geographic diversity, strategic priorities, and available funding.

The following application sections in Egrants have a point value associated with them and will be scored as described below.

Please Note: The information PCCD is requesting must be submitted in the text boxes within Egrants that are provided for each section of the application; do not attach your responses as Word Documents to the sections. Please provide only what is asked; to do otherwise will add unnecessary length to your application.

The Egrants System will time out after 20 minutes of inactivity. Any information entered after Egrants has timed out will not be saved by the system. Please review each section of the application prior to submitting the application to ensure that all the required narrative is included.

Applicants are strongly encouraged to ensure that the character limit for each response is NOT exceeded. Please attach any required attachments in the "Required Attachments" Section. Scoring will be based on a maximum score of 100 points using the following criteria:

### a. Executive Summary – 0 points

All applicants must fill out the following script and paste the text into the executive summary section:

The name of applicant is requesting \$\_\_\_\_\_ to [provide a single sentence or two of 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].

### b. Statement of Problem – Maximum of 15 points

This section establishes the locally identified problem the applicant is seeking to address, and how the problem was identified.

- State the problem and how it was identified. Provide supporting data/facts/figures specific to the problem and request. Include data specific to the geographic area the project will serve and compare this data to other available state, local, and/or national data elements. Include supporting documentation where appropriate.

### c. Project Design and Implementation – Maximum of 30 points

This section establishes that the applicant has reviewed the program goals, objectives, and anticipated outcomes and established a plan to effectively achieve these. Please address the following in this section:

- Describe the overall program and the specific components of the program that will be supported with grant funding.
- Explain the implementation plan and methods to be used to accomplish the stated objectives. This description should include who will perform the work, what actions are proposed to accomplish these activities, and any other details necessary to clearly establish how this project will be implemented.
- Specify how the chosen program will address the identified problem and demonstrate an understanding, assessment, and a consistency of the scope of effort and resources proposed.
- Discuss a timeline describing the activities to be completed.
- Describe the work that will be accomplished during the project period.
- Expansion projects must describe how the project is considered an expansion to an existing project or program and the current and anticipated service levels.
- New projects must describe anticipated service levels.
- Identify plans for subcontracting any part of the project, including the role the subcontractor(s) will perform.
- Describe internal quality assurance processes that will be used to monitor the implementation of this project.

d. **Collaboration and Community Voice – Maximum of 15 points**

Applicants are encouraged to demonstrate collaborative cross system approaches with county or local entities such as a criminal justice advisory board (CJAB), county human services agency, Single County Authority, County Reentry Coalitions, behavioral health and other community service providers, local hospitals and other acute health care facilities, local public housing authority, the county court system including community supervision and problem solving courts, law enforcement agencies, and/or first responders.

Applicants are also encouraged to demonstrate community involvement – including Black, Indigenous, and People of Color who are disproportionately impacted by the justice system, organizations representing people with mental illness and their families, those with lived experience of the behavioral health and/or criminal justice systems themselves – in the planning of their project, and the ability to give responsive feedback during the implementation process.

This section establishes that the applicant’s project plan and implementation include the partnerships essential to ensure an effective and collaborative cross system approach with county or local entities and reflects community voice in the project planning, implementation, and evaluation. Within this section, applicants are advised to:

- Discuss the collaboration and partnerships engaged in the planning and implementation of this project and explain each organization’s role in the process and project.
- Explain how the collaborative process will include community perspective and the perspectives of those with lived experience related to the planning, implementation, and assessment of the project.
- Discuss how the proposed project supports an overall strategic plan.

e. **Impacts and Outcomes – Maximum of 15 points**

This section establishes that the applicant has a clear understanding of the impact of the project selected for implementation and has established procedures for the collection of data to assess project success and measure impact. Please address the following in this section:

- Discuss the expected impact of the project.
- Discuss how the effects of the project will be assessed and how the overall impact will be gauged.
- Discuss the established intermediate outcomes that will be used to measure the success of the project, how they will be tracked, and include target values for measures.
- Describe the process measures that will be used to monitor the implementation of the project in its entirety and include target values for measures.
- Describe how the process and outcome data for program participants will be collected.

f. **Budget Detail – Maximum of 15 points**

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the proposed project. This includes providing justification as to why those items are integral to the success of the project.

All costs must be broken out as separate line items that include the computations used to arrive at those amounts.

The applicant should also provide a justification in the Budget Detail section showing the relationship between the budgeted expenditures and the proposed operation of the project. Budgets submitted with ineligible or non-essential costs contained within will receive a deduction in scoring. Any costs deemed by PCCD to be non-essential to the success of the project may be removed.

All Programs must:

- Provide a two-year comprehensive budget consisting of one complete budget for each year for which funding is being requested.
- Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.
- List each benefit as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
- Adjust personnel hours and time dedicated if the project is offered on a part-time basis or is not offered the entire year.

NOTE: PCCD has final approval of all budgets. After the competitive process is completed, successful applicants should expect PCCD staff to engage with them in finalizing budgets which could include a requirement for the elimination or addition of budgeted items, or a change in the overall amount requested. Please refer to the PCCD [Applicant's Manual](#) for more information about eligible costs.

g. **Sustainability - Maximum of 10 points**

An integral part of the project implementation process is the understanding that planning for the sustainability of the program, beyond grant funding, is essential. This section establishes that the applicant understands PCCD funding is limited to two years and awarded with the intent of supporting the essential items and tasks necessary to start an eligible program. Within this section, applicants should:

- Describe how the project will continue after grant funds expire.
- Identify the possible sources of financial support you plan to work with to continue the program once grant funding expires, particularly if you have received a firm commitment from a funding source to provide sustainability funding.

- Provide commitments from key stakeholders necessary to successfully sustain the project. If these are not currently available, describe how these will be obtained.
- Identify the key individuals within your organization who are responsible for sustainability planning. Describe the specific steps these individuals will take to secure the necessary funding and community support needed to sustain the program.

## **9. Performance Measures:**

Under this funding announcement, successful applicants are required to submit quarterly progress reports providing program and outcome summaries and data to PCCD via the Egrants system. This includes the submission of specific outcome measures, developed in collaboration with PCCD prior to award, on a quarterly basis. Subgrantees may also be asked to comply with and report on additional PCCD, state, or federal guidelines and/or measures. Dependent upon project type, successful applicants may be asked to track data elements such as:

- Program participant demographics (e.g. gender, race, ethnicity);
- Number of new program participants with veteran status during the reporting period;
- Number of program participants with new contact with law enforcement and/or the justice system during the reporting period;
- Number of program participants newly incarcerated during the reporting period
- If applicable:
  - Baseline jail average length of stay for program participants at the beginning of the project
  - Jail average length of stay reported during the reporting period; and
- Number of individuals provided connection(s) to care during the reporting period

*Additional required metrics depend on specific program goals and will be identified in partnership with PCCD at the onset of a grant award.*

## **10. Competitive Bidding/Sole Source Procurement:**

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section in PCCD's [Applicant's Manual](#). Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to be justified. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a substantial justification for the request within their funding request (See PCCD's [Applicant's Manual](#) for Procurement by Noncompetitive Proposal Approval Procedure).

## **11. Administrative Requirements:**

### **a. Egrants Agency and User Registration:**

Prior to submitting a grant application, both the applicant agency and at least two users from the applicant agency must be registered in Egrants. Applicants are strongly advised to allow adequate time to work on application documents in Egrants prior to the submission deadline. Please go to the [Registering in Egrants](#) page on PCCD's website for further information.

- b. Fiscal Accountability:  
See the [Fiscal Accountability page](#) on PCCD's website for further information.
- c. Time and Effort Reporting:  
See the [Time and Effort Reports page](#) on PCCD's website for further information.
- d. Grant Payments:
- 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. Non-submission or late submission of the required reports will result in payment delays.
  - ACH Payments:
    - All payments to grant recipients will be made through ACH.
    - Either before or at the time an application is submitted to PCCD, the applicant agency must [register as a Non-Procurement Vendor](#) with the Commonwealth of Pennsylvania.
- e. Federal Transparency Act Certification:  
This section is required for both state and federal funding streams. See the [Federal Application Requirements page](#) on PCCD's website for further information.
- f. Reporting Requirements:
- Programmatic reports are due quarterly.
  - Fiscal reports are due quarterly.
  - Late submission of programmatic and fiscal reports may delay payments.
  - All reports must be submitted through the Egrants system.
- g. UCR Reporting:  
Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.
- h. Information Technology (IT) Project Conditions:  
PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these [IT Conditions](#) on PCCD's website.

## 12. PCCD Contact Information and Resources:

- a. Staff Contacts:

Applicants with questions pertaining to this funding announcement should submit these to [RA-PCCD-OCJSI@pa.gov](mailto:RA-PCCD-OCJSI@pa.gov) by no later than September 15, 2021. The email subject line must include **Crisis Intervention and Pretrial Diversion**. Responses to questions received prior to the due date will appear on the [Funding Announcement Q&A page](#) of the PCCD website. Applicants should not expect a response via email.

Note: Due to the competitive nature of the funding announcement, staff may provide clarification on the funding announcement itself, but are not permitted to provide suggestions on how a potential applicant should respond to the application.

b. Egrants Funding Announcement:

Log into the Egrants system and search under the "Funding Announcement" tab for ***Crisis Intervention and Pretrial Diversion***.

c. PCCD Guidelines and Documents:

Applicants should be familiar with the [Applicant's Manual](#), Standard Subgrant Conditions, and other documents common to PCCD's grant application process, all of which are available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides can be accessed on [PCCD's Website](#) under the Funding link.

d. Egrants Technical Questions:

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).

e. PCCD Webmaster:

Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

f. Reporting Potential Fraud, Waste and Abuse:

Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the [Reporting Fraud, Waste and Abuse](#) page on PCCD's website.

### **13. Submission Information:**

The application must be entered into Egrants **no later than** September 24, 2021 **by 11:59 PM**.

The executed signature page (page 2 of the application) must be uploaded to the Main Summary section of your application. A guide to assist you with this is available on our website at: [Submitting Signature Documents](#)

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.