

**DAUPHIN COUNTY CRIMINAL JUSTICE ADVISORY BOARD**  
**LETTER OF SUPPORT PROTOCOL**

In order to provide adequate time for the Dauphin County Criminal Justice Advisory Board's (CJAB) review of grants application to the Pennsylvania Commission on Crime and Delinquency (PCCD) the following protocol has been established:

- Submit a summary (maximum of 2 pages) of the proposed project with budget information to the CJAB Administrator & the CJAB Chairperson.
- The summary MUST be submitted at least seven (7) calendar days prior to the PCCD application deadline date and must be signed by the individual authorized by the agency/department to submit the grant. This signature can be provided electronically by e-mail.
- The summary must include the following:
  - ✓ PCCD's grant announcement number and a brief description of the intent of the Grant funding,
  - ✓ Confirmation of whether the grant requires a CJAB letter of support in order to proceed with the application,
  - ✓ A statement of need – including relevant data – as it applies to Dauphin County,
  - ✓ Evidence supporting the program design is effective to address the need stated in the application,
  - ✓ Existing services/solutions – if any – in Dauphin County to address the stated need,
  - ✓ Proposed services/solutions to address the need,
  - ✓ A description of the applicant's experience/expertise in addressing the need,
  - ✓ A description of the roles or/and expectations of CJAB members and their departments if the project is funded,
  - ✓ Cost/budgeted amount to successfully implement proposed services/solutions,
  - ✓ Description of how proposed services/solutions will be evaluated, and
  - ✓ Sustainability of services at the conclusion of grant funding and letters of commitment by identified future funding sources.

*\*Adopted by CJAB on: 8/27/2015*