COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: December 10, 2013

Subject: Substance Abuse Education and Demand Reduction Fund (SAEDRF) Availability-Request for Competitive Applications

To: Eligible Organizations

From: Linda Rosenberg
Executive Director

The Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of $660,000 in state Substance Abuse Education and Demand Reduction (SAEDR) Funds. This solicitation serves to advance the Objectives of the PCCD 2012-2015 Strategic Plan.

PCCD's Office of Criminal Justice System Improvements (OCJSI) is releasing this competitive solicitation for applications focusing on SAEDR Category 1 for adults, which offers funds to non-profit organizations to provide research-based approaches to prevention, treatment, training, intervention, and education services that reduce substance abuse, or provide resources to assist families in accessing these services. Under this solicitation, preference for these funds will be given for projects that are directed at the needs of the adult community.

SAEDR Funds are available to non-profit organizations, and may not be awarded directly to government agencies. Partnerships are encouraged, and non-profit organizations may jointly apply for funds with a local unit of government, but they are not required to do so.

Applications are due Friday, January 10, 2014 and will be accepted for new implementations, expansions of existing projects, or continuations of existing projects provided the current funding will expire by the designated start date for these awarded funds. Successful applications will be acted on at the March 2014 Commission meeting, with all projects starting on April 1, 2014.

The funding guidelines provide the necessary information to complete this application. However, if there are any funding guideline related questions, please contact
Mr. Tom D'annunzio at (717) 265-8452. For fiscal questions, contact Ms. Deborah Fultz at (717) 265-8507.

Questions concerning the Egrants system should be made directly to the Egrants Help Desk at either (717) 787-5887 or you may call toll-free at (800) 692-7292 and select option 9 and then option 6 when prompted.

Thank you for your interest in funding opportunities provided by PCCD.

pennsylvania
COMMISSION ON CRIME
AND DELINQUENCY

Office of Criminal Justice System Improvements
Substance Abuse Education (SAEDRF) Category One: Adult Services
Fiscal Year 2014 Solicitation

Please Note: Allow adequate time to submit your Application. You will be unable to submit your Application, if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants system.

Recommended Egrants Agency Registration Date:
12/17/13

Recommended Egrants User Registration Date:
12/17/13

Mandatory Egrants Application Deadline:
01/10/14

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

Funding Guidelines: Substance Abuse Education (SAEDRF) Category One: Adult Services

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

Funding Guidelines for: FY 2014 Solicitation

Funding Announcement Title: Substance Abuse Education (SAEDRF) Category One: Adult Services

Due Date and Other Submission Requirements for Applications:

- **Scoring** - All Applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to the Funding Announcement Guidelines, and a timely submission in the PCCD Egrants system.

- **Due Date** - All Applications must be submitted, electronically through PCCD's Egrants system no later than Friday, January 10, 2014 by 11:59 p.m., Eastern Time. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9 and then option 6. The Egrants email address is: RA-eGrantsSupport@state.pa.us.

- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD. Successful Applications will be presented for consideration at the March 12, 2014 Commission meeting.

- **Completeness** – Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.

- **Attachments** - Facsimiles, hard copies or emailed copies will not be accepted. Quarterly Reports will also require online submission. A subgrant award, based on the timely submission and successful review of the Application, will be made at the March 12, 2014 Commission meeting.

- **Corrections** - If an Application is returned by PCCD for corrections, the final Application (including all corrections and required documents) must be returned to and approved by PCCD in order for the Application to be awarded.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Criminal Justice System Improvements

A. Preface

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for projects under the Substance Abuse Education and Demand Reduction Fund (SAEDRF) funding that will provide research-based approaches to prevention, intervention, training, treatment and education services to reduce substance abuse among adults or to provide resources to assist families in accessing services.

Please note: Under this solicitation, preference for these funds will be given for projects that are directed toward the needs of the adult community. PCCD's Office of Juvenile Justice and Delinquency Prevention (OJJDP) and Office of Victims' Services (OVS) will be releasing SAEDRF Category One funding announcements for projects related to the needs of juveniles and victims, respectively.

Under **Category One-Research Based,** funding is available to nonprofit organizations to provide research-based approaches to prevention, intervention, training, treatment and education services to reduce substance abuse or to provide resources to assist families in accessing these services. Nonprofit organizations may jointly apply for grant moneys with a local government unit, but shall not be required to do so. Direct awards cannot be made to governmental entities.

1. Project Dates:

Contingent upon availability of funds, applications approved at the March 12, 2014 Commission meeting will be 12-month projects and have a start date of April 1, 2014 and an end date of March 31, 2015.

2. Funding Available:

A total of approximately $660,000 in state SAEDRF funds is being announced to support these adult Category 1 initiatives. Under this solicitation, PCCD expects to fund three to five grants with budgets not to exceed $150,000. SAEDRF-supported programs require no matching funds.

Award Letters will be mailed, as soon as possible, after the applications are approved and will also be available in Egrants.

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

3. Program Goals and Objectives:

The goal of the SAEDRF funding is to reduce substance abuse or to provide resources to assist families in accessing the services needed to reduce substance abuse behavior.

Objectives of this funding initiative are:

- Engage and motivate families to reduce and eliminate negative behaviors.
- Reduce substance abuse.
- Increase or support existing programs that specifically target reduction of substance abuse among adults.
- Provide resources for accessing services related to reducing substance abuse among adults.

4. Anticipated Impact:

Category One-Research Based funds are intended to support proven approaches to prevention, intervention, training, treatment and education services to reduce substance abuse or to provide resources to assist families in accessing the services.

5. Eligibility Requirements:

a. Applicants:

Category One funds are available to nonprofit organizations. Nonprofit organizations may jointly apply for grant moneys with a local government unit, but shall not be required to do so. Direct awards cannot be made to governmental entities.

b. Program Activities:

Projects for Category One-Research Based funds may be targeted locally, regionally or statewide, so long as those concepts are supported by a basis of research. Projects should be designed to become self-sustaining or supported by the community served. The link below lists examples of programs that could be funded (but applicants are not limited to these examples):

http://nrepp.samhsa.gov

Successful applicants should demonstrate a history of collaboration with community-based organizations (i.e. local collaborative boards, etc.) and a linkage to the appropriate Single County Authority (SCA) and Criminal Justice Advisory Board (CJAB). Applicants are required to include a letter of support from the appropriate SCA and CJAB. Applicants should represent or create multi-system partnerships and inter-agency collaborations of both public and private groups to enhance substance abuse education and demand reduction.

For Category One-Research Based funding, PCCD is requiring all applicants to corroborate that their proposal is a research-based approach. Prevention, treatment, education, and intervention programs that have been researched in the past ten years will be considered if the programs have reported empirical data indicating convincing evidence of risk factor reduction for alcohol/drug abuse and behavior change for a sustained period and that have been multi-site replicated. It will be necessary for the applicant to provide the evidence of program impact as well as citations to the professional journals or other publications where this impact has been demonstrated. Providing sufficient quantitative data to document effectiveness in preventing, treating, or reducing behaviors related to drug and alcohol abuse requires the use of evaluative designs that provide reasonable confidence in the findings (e.g., experimental designs with random assignment or quasi-experimental designs with matched control groups).

c. Non-supplantation:

In accordance with Pennsylvania Consolidated Statutes, monies disbursed from SAEDRF shall not supplant federal, state, or local funds that would have otherwise been made available for substance abuse prevention, education, support, treatment and outreach initiatives.

6. Ineligible Program Activities:

Funds may not be used for land acquisition. Funds may not be used for routine equipment purchases or personnel costs unless they are integral to the project.

7. Performance Indicators:

Under this Funding Announcement, successful Applicants are **required** to submit Quarterly Progress Reports to PCCD via the Egrants system. Subgrant recipients under this Funding Announcement will be **required** to accept and report on performance indicators selected by the staff of PCCD, Office of Criminal Justice System Improvements that will fulfill state guidelines for the use of SAEDRF funds. Subgrant recipients may develop additional performance indicators that are specifically related to the activities outlined in their Application and may track and report all indicators on a quarterly basis through the PCCD Egrants system.
An evaluation component must be built into planning and implementation of the project. Three basic purposes are: (1) providing ongoing feedback regarding target populations; (2) examining process and implementation issues; and,
(3) documenting critical questions about the impact and operation of the project over time.

Performance indicators will be established based on the individual program in collaboration with PCCD. Projects selected for funding will be required to include appropriate performance indicators.

8. Agency and User Registration:

Your agency must be registered in Egrants in order to apply for a grant through PCCD's Egrants system. If your agency has never submitted an application through PCCD's Egrants system, you will not be able to do so until your agency registration is complete. To register your agency in Egrants, complete the Egrants Agency Registration Request form, which can be found online within the PCCD Egrants Help Center under Egrants Quick Start Guides.

Once your agency is registered in Egrants, individuals that will enter information in Egrants, or be a contact for the proposed Application, must also register to use Egrants. When creating a new application, the Project Director, Financial Officer and Primary Contact identified on the Main Summary page **must be registered Egrants users. At least two of the three contacts must be different users, and while the Project Director or the Financial Officer can also be the Primary Contact, the Project Director cannot also be the Financial Officer nor can the Financial Officer also be the Project Director.** These users must also have security access to the specific Grant ID number in order to access it. If the individual's name does not appear in the dropdown list as a selection for the Project Director, Financial Officer or Primary Contact, then the individual is not a registered user with security access to the project. The individual must register in Egrants to obtain a user ID and password and/or obtain appropriate security to the specific grant. Refer to the PCCD Egrants On-line Registration Quick Start Guide, PCCD Egrants Security Roles Quick Start Guide, and PCCD Egrants User Registration Request Form for help with registering and obtaining the required security.

An explanation of the duties of the Project Director, Financial Officer, and Primary Contact can be found in the Egrants Help Center Glossary.

Additionally, please note: The Commonwealth will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the

Pennsylvania Electronic Payment Program (PEPP) Enrollment Form to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (Fax) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, Pennsylvania 17101. The PEPP Enrollment Form/EFT Payment Enrollment Form may be found on PCCD's website under Grant Opportunities>Application Information and Forms>Standard Forms.

9. Keywords:

You are required to select "Keywords" from the dropdown menu in Egrants. It is located on the Main Summary screen, when entering your Application.

Keywords: SAEDRF Category One

10. Compliance with State and Federal Information Technology Grant Conditions:

PCCD is required to include mandated subgrant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements.

Technology purchases for this funding announcement are limited to desktop computers and laptops and does not require additional conditions.

11. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Competitive bidding procedures must be used if the projected costs for products or services (items of a similar nature) exceed $10,000. Procurement standards for use by grant recipients are described in PCCD's Applicant's Manual on page 16.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See PCCD's Applicant's Manual, page 18, for Sole Source Procurement Justification Approval Criteria.)

12. Technical Assistance (and/or questions) for Egrants:

The Egrants Help Center contains a vast array of technical assistance materials. Within the Egrants Help Center, there are online tutorials, step-by-step guides called Quick Start Guides, Frequently Asked Question lists, and a glossary.

If you cannot find what you are looking for in the Egrants Help Center, please contact the PCCD Egrants Help Desk at (717) 787-5887 or toll-free at (800) 692-7292, option 9 and then option 6. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. daily.

13. Reporting Requirements:

Programmatic Reports are due Quarterly and must be submitted through the Egrants system. Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.

14. Fiscal Accountability:

PCCD stresses the importance of being accountable for all grant funds. The following procedures have been or will be implemented across all of PCCD's funding streams to ensure fiscal accountability with PCCD's grant funds.

Financial Back-up: In reviewing grantee expenditure reports, it is important for PCCD to verify that 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 cumulative fiscal report (fiscal report). Grantees may be required to provide this back-up periodically or for each of their fiscal reports. Again, PCCD will notify grantees when they are required to submit this type of financial back-up.

Fiscal Report Attachments: An Egrants enhancement has been completed that allows grantees to attach documents to their fiscal report. Preferably, all requested financial back-up will be attached to the fiscal report using this feature.

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 is modifying the fiscal report to allow grantees to include line item expenditure detail, instead of the category detail that is currently in place. When this Egrants enhancement is completed, grantees will be required to populate the fiscal report consistent with the line items included in their approved budget.

On-site Monitoring: PCCD will be completing on-site fiscal monitoring of grants across the funding streams (state and federal).

Grantee Risk Classification: PCCD will utilize a risk classification system to structure the use of agency resources with those that may be most in need of additional assistance.

15. Time and Effort Reporting:

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 employee's 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 for which employees are compensated and which is required in fulfillment of their obligations to the organization. For example, if the employee spends 20% of their time on the PCCD grant project, 20% on a

different grant project and 60% of their time on agency activities; time and effort for all three areas must be included on the report.

- 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% of their time on 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 employees.

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 Office of Management and Budget federal cost principles OMB circular A-87 (2 CFR 225) as it relates to Governmental Units and OMB Circular A-122 (2 CFR 230) as it relates to Nonprofit Organizations and the Office of Justice Programs Financial Guide.

The following sample forms are available on the Applicant's Manual and Related Documents 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. (ARRA projects cannot use time certifications as their only documentation of time and effort.)

16. Payments for All Grants:

Payments will not be released until all applicable special conditions on a subgrant award have been satisfied. All payments will be made on a reimbursement basis. The schedule and amount of payments will be determined based on information received on the required quarterly (or interim, if applicable) fiscal reports and the required periodic program reports. Your agency may submit interim fiscal reports on a monthly basis if necessary. Non-submission or late submission of the required reports will result in payment delays.

17. Competitive Application Procedures:

The information requested within this announcement **must** be submitted in the sections of the Competitive Application specified below. Responses **must** be submitted within the text box provided to you; attachments corroborating research based approaches are allowed.

Scoring for the Substance Abuse Education (SAEDRF) Category One Competitive Applications will be based upon a maximum rated score of 100 points using the following criteria:

I. Executive Summary – SAEDRF - Maximum 5 points
Applications must include an Executive Summary identifying the applicant's name, title of the project, and dollar amount requested. The Executive Summary must also include goals of the project, a listing of key or major deliverables, and project impact/outcomes.

II. Problem Description – SAEDRF - Maximum 20 points
Demonstrate an understanding, accurate assessment, and a consistency of the scope of effort and resources proposed and include supporting documentation. Supporting data/facts/figures must be specific to your project's geographic area and relevant to the problem and your proposed request. Proposed projects should demonstrate a consistency between the scope of effort and the resources to be used in the project.

III. Project Description - SAEDRF – Maximum 45 points
Present clear and realistic goals and measurable objectives in view of the budget and personnel assigned. Describe the operation of the proposed project and explain how it will impact the target population. This section must include: location of the proposed project (is it countywide or specific to townships, boroughs, etc.); target population; estimated numbers to be served; how will individuals be referred to the proposed project; and how will volunteers, if applicable, be utilized in the proposed project.

IV. Performance Measure Requirements – Maximum 10 points
Provide a description of how the proposed project will be measured, i.e., short-term/long-term, feedback, data collection and analysis, etc**.**

V. Budget Narrative – Maximum 20 points
This must include an explanation and justification of all budget items by category. Costs must be relevant to the project.

18. Additional Requirements:

a. Required Egrants Sections

In addition to the budget and programmatic sections identified above, the following standard sections must be completed in Egrants:

- Approval Checklists;
- State Funding Announcement Certifications;
- Fiscal Accountability;
- Main Summary Information;
- Budget Detail;
- Recipient Agency Budget; and

- Private Non-Profit Agency Checklist.

b. Required Signed Documents

- Signature Page; and
- Support letter from an appropriate collaborative, CJAB and/or SCA.

c. Administrative (Submission) Information

Applicants should note that all costs must be integral to the project/program being proposed. Every criminal justice entity that 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.

19. Application Checklist:

A checklist that lists all of the documents that must be submitted as part of the Grant Application can be found in Appendix "A."

20. Additional Online Resources:

For further information on accessing and using the Egrants system, Applicants and other interested parties may reference the *Egrants Quick Start Guides for External Users* that can be found on the Egrants website within the Egrants Help Center. As well, Help Text is available in the top right corner of many of the Egrants screens by clicking on the Help button.

The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for **Substance Abuse Education (SAEDRF) Category One**.

In addition, the Funding Announcement and guidelines can be obtained through the PCCD website under Grant Opportunities, Funding, Current Open Funding Opportunities.

As well, all applicants can access the PCCD Applicant's Manual through the PCCD website at www.pccd.state.pa.us under Grant Opportunities, Application Information and Forms, Applicant's Manual and Related Documents.

Please address any technical problems you may have with the website or online forms to the PCCD Web Master.

21. Contact Person:

PCCD staff may only field questions to clarify the Funding Announcement, and will not be able to answer questions about how a potential applicant should respond to any particular section of the Competitive Application. For further information concerning this Funding Announcement, please contact Tom D'Annunzio at either (717) 265-8452 or (800) 692-7292 and follow the prompts, or by email at thdannunzi@pa.gov.

Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887 or toll-free within Pennsylvania at (800) 692-7292, option 9 and then option 6. **Please note:** While Egrants will accept your Application up until mic of the due date, Help Desk staff will not be available after 4:00 p.m.

22. Mailing Information:

The Application must be entered into Egrants **no later than Friday, January 10, 2014 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that could not be submitted electronically must be **received or postmarked by Friday, January 10, 2014** and either mailed or sent via express delivery services to:

Via U.S. Mail:	PA Commission on Crime and Delinquency Attention: Grants Management P.O. Box 1167 Harrisburg, PA 17108-1167
Via Express Delivery Services:	3101 North Front Street Harrisburg, PA 17110

***Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.**

** Since staff is not available at this location on Saturday and Sunday, Applications should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked **Friday, January 10, 2014.**

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

Appendix "A"

Application Checklist

- ☐ Does your request fall within the stated grant request period? (Section 1)
- ☐ Does your proposal meet the grant's program goals? (Section 3)
- ☐ Does your proposal meet the grant eligibility requirements? (Section 5)
- ☐ Is your agency registered in Egrants? (Section 9)
- ☐ Are appropriate users (Program Director, Financial Director, and Primary Contact) for your agency registered in Egrants? (Section 9)
- ☐ Have you entered "Keywords" in Egrants that are provided in these guidelines? (Section 10)
- ☐ Have you submitted substantial justification if you are requesting a Sole Source procurement? (Section 12)
- ☐ In addition to the budget and programmatic sections, have you completed all the standard sections in Egrants and changed each of the sections' statuses to Complete? (Section 19:a)
- ☐ Have you submitted the original Signature Page for this Application to PCCD? (Section 19:b)
- ☐ Are you set to meet the mandatory deadline for submitting your Application in Egrants? (Section 23)