COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: February 7, 2014

Subject: 2014 Violence Prevention Programs Funding Announcement

To: County Chief Juvenile Probation Officers; County Juvenile Court Judges;
             County Children and Youth Administrators; County Mental Health/Mental
             Retardation Administrators; County Commissioners; Communities That
             Care Contact Persons; Private Service Providers; Integrated Children's
             Service Planners; State Health Improvement Planning Sites, State
             Incentive Grant Planners, County/Municipal Health Department
             Directors, District Executive Directors of the Department of Health and
             Public Health Programs

From: Linda Rosenberg
             Executive Director

The Office of Juvenile Justice and Delinquency Prevention of the Pennsylvania
Commission on Crime and Delinquency (PCCD) announces the availability of state
Violence Prevention Programs Funds to support evidence-based programming for
children and families. Funding is contingent upon the availability of funding in the final
2014-2015 state budget. Under this solicitation, funds are being made available to
support the implementation and expansion of programs that have been proven
effective in reducing or eliminating the risk factors that lead to adolescent problem
behaviors.

These funds will be awarded to support the implementation of programs as listed below:

1. Promoting Alternative Thinking Strategies (PATHS)
2. The Incredible Years (IYS)
3. Aggression Replacement Training (ART)
4. Strengthening Families Program 10-14 (SFP-10-14)
5. Project Toward No Drug Abuse (TNDA) – High School Only
6. Big Brothers Big Sisters (BBBS) – Community Based Model
7. LifeSkills (LST) – Middle School Only
8. Olweus Bullying Prevention Program (OBBP)

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.

Your interest in providing evidence-based programming to Pennsylvania's youth and
families is greatly appreciated.

pennsylvania
COMMISSION ON CRIME AND DELINQUENCY

Office of Juvenile Justice and Delinquency Prevention

2014 Violence Prevention Programs
_____

Fiscal Year 2014 Solicitation

Recommended Egrants Agency Registration Date:
February 22, 2014

Recommended Egrants User Registration Date:
February 22, 2014

Mandatory Egrants Application Deadline:
March 6, 2014

Office Specific Dates:

Due to the highly competitive nature of these grants, PCCD Program Staff will not be able to answer questions about how an applicant should respond to any particular section of the application. PCCD Program Staff may only field questions to clarify the funding announcement. Questions must be sent by email to RA-PCCD-OJJDP@pa.gov (Please put "VPP" in the subject line). In order for all potential applicants to benefit from this process, answers will be available to all parties who register to receive them through the email process. Applicants may register any time after **February 7, 2014** by providing an email address to the link above. Registration will remain open until 4:00 p.m. **March 4, 2014**. Answers will be sent by email to registered individuals on a regular basis through close of business **on March 5, 2014.**

Questions concerning the Egrants System should be made directly to the Egrants Help Desk by phoning either (717) 787-5887 or (800) 692-7292.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Juvenile Justice and Delinquency Prevention

Funding Guidelines: 2014 Violence Prevention Programs

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Funding Available: State Violence Prevention Programs

Due Date and Other Submission Requirements for Applications:

- **Egrants Submission Due Date –** All applications must be submitted electronically in PCCD's Egrants System by **Thursday, March 6, 2014 by 11:59 p.m. Eastern Time.** Applications entered in Egrants will not be considered complete until PCCD receives the signed hard-copy signature page, which must be postmarked by this due date as well.

- **Completeness –** Applications that do not meet ALL of the listed requirements in this funding announcement **may** be administratively rejected. Required attachments **must** be included with the Egrants submission. Facsimiles, hard copies or email copies of applications will not be accepted.

  - **Administrative Rejection** of an application **will** occur for the following:
    1. Requesting more funds than the maximum amount permitted per application;

    2. Requesting items prohibited under Section 7: Ineligible Program Activities; and

    3. Applying for a program not listed under Appendix B.

- **Scoring –** All applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to these Funding Announcement Guidelines, and a timely submission in the PCCD Egrants System. It is recommended that applicants fully review the funding announcement to ensure compliance with these guidelines.

- **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.

- **Application Decisions –** Successful applications will be presented for consideration at the June 2014 Commission meeting.

- **Technical Assistance (and/or questions) about Egrants –** The Egrants Help Center contains an array of technical assistance materials. In the PCCD Egrants Help Center there are online tutorials, step-by-step guides called Egrants Quick Start Guides, Frequently Asked Questions lists, and an Egrants Help Center Glossary. The Egrants Help Desk is available to assist with questions on business days from 9:00 a.m. 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.

- **Funding Announcement Questions –** Due to the competitive nature of these grants, PCCD Program Staff will not answer questions about how an applicant should respond to any section of the application. PCCD Program Staff may only field questions to clarify the funding announcement. Send questions by email to RA-PCCD-OJJDP@pa.gov and indicate "VPP" in the subject line. Applicants may register any time after February 7, 2014 by providing an email address to the link above. Registration will remain open until March 4, 2014, and questions will not be accepted after 4:00 p.m. on this date.

Answers will be sent by email to registered individuals through close of business on March 5, 2014.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Juvenile Justice and Delinquency Prevention

A. Preface:
The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for Violence Prevention Programs Funds to support a targeted group of evidence-based programming. The implementation of programs that are effective in preventing adolescent problem behaviors continues to be a priority within the Commission. A substantial body of research exists on the causes and correlates of adolescent problem behaviors. Risk and protective factors related to these behaviors have been identified in many Pennsylvania communities through local community assessments. Supported by strong evaluations, many prevention programs designed to reduce or eliminate risk factors and facilitate protective factors have already been implemented across the Commonwealth.

To enable communities to implement programs proven to be effective in reducing risk factors and increasing protective factors, PCCD is making available State Violence Prevention Funds (with the available amount depending upon the results of the 2014/15 state budget) to support evidence-based prevention programs. This funding is intended for the implementation of new or expansion of existing programs and will enable communities to build upon existing adolescent problem behavior prevention efforts that were developed through collaborative risk-focused prevention approaches.

Priority consideration will be given to those applicants that clearly outline a plan to implement a program into a new geographic area that does not currently have access to the service. Priority consideration will also be given to those applications who intend to serve youth most at-risk of entering the juvenile justice system.

The 2014 VPP funding guidelines include a consolidated list of programs that are eligible for funding under this announcement. They are:

Eligible for New and Expanded Implementations:

1. Promoting Alternative Thinking Strategies (PATHS)
2. The Incredible Years (IYS)
3. Aggression Replacement Training (ART)
4. Strengthening Families Program 10-14 (SFP-10-14)
5. Project Toward No Drug Abuse (TNDA) – High School Only
6. Big Brothers Big Sisters (BBBS) – Community Based Model
7. LifeSkills (LST) – Middle School Only
8. Olweus Bullying Prevention Program (OBBP)

Applications deviating from the above list of eligible programs will not be accepted for review, and will be administratively rejected.

1. **Project Dates:**

   Contingent upon the availability of funds, applications approved at the June 11, 2014 Commission meeting will be 24-month projects and have a start date of July 1, 2014 and an end date of June 30, 2016. Successfully implemented programs may be eligible for a third year of funding.

2. **Funding Available:**

   Available funding is contingent upon the amount announced in the final 2014/2015 state budget. PCCD will award two-year grants with total budgets not to exceed $200,000 over the two years. The maximum amount of funding that may be requested in Year One is $125,000 and in Year Two a maximum of $75,000. There is no cash or in-kind match requirement under this funding announcement.

   Please note, PCCD is not liable for costs incurred prior to the official start date of the award. Successful applicants will receive an award letter confirming their grant.

3. **Program Goals and Objectives:**

   The goal of Evidence-based Programming is to support the proliferation of programs proven—on the basis of research and/or evaluation data—to be effective in reducing and/or preventing the adolescent problem behaviors of violence, delinquency, substance abuse, school dropout and teen pregnancy in Pennsylvania communities that are engaged in a collaborative, risk-focused prevention planning process.

   Objectives of this funding initiative are as follows:

   - Promote emotional competence, including the expression, understanding, and regulation of emotions among school age children.
   - Encourage the development of caring relationships between adult volunteers and at-risk youths.
   - Engage and motivate youths and families to reduce and/or eliminate intense negative attitudes and behaviors.
   - Focus on promoting drug use/abuse resistance skills among targeted adolescents within the community, the school and the family through the utilization of a variety of techniques.

4. **Anticipated Impact(s):**

   Anticipated impacts of the evidence-based prevention and intervention programs eligible for funding under this initiative include, <u>but are not limited to</u>, the following:

   - Improved language skills, problem solving and learning readiness skills among targeted pre-school and elementary-age children;
   - Reduction in the incidence of child abuse and neglect and increased developmental quotients;
   - Reduction in arrests, increased rate of high school graduation and reduction in teenage parenthood among targeted youths; and
   - Decreased antisocial behavior.

5. **Eligibility Requirements:**

   a. **Applicants**
   Eligibility for these funds is open to any private non-profit agency, public agency, or unit of local government. The application **must** be submitted on behalf of a collaborative board that has been established for at least one year, or on behalf of two or more collaborative boards that wish to implement the same program. For the purposes of this announcement, a collaborative board is a broad-based group of people from multiple areas of the community, such as law enforcement, school administrators/personnel, health and human service providers, business leaders, the faith community, county agencies, and others who come together to plan and coordinate the implementation of programming for the community.

   Examples of collaborative boards include **but are not limited to**: Integrated Children's Service Plans (ICSP); Communities That Care (CTC) Delinquency Prevention Policy Boards; Balanced and Restorative Justice Teams; State Health Improvement Coalitions; State Incentive Grant Planning Boards; Criminal Justice Advisory Boards; and Weed and Seed Assistance for Impact Delegation (AID) Teams or other collaborative boards, including those established to focus on implementing healthy community objectives.

   Only those applicants that can provide documentation confirming that a Risk and Resource Assessment has been completed in the last 36-months are eligible to apply for this funding. The goal of the risk and resource assessment process is for the applicant to create a community profile that identifies both the community's assets and its needs in terms of positive youth-development services. The needs reflect local factors that the collaborative board regards as risks to the healthy development of children and youth in their community. The assets reflect local factors that the board regards as protections that may contribute to the healthy development of their community's children and youth.

   The process of conducting a Risk and Resource Assessment helps communities develop a focus for prevention planning, mobilizes the community, and addresses misconceptions. The data collected for the Risk and Resource Assessment should provide a baseline so that outcomes of the selected program can be measured.

   How a Risk and Resource Assessment is conducted will vary with each applicant; however, at a minimum, the assessment requires gathering data that includes items the community collaborative board regards as significant indicators to enhancing or impeding positive youth development within their community. Data may come from such sources as law enforcement, schools, juvenile probation departments, census data, and youth surveys. It is **highly recommended** that the Pennsylvania Youth Survey (PAYS) be used to assist applicants in completing the Risk and Resource Assessment.

   As part of their application, all Applicants should describe the risk and resource assessment process that was used to select the program for which funding is being requested. This description should include the identification of specific risk or protective factors that have been prioritized by the community collaborative board and how the selected program will address those risk factors and/or build upon the protective factors. This information is required to ensure that broad-based prevention planning has been completed and that prioritized risk factors

will guide the selection and the implementation of a prevention strategy developed within a collaborative environment.

In addition to the above, all Applicants must provide the date when the Risk and Resource Assessment was completed; the data sources used to conduct the Assessment; who conducted the Assessment; and the connection between the identified risk factor(s) and the program for which funding is sought.

Applicant and Recipient agencies must be in good standing with PCCD in order to be eligible for these funds. The applicant and recipient agencies' historical success in implementing PCCD funded programs, adherence to all reporting requirements, and the extent to which prior grants have met their intended goals will be considered in the review process.

Applicant agencies may only apply for one program in their application and may only submit one application in response to this funding announcement.

b. **Program Activities**
   The Evidence-based Programs Initiative is intended to support the proliferation of programs proven—on the basis of research and/or evaluation data—to be effective in reducing and/or preventing the adolescent problem behaviors of violence, delinquency, substance abuse, depression and anxiety, school dropout and teen pregnancy in Pennsylvania communities that have engaged in a collaborative, risk-focused prevention planning process. All projects should be **designed to become self-sustaining** after the end of PCCD funding.

c. **Expenses**
   Specific guidelines are provided for each of the listed programs. **For detailed information the eligible expenses for each program eligible under this funding announcement, please visit http://episcenter.psu.edu/vpp.** Any costs appearing in an application that are not listed in the program-specific fact sheets must be explained and justified. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests.

   All costs must include detailed calculations of how they were determined (in the Budget Detail) **and** an explanation of why the cost is essential to the success of the program implementation (in the Budget Narrative). Each cost should be listed as a separate line item in the Budget Detail. If any expenditure appearing in the Budget Detail/Budget Narrative sections is not explained and justified, it will affect the scoring of this section. Only a pro-rated share of administrative/overhead expenses (based on the project's share of the overall agency expenses) can be requested.

d. **Limitations**
   These funds can only be used to support the implementation of programs that are identified in the announcement. Funds may not be used for routine supply purchases or to fund personnel not deemed by PCCD to be integral to the program implementation.

e. **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. This supplantation clause applies to state and local public agencies only.

6. **Ineligible Program Activities:**

   Applications deviating from the above list of eligible programs will not be accepted for review, and will be administratively rejected.

   The following items are not eligible for funding and may result in an administrative rejection of the application:
   - **Indirect costs**
   - Security enhancements;
   - Vehicles, vessels or aircraft;
   - Luxury Items;
   - Real Estate;
   - Land Purchases;
   - Construction projects; and
   - Any similar matters.

7. **Performance Indicators:**

   The applicant will be **required** to report on program specific measures in coordination with PCCD's Evidence-based Prevention and Intervention Support Center (EPISCenter). These measures will be attached to each quarterly program report via an Excel spreadsheet provided to each grantee by the EPISCenter. Technical Assistance from EPISCenter Prevention Coordinators will be provided. Applicants may also choose or create additional performance measures, if they believe they will provide PCCD with useful information about the project.

8. **Agency and User Registration:**

   Your agency must be registered in Egrants in order to submit an application through PCCD's Egrants System. If your agency has never submitted a Concept Paper or a grant 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 grant 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.** 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 <u>not</u> a registered user at your agency with security access to the grant. 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, PA 17101. The PEPP Enrollment Form/EFT Payment Enrollment Form may be found on PCCD's website under Grant Opportunities> Application Information and Forms, at [www.pccd.state.pa.us]().

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. At minimum, you should select the keywords "Evidence-based" and "Prevention." You may also pick other keywords that apply to your specific grant application.

10. **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 at [www.pccd.state.pa.us]().

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.)

11. **Technical Assistance (and/or questions) with 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.

12. Project Implementation Requirements:

Funded grantees are expected to commit to quality implementation of their program and to an evaluation plan to demonstrate impact of the funded project. The EPISCenter will provide program-specific evaluation tools and will guide the grantee in developing a strong data collection, analysis, and reporting system.

Program Technical Assistance All approved applicants will be <u>required</u> to work with the EPISCenter. Working with this research agency will strengthen each applicant's efforts and provide mentoring early in the process. The EPISCenter will be available for consultation related to implementation barriers, data management issues, outcome assessment procedures, fidelity verification support as well as other areas related to implementation and sustainability.

Program Implementation Fidelity Verification to be completed in the second year of the grant (and no later than the third quarter of the second year) **requires** the applicant to conduct a review of their project by the program developer (or their designee) to ensure that the program has been implemented with fidelity to the developer's model. After the site visit, the program developer will complete the verification form evaluating the quality of program implementation. This form MUST be attached to the next quarterly report in Egrants after receipt from the developer. As the technical assistance provider, the EPISCenter staff will coordinate the completion of the verification process with each sub-grantee. If necessary, the program developer, EPISCenter staff, and PCCD staff will work with the applicant to develop a plan to correct any aspects of the program that are not in keeping with the model as designed by the developer. The costs associated with this site visit MUST be included in the budget section of the application. Please visit **http://episcenter.psu.edu/vpp** to determine the amount of funding that should be budgeted for each program. Poor quality implementation may lead to grant termination and may impact future grants with PCCD.

An Outcome Data Report must be completed and submitted to PCCD during the third quarter of Year Two. The report **must** include findings of the initial outcome data from the beginning of the grant through the first six months of Year Two. The report must be attached in Egrants as part of the third quarter, year two quarterly program report. This report will assess the agency's success in addressing the risk factors identified in the initial application. The EPISCenter will assist in this process by providing a template outlining the information applicants must provide to PCCD. Any evaluation costs which exceed what the EPISCenter already provides to grantees must be fully justified.

All Programmatic Reports and Fiscal Reports are due 20-days after the end of each quarter and must be submitted through the Egrants System.

13. Fiscal Accountability:

PCCD stresses the importance of being accountable for all grant funds. The following procedures are currently in place 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 a process in place where grantees are notified that they are required to submit the financial back-up for some or all of the expenditures included in their Egrants 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.

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 in their fiscal report consistent with the line items included in their approved budget.

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

14. **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 there are a number of different systems that can be used to satisfy these requirements and we encourage you to email the Grants Management resource account 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 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 county activities; time and effort for all three areas must be included on the report. Must be signed by the employee and a supervisor with firsthand 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 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; and
- 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.)

15. Competitive Application Procedures:

The information requested within this funding announcement **must** be submitted in the sections of the application specified below. Responses **must** be submitted within the text box provided to you; do not attach your responses to the sections. Unless otherwise specified in a section, attachments will not be accepted. **Where attachments such as copies of letters of support or agreement are required, they are entered in Egrants in the section called <u>Required Attachments</u>.**

Scoring for the applications will be based upon a maximum rated score of 100 points using the following criteria:

I.   Applicant Overview – 10 points

This section should describe your agency, its history, and its experience with implementing prevention/intervention programs. It is worth 10 points. Maximum length is 10,000 characters or approximately two printed pages.

This section establishes the applicant agency's (and, if appropriate, the recipient agency's), capability to undertake delivery of the services of the program for which funding is being sought. Please note that PCCD requires that the applicant (and recipient agency, if applicable) work with a local collaborative board that has been in existence for at least one year.

The applicant must explain the following in this section:

- Briefly explain the history and overall mission statement of the applicant agency (and recipient agency, if applicable);

- Applicants who have received any PCCD grant funding over the last five years must provide the following information for all previous and current PCCD-awarded grants. If your agency has not received PCCD funding over the last five years, indicate that that is the case. For each grant you have received, please provide the following information:

  o List the Grant ID, Project Title, Program Implemented, Project Start/End Dates, and the amount of funding awarded.
  o Identify the populations served by each grant and the number of participants served by each.
  o Indicate to what extent each program is currently operating.
  o Provide a summary of the outcomes to date for each PCCD funded project. This information should be based on the actual results of each project, not what was proposed in the original application.

- Describe the agency's relationship with the local collaborative board on behalf of whom your application is being submitted and your agency's involvement with other existing local prevention initiatives. Explain the role that the collaborative board will have in this implementation or expansion of the proposed program.

- Discuss the successes and challenges (both past and present) that your agency has experienced while implementing other prevention and intervention programming and how those lessons be incorporated into this project.

II. Statement of Problem - 20 points

This section establishes the locally identified problem the applicant is seeking to address, as well as how the problem was determined. It is worth 20 points towards the overall application score. Maximum length of this section is 20,000 characters or approximately four printed pages.

- Define the locally identified problem you are requesting funding to address. As part of your response, please provide the following information:
  o Identify the problem and how it was identified.
  o Identify the existing risk factors and missing protective factors (RPFs) in your community that contribute to the problem. (Note: these RPFs must have been determined through a Risk and Resource Assessment.)

- o Describe the Risk and Resource Assessment process that was conducted by the local collaborative board including:
    - When the assessment was conducted (must have been within the last 36-months).
    - Who was responsible for conducting the assessment.
    - What data sources were used to prepare the assessment.
    - How the identified RPFs were determined based on the assessment.

- Provide specific baseline data that shows the existence of the identified problem. This data may come from the Pennsylvania Youth Survey (PAYS), Juvenile Court Judges' Commission's Disposition Reports, and other local data sources used to prepare the risk and resource assessment such as county arrest or juvenile court data, or school records. Please note that it is highly recommended that the PAYS be used to assist in completing the Risk and Resource Assessment.

- Provide a description of the gaps in locally available funding to address your identified problem that necessitates the request for these funds.

III. Project Design and Implementation - 35 points

This section establishes that the applicant has made the connection between the problem that is to be addressed and the eligible program that has been selected to address it. It is worth 35 points. Maximum length of this section is 30,000 characters or approximately six printed pages.

For this section, the following definitions apply:

New Implementations: Applying for a program that has never been implemented within the geographical area that you are targeting.

Program Expansions: Applying to expand a current implementation of a program to a new target population that is geographically different than that currently being served or applying to increase the service capacity of the same target population (e.g., adding an additional therapist to increase the number of clients served).

- Indicate the program that you are requesting funding to implement. Include the following information:
    - o Provide a brief description of the requested program. DO NOT cut and paste a program description from the developer's website.
    - o Describe the risk and protective factors the program has been proven effective in addressing.
    - o Specify how this program is appropriate to address both the problem you identified in the previous section and the RPFs identified through your Risk and Resource Assessment.

- If you are requesting funding for a new implementation, complete this section. (If you are requesting funding to expand an existing project, enter "NA.")

- o Provide a description of the target population that will be served, including demographic information such as the race and age breakdowns of the youth/families to be served.
  - o Provide geographic information about your planned service area such as the city/borough where services will be provided, all of the school districts in that defined area, and the state legislative districts (House and Senate) serving the defined area.

- If you are requesting funding for an <u>expansion of an existing implementation</u>, complete this section. (If you are requesting funding for a <u>new</u> implementation, enter "NA.")

  - o Indicate if the expansion is intended to serve a new geographic area or if the expansion is to increase the service capacity for the existing target population.
  - o Provide a description of the target population that will be served, including demographic information such as the race and age breakdowns of the youth/families to be served.
  - o Provide geographic information about your planned service area such as the city/borough where services will be provided, all of the school districts in that defined area, and the state legislative districts (House and Senate) serving the defined area.
  - o Describe the current implementation that you wish to expand including the start and end dates of the project, the original source and amount of funding and the current target population.
  - o Demonstrate that the current program is achieving its intended objectives. Include process data (youth/families served, fidelity of implementation, reports to your board, etc.) and outcome data showing the results of the current implementation wherever possible.
  - o Explain why the expansion is necessary and how it will serve the additional needs of the defined community.

- For new implementations, indicate the anticipated number of youth and/or families that will be served in Year One and in Year Two. For expansions, indicate the number of youth/families currently being served and by how much the expansion will increase this number in each year.

- Clearly describe your Implementation Plan to successfully start or expand the selected program. Include the following information:

  - o Describe, <u>in detail</u>, how the program will be provided to the target population, including who will deliver the program, where it will be delivered, and how often it will be delivered (dosage). Include the total number of sessions to be run in each cohort and the number cohorts to be run in each year of the project.
  - o Describe the recruitment process for your project and how referrals will be obtained (if applicable). For universal school-based implementations, describe how you obtained buy-in from all necessary school officials and indicate the school buildings, grades and/or classes that will be providing the program.
  - o Describe the <u>specific</u> role in the project for all staff for which funding is being requested.

- Describe how all project staff will receive the necessary training on the program model. If possible, indicate where and when this training will be provided and by whom.
- Provide a timeline for your implementation from July 2014 through June 2016 showing the key benchmarks and milestones for your project. Included key markers such as when staff will be hired, when trainings will occur, when each cohort will run, when booster/replacement trainings would be held (if necessary), etc. **This timeline should be included as an attachment under the Required Attachments section**.

- Discuss how the identified program will address the goals and objectives as outlined in the funding announcement.

Required Attachments:

- Applicants must provide a letter from the Collaborative Board that supports the implementation of the requested program and why they support this request. This letter should indicate why the program was chosen and how the board will work to help ensure that the project is implemented with fidelity. NOTE: If an agency is requesting funds to implement Project Toward No Drug Abuse or Aggression Replacement Training (ART) in a residential treatment setting, submitting an application on behalf of a collaborative board is not required.

- Applicants must provide evidence that the Program Developer is prepared to provide training to your site. Such evidence must consist of a **letter** or email from the chosen program developer (or their designee) to the applicant recognizing the applicant's request for training in the event that funding for the proposed program is awarded. The letter must state that the developer will provide training in a timely manner to be completed no later than September 30, 2014. The letter must also include the total agreed upon amount that the applicant is requesting to support the costs of the training. A copy of this letter must accompany the application, and should be attached in Egrants. If so desired, a hard copy of the letter may be sent to PCCD by mail but must be postmarked no later than March 6, 2014.

- Where applicable, include detailed letters from all necessary referral sources indicating their willingness to refer youth and /or families to the program and how the referral process will work.

- If proposing to implement a universal school-based program, provide a letter of commitment from the appropriate school official agreeing to implement the program. The letter should specify which school buildings, grades, and/or classes will receive the program and verify the level of commitment of staff time and school resources to the project. It is highly recommended that applicants requesting funds for a school-based program provide confirmation from school administrators that there is buy-in from the teachers necessary for the success of the project.

IV.   Budget Detail and Budget Narrative (15 points)

This section establishes each item to be supported with grant funds and provides justification about the necessity of each of those items to the success of the project. Only essential costs directly related to the program delivery will be funded. PCCD reserves the right to scrutinize all application budgets and identify items that should be removed.

There are two separate sections in Egrants, the Budget Detail and the Budget Narrative; each should be entered as listed. However, these sections will be scored together, and will be worth a combined 15 points in the overall application score. Please address the following items in each section:

Budget Detail:
- Include a one or two-year comprehensive detailed budget — 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.
    o All funded personnel must include the number of hours and the percent of their weekly time that will be spent on the proposed project.
    o Do not include the name of personnel for which funding is being requested, only the title of the position.
    o Each benefit must be listed as a separate line item (e.g., FICA taxes and health insurance should be listed separately.)
- Please visit **http://episcenter.psu.edu/vpp** for more specific information about the costs that will need to be included for each of the eligible programs.
    o Please ensure that costs for the fidelity verification process are included in your year two budget.

Budget Narrative
This section is meant to provide the reviewers with a clear justification for all requested expenditures:
- Include a two-year comprehensive budget narrative—one complete budget narrative for each year that fully justifies **all** items to be supported with grant funds. For each item for which you are requesting funding, you must clearly describe how expenditures contribute, and are necessary for, the implementation of the program.
- Include a cost per participant in the budget narrative for each year and provide a clear description of how that cost is calculated. (Example: Cost per program per year divided by Number of participants = Cost per participant for year).
- The budget must include a description of the costs associated with the training that is necessary for the selected program.
- If personnel are to be supported by the application then include in the narrative a brief job description, time commitment (percentage of time they will spend specifically on this project), and provide a justification of need for each staff.

NOTE: Specific guidelines are provided for each eligible program at **http://episcenter.psu.edu/vpp**. Refer to these listings for the required expenses. Any costs appearing in an application that are not included on the program listings must be fully explained and justified. PCCD will determine whether

an added expense is appropriately explained and justified. Any requested expenditure that is included in the Budget Detail/Budget Narrative that is not explained and justified will affect the scoring of this section.

Applicants should also include funds for travel expenses to the EPISCenter for two on-site networking meetings and one new grantee orientation (for any staff that have not worked with EPISCenter previously) up to $1200/year. Costs for hotel (if necessary), mileage, and subsistence will need to be broken out both the Budget Detail and Budget Narrative.

Please note that PCCD funds may not be used to cover program costs incurred prior to the start date of an awarded subgrant.

V. Impacts/Outcomes/Performance Measures (10 points)

This section establishes that the applicant has a clear understanding of the intended impact of the program selected for implementation and have established procedures for the collection of data that will allow for this impact to be measured. This section is limited to 15,000 characters, or approximately three pages, and is worth 15 points towards the overall application score. The following items **must** be addressed in this section:

- Describe your specific data collection procedures, including:
  - How the data will be collected;
  - What specific tools will be used to collect your data;
  - Who will be responsible for the collection of the data; and
  - How the data will be analyzed.
- With whom the results of the data analysis will be shared (stakeholders and referral sources) and how often?
  - What specific data will be seen as most valuable to your stakeholders?
- Describe the projected impact on the baseline data reported in the "Statement of Problem" section.
- Describe how fidelity to the program model will be monitored and evaluated.

VI. Relationship to Sustainability (10 points)

This section establishes that the applicant understands that PCCD funding is time limited and intended to support the essential items and tasks associated with starting up or expanding an eligible program. All applicants enter into this process with the understanding that planning to sustain the program beyond grant funding is an integral part of the implementation or expansion process from the beginning of a grant award. A cogent plan for sustainability should be clearly described. This section is limited to 15,000 characters, or approximately three pages, and is worth 10 points towards the overall application score.

The following items **must** be addressed in this section:

- Once the grant ends, how will you continue your project?
- Provide details about your sustainability plan to include the following:

- How ongoing community and/or school support for this program will be generated;
- How commitments from key stakeholders necessary for successful sustainability of the program will be obtained;
- Identify possible sources of financial support you plan to work with to continue the program once grant funding expires; and
- Describe any successes you have had in sustaining any other prevention or intervention programs.

- Provide **letters of commitment** for funding to sustain the selected program. Please note that the more concrete the commitment of sustainability funding, the more points that will be awarded by reviewers.

16. 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;
- Main Summary Information;
- Recipient Agency Budget;
- Required Attachments;
- Non-Profit Agency Checklist;
- State Funding Announcement Certifications;
- Fiscal Accountability;
- Required Signed Documents:
  - Letter from Applicant to Program Developer;
  - Letter from Program Developer to Applicant;
  - Letter(s) of Commitment from Referral Source(s);
  - Letter(s) of Commitment from School Official, if applicable;
  - Letter(s) of Commitment to Sustain Funding;
  - Copy of Letter(s) from Stakeholders to Support Program in County; Needs-Based Budget Process; and
  - Signature Page.

17. Application Checklist:

A checklist of the documents that must be submitted as part of the grant application can be found in Appendix "A."

18. Additional Online Resources:

For further information on accessing and utilizing 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 2014 Evidence-Based Violence Prevention Programs Funding Announcement.

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.

19. Contact Person:

Due to the highly competitive nature of these grants, PCCD Program Staff will not answer questions about how an applicant should respond to any particular section of the application. PCCD Program Staff may only field questions to clarify the funding announcement. All other questions must be sent by email to RA-PCCD-OJJDP@pa.gov. Please indicate "VPP" in the subject line. In order for all potential applicants to benefit from this process, answers will be available to all parties who register to receive them through the email process. Applicants may register any time after February 7, 2014 by providing an email address to the link above. Registration will remain open until March 4, 2014, and questions will not be accepted after 4:00 p.m. on this date. Answers will be sent by email to registered individuals through close of business on March 5, 2014.

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 midnight of the due date, Help Desk Staff will not be available after 4:00 p.m.

20. Mailing Information:

The application must be entered into Egrants **no later than March 6, 2014 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that is not submitted electronically must be **postmarked* or received by March 6, 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 ******

*   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 **March 6, 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)

☐ Have you completed the EEOP Certification Form and submitted the original form to PCCD? (Section 13) (if appropriate)

☐ In addition to the budget and programmatic sections, have you completed all the standard sections in Egrants and changed the status of each section to Complete? (Section 19:a)

☐ Have you submitted the original Signature Page for this application to PCCD? (Section 19:a)

☐ Are you set to meet the mandatory deadline for submitting your application in Egrants? (Section 23)