



COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

**DATE:** February 8, 2017

**SUBJECT:** 2017 Delinquency Prevention Programs

**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; and other Prevention Planning Boards.

**FROM:**   
Derin Myers  
Acting Executive Director

The Office of Juvenile Justice and Delinquency Prevention of the Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of state Delinquency Prevention Programs Funds to support evidence-based programming for children and families. The amount of funding available is contingent upon the final 2017-2018 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, as well as to support existing Big Brothers Big Sisters affiliates. These funds will be awarded to support the programs listed below:

- Aggression Replacement Training (ART)
- Big Brothers Big Sisters (BBBS) – Community-based model only
- Familias Fuertes (FF)
- The Incredible Years (IYS) – Small Group Therapy, Basic/Advanced Parent, and Dina Classroom. The Spanish language versions are also eligible.
- LifeSkills Training (LST) – Middle School model only
- Olweus Bullying Prevention Program (OBPP)
- Positive Action (PA)
- Positive Parenting Program (Triple P)
- Project Toward No Drug Abuse (PTNDA) – High School model only
- Promoting Alternative Thinking Strategies (PATHS)
- Strengthening Families Program 10-14 (SFP 10-14)
- Strong African American Families (SAAF)
- Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)

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.



## Office of Juvenile Justice and Delinquency Prevention

### 2017 Delinquency Prevention Programs

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### PA State Fiscal Year 2017-2018 Solicitation

**NOTE:** Applications will only be accepted through PCCD's Egrants System. You will be unable to submit your application if you do not first register in Egrants.

**Recommended Egrants Agency Registration Date:**  
Monday, February 20, 2017

**Recommended Egrants User Registration Date:**  
Tuesday, February 21, 2017

**Mandatory Egrants Application Deadline:**  
Tuesday, March 14, 2017

Allow adequate time to prepare and submit your application. Questions about this funding announcement may be emailed to [RA-PCCD-OJJDP@pa.gov](mailto:RA-PCCD-OJJDP@pa.gov) with "2017 Delinquency Prevention Programs" in the subject line. All questions must be received by 4:00 p.m. on Thursday, March 9, 2017. Answers will be sent to registered individuals on a regular basis through close of business on March 10, 2017. For all potential applicants to benefit from this Q&A process, answers will be available to all parties at <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>; then select this funding announcement.

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: 2017 Delinquency Prevention Programs**

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

**Funding Guidelines for: PA State FY 2017-2018**

**Funding Announcement Title: 2017 Delinquency Prevention Programs**

**Funding Available: State Delinquency Prevention Programs (DPP)**

**Submission Requirements for Applicants:**

- **Due Date** - All applications must be submitted electronically through PCCD's Egrants System no later than 11:59 p.m., Eastern Time, Tuesday, March 14, 2017. 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 by email at: [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** - Applications submitted 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. Recommended applications will be presented for consideration at the June 2017 Commission meeting.
- **Completeness** - Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.

Administrative rejection of an application WILL occur for the following:

- Requesting more funds than the maximum amount permitted per application, in a single year or in total. See Section 2 for the funding limits for each type of application.
  - Requesting items prohibited under Section 11: Ineligible Program Activities and Expenses.
  - Applying for a program not listed as eligible under this announcement as described in the "Overview" Section.
  - Applying for more than one program in an application and/or submitting more than one application from a single applicant.
- **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.
  - **Scoring** - All applications will be competitively reviewed and scored. Scoring of applications will be based on the applicant's adherence to the Funding Announcement Guidelines.

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

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is accepting applications for Delinquency Prevention Programs Funds to support a targeted group of evidence-based programs. Because a substantial body of research exists on the causes and correlates of adolescent problem behaviors, implementing programs that are effective in preventing adolescent problem behaviors continues to be a priority within PCCD. 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 such programs, PCCD is making available State Delinquency Prevention Programs Funds to support evidence-based prevention programs. This funding is intended for new program implementations, expansions of an existing program into a new and distinct geographic area, or for the support of Big Brothers Big Sisters Program Operations. This funding is meant to help enable communities to build upon existing adolescent problem behavior prevention efforts that were developed through collaborative risk-focused prevention approaches.

The programs eligible for funding under this announcement are:

1. Aggression Replacement Training (ART)
2. Big Brothers Big Sisters (BBBS) – Community-based model only
3. Familias Fuertes (FF)
4. The Incredible Years (IYS) – Small Group Therapy, Basic/Advanced Parent, and Dina Classroom. Spanish language versions are also eligible.
5. LifeSkills Training (LST) – Middle School model only
6. Olweus Bullying Prevention Program (OBPP)
7. Positive Action (PA)
8. Positive Parenting Program (Triple P)
9. Project Toward No Drug Abuse (PTNDA) – High School model only
10. Promoting Alternative Thinking Strategies (PATHS)
11. Strengthening Families Program 10-14 (SFP 10-14)
12. Strong African American Families (SAAF)
13. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)

Applications that seek funding for a program not included on the above list of eligible programs will not be accepted for review and will be administratively rejected.

**2. Funding Availability:**

Funding is contingent on the availability of funds in the final PA State Fiscal Year 2017-2018 budget. Allowable amounts will vary based on the type of application you are submitting according to the following schedule. Please see Section 9 of this announcement for more specific definitions of these types of applications.

New Implementations

PCCD will accept applications for 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 **either** year is \$125,000.

#### Expansions into New Geographic Area

PCCD will accept applications for two-year grants with total budgets not to exceed \$150,000 over the two years. The maximum amount of funding that may be requested in **either** year is \$100,000.

#### Support for Existing BBBS Affiliates

PCCD will accept applications for two-year grants with total budgets not to exceed \$150,000 over the two years. The maximum amount of funding that may be requested in **either** year is \$75,000.

Exceeding either the total allowable amount or the single year maximum amount will result in the application being administratively rejected. There is no cash or in-kind match requirement under this funding announcement.

- 3. 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 made available for services.

- 4. Project Dates:**

Contingent upon the availability of funds, applications that are approved at the June 2017 Commission meeting will be two-year projects with a start date of July 1, 2017 and an end date of June 30, 2019. PCCD is not liable for costs incurred prior to the start date of the award.

- 5. Eligible 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 partner 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, but not limited to: law enforcement, school administrators/personnel, government officials, health and human service providers, business leaders, the faith community, county agencies, parents, youth, and others) who come together to coordinate prevention planning efforts 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; and Criminal Justice Advisory Boards or other collaborative boards, including those established to focus on implementing healthy community objectives.

**NOTE: Only those applicants that provide a brief explanation confirming that a Risk and Resource Assessment has been completed by the collaborative in the last 36-months are eligible to apply for this funding.** The goal of a Risk and Resource Assessment 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 assets reflect local factors that the board regards as contributors to the healthy development of their community's children and youth. The needs reflect local factors that the collaborative board regards as risks to the healthy development of children and youth in their community.

The process of conducting a Risk and Resource Assessment helps communities develop a focus for prevention planning, mobilizes the community, and addresses misconceptions about the prevalence and nature of problems. The data collected for the Risk and Resource Assessment should provide a baseline against which 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 local and comparative 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 (including Youth Level of Service risk/need assessment information), census data, and youth surveys. It is **highly recommended** that data from the Pennsylvania Youth Survey (PAYS) be used by applicants in completing the Risk and Resource Assessment.

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.

#### **6. Program Goals, Objectives and Anticipated Impacts:**

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.

**Objectives** of this funding initiative include:

- Promoting emotional competence, including the expression, understanding, and regulation of emotions among school-age children;
- Encouraging the development of caring relationships between adult volunteers and at-risk youths;
- Engaging and motivating youths and families to reduce and/or eliminate intense negative attitudes and behaviors; and
- Focusing on skills to resist drug use and abuse among targeted adolescents within the community, the school, and the family through a variety of techniques.

**Anticipated Impacts** of these programs include, but are not limited to:

- 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, reduction in teenage parenthood, and increased rate of high school graduation among targeted youths; and
- Decreased antisocial behavior.

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

Particular activities will vary depending upon the program selected by the applicant. Some specific budget items are necessary to successfully implement each program. For detailed information regarding standard expenses (including all required expenses) for each program eligible under this funding announcement, visit <http://episcenter.psu.edu/vpp>

then select the program you are interested in implementing . Any budget line items included in an application that are not listed in the program-specific fact sheets must be thoroughly explained and justified. Funds may not be used for routine supply purchases or to fund personnel not deemed by PCCD to be integral to the program implementation. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests.

**All projects should be designed to become self-sustaining after the end of PCCD funding.**

**8. Required Egrants Sections/Documents:**

Required Egrants Sections: All sections in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete. The required signed documents are:

- Letter(s) of Support (described in Competitive Application Procedures)
- Signature Page (page 2 of the application)

**9. Competitive Application Procedures:**

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 to the sections **unless** specifically directed to do so. Provide only the requested information. The maximum number of characters allowed for each text box is listed next to the question. Place any required or supporting attachments in the appropriate sections. When asked to enter the title of your project, please include the name of the program you will be implementing in the title.

**For this funding announcement, the following definitions apply:**

New Implementations: Applying for a program that has not previously been implemented by the applicant or recipient agencies.

Program Expansions: Applying to expand a program for which an agency (the applicant and/or recipient) has previously received PCCD funding to implement. Applications must propose to serve a new target population that is geographically different than that currently being served. For school-based programs (i.e., LST, PATHS, OBPP, IYS DINA Classroom, Positive Action, and PTNDA), this would mean serving either a new school district or expanding an existing implementation into new school buildings within a district.

For non-classroom based programs (i.e, ART, Familias Fuertes, IYS Small Group Therapy and Basic/Advanced Parent, Triple P, SFP 10-14, SAAF, and TF-CBT), this would mean expanding services provided to a different geographic area as defined by school district boundaries. Funds may not be used to increase the services you are currently providing by offering the same services to more individuals (e.g., reducing a waiting list).

Support for BBBS:

Existing BBBS affiliates are eligible to apply for funding to support overall BBBS operations including recruitment of mentors and youth, AIM fees, National Membership fees, training of staff, and other purposes that can be justified in the application. Sites do not need to serve a new population (i.e. support for existing matches is eligible under this funding). Only Community-Based matches are allowed.



Please note that Continuation Funding (funds requested to continue an existing project in the same area) is NOT available under the 2017 Delinquency Prevention Programs funding announcement.

**Scoring:** In addition to reviewer ratings, considerations for award recommendations and decisions may include, but are not limited to: underserved populations, past performance while on PCCD funding, geographic diversity, strategic priorities, and available funding. Proposals for New Implementations of a program (rather than expansions or general BBBS support) will be viewed in a favorable manner. Applicants requesting to serve geographical areas or a diverse population not currently being served by a program will be given priority consideration. Scoring will be based on a maximum score of 100 points using the following criteria:

**A. Executive Summary – 5 points**

This section is meant to provide reviewers with an overall description of why the applicant is requesting PCCD VPP Funding.

**New Program Implementation or Expansion of an Existing Program**

Provide an overview of your proposed project by answering the following questions:

- 1 Provide the applicant entity's name, the project title, and total dollar amount requested.
- 2 If you have never received PCCD funding before, provide a brief description of your agency and its experience with prevention programming. If you have received a PCCD grant in the past, enter "NA."
- 3 Identify the eligible program you plan to implement and indicate whether this will be a new implementation or an expansion of an existing program into a new geographical area.
- 4 Briefly state your project goals, major deliverables, and what objectives your proposed project fulfills within the local collaborative planning process.
- 5 Discuss the number of cohorts you will run during each year and the anticipated number of youth and/or families that will be served each year. The cost per youth/families to be served will be taken into consideration during the scoring process.
- 6 Briefly state your anticipated impact/outcomes.

**Support for BBBS**

- 1 Discuss how long you have been a BBBS affiliate.
- 2 Describe the current operating status of your program, the total number of matches you were serving as of January 1, 2017, and the number of youth who are on a waiting list to be matched.
- 3 Describe your process for recruiting and training new mentors, including how many new mentors you recruited and trained during 2016.
- 4 Discuss the overall outcomes your agency has seen based on YOS and SOR data.
- 5 Discuss how these funds will be used and how they will meet unaddressed needs at your affiliate.
- 6 Provide an estimate of the total number of matches that will be supported with the addition of this PCCD funding. The cost per match will be taken into consideration during the scoring process.

**B. Statement of Problem – Maximum 20 points**

**New Program Implementation or Expansion of an Existing Program**

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

- 1 State the problem and how it was identified. Include data specific to your project's geographic area to be served. This data should be relevant to the defined problem and to the proposed project. If Pennsylvania Youth Survey (PAYS) data is available, it should be included, especially the prioritized Risk and Protective Factors (RPF). Summarize the PAYS data rather than cutting and pasting from a table.
- 2 Identify the data sources used by the sponsoring collaborative board to prepare the Risk and Resource Assessment (RRA) that determined the prioritized RPF and how those RPF were determined. This RRA must have been completed within the last 36-months.
- 3 Explain how the proposed project was chosen:
  - Describe how the chosen program relates to the prioritized risk and protective factors.
  - Describe the connection between the problem and the selected program.

### **Support for BBBS**

- 1 Identify the implementation barriers that you are seeking PCCD funding to address. Use data to illustrate these barriers when possible.
  - a. Describe any barriers to mentor recruitment, including struggles related to recruiting male, Spanish speaking, or minority mentors.
  - b. Describe any barriers to match retention, duration, or ensuring proper dosage.
  - c. Describe any barriers related to staff recruitment and retention.
  - d. Describe barriers to fiscal sustainability.
- 2 Discuss how your BBBS Affiliate will address part(s) of the overall prevention strategy of your Collaborative Board.
- 3 Describe how your BBBS Affiliate will work to address the collaborative's prioritized risk and protective factors.

### **C. Project Design and Implementation – Maximum 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.

#### **New Program Implementation or Expansion of an Existing Program**

Provide a description of the implementation plan for your proposed program.

- 1 Briefly describe the program and its intended purpose.
- 2 Describe the location of the proposed project (countywide or specific to a school district, etc.).
- 3 Identify the target population, include the estimated number of youth and families to be served, race, age, gender, school districts, and geographic information.
- 4 Describe the referral process you will use to recruit participants. 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 receiving the program.
- 5 Describe, in detail, 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 of cohorts to be run in each year of the project. Provide a cost per youth/family to be served. Please note that more cost-efficient proposals will be given priority.

- 6 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.
- 7 If you are requesting funding for an expansion of an existing implementation, complete this section. (If you are requesting funding for a new implementation, enter "NA.")
  - a. Describe the new geographic area the expansion will serve and clearly demonstrate that it will be different than the current program service area.
  - b. Demonstrate that the current program is achieving its intended objectives and provide details that confirm that the original program will continue to be delivered in addition to this expansion.
  - c. Explain why the expansion is necessary and how it will serve the additional needs of the defined community.

### **Support for BBBS**

- 1 Describe how these funds will improve the quality of your BBBS operation.
- 2 Describe, in detail, how these funds will allow you to serve both new and existing matches. Please note that more cost-efficient proposals will be given priority.
- 3 Discuss the specific activities for which you will use these funds and how they will meet unaddressed needs at your affiliate.
  - a. You should specifically describe your plan for using these funds to address any barriers identified in Section 9.B., Statement of Problem.
- 4 Discuss how you plan to continue to support your matches after the end of this support funding.
- 5 Successful BBBS Applicants must agree to attend two in-person networking/training events in each year of the grant as well as quarterly phone conference calls. Indicate your agreement to these terms by selecting yes.

### **Required Attachments:**

All Applicants must provide a letter from the Collaborative Board (see Section 5 for the definition of a Collaborative Board) supporting the implementation/expansion/BBBS Support of the requested program including 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.

- For BBBS Support, the letter should discuss how BBBS is part of the Board's overall prevention strategy and how these funds will provide assistance to continue operations.
- NOTE: If an agency is requesting funds to implement Project Toward No Drug Abuse, Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) 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 a letter or email from the Program Developer (or their designee) stating that they are prepared to provide training to your site in the event that funding for the proposed program is awarded. The letter must also include the total agreed upon amount that the applicant is requesting to support the costs of the training. This letter must accompany the application as an attachment in Egrants. This does not apply to applications for BBBS Support.

If your agency is requesting funds to implement the SFP 10-14, training is scheduled through the EPISCenter (in collaboration with Iowa State University). SFP 10-14 applicants must obtain a letter/email from the EPISCenter indicating that a training request has been made. The letter/email from the EPISCenter must also include the required cost of the

training. Through their Pennsylvania SFP 10-14 Infrastructure Collaborative, the EPISCenter will advise Iowa State University of the grant application and training needs for each agency.

Similarly, training for The Incredible Years (IYS) should also be coordinated with the EPISCenter. Applicants must obtain a letter/email from the EPISCenter indicating that a training request has been made. The letter/email from the EPISCenter must also include the required cost of the training. A letter/email from The Incredible Years developer should also be obtained indicating that they are aware of the grant application and understand that training will be scheduled and organized by the EPISCenter as part of the Pennsylvania Incredible Years Infrastructure Collaborative.

Where applicable, include letters from all necessary referral sources indicating their willingness to refer youth and/or families to the program and specifying 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(s) agreeing to implement the program. The letter should specify which school buildings, grades, and/or classes will receive the program and confirm the 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 (a necessity for project success).

#### **D. Impacts and Outcomes – Maximum 10 points**

This section establishes that the applicant has a clear understanding of the intended impact of the program selected for implementation and has established procedures for the collection of data that will allow for this impact to be measured.

#### **New Program Implementation, Expansion of an Existing Program, and Support for BBBS**

- 1 Describe the anticipated impact of the proposed project and how that impact will be measured, including a list of the data that will be collected.
- 2 Describe data collection procedures:
  - a. How the data will be collected?
  - b. What specific tools will be used to collect your data?
  - c. Who will be responsible for the collection of the data?
  - d. How will the data be analyzed?
- 3 Describe how program outcomes and impacts will be shared with your collaborative board, local stakeholders, and referral sources.
- 4 Describe how fidelity to the program model will be monitored and evaluated.
- 5 For applicants requesting expansion or BBBS Support funding, please provide data that demonstrates the outcomes of their current implementation. New programs requests should enter "NA."
- 6 Successful BBBS applicants will be required to provide data on all matches served during the grant (existing and new) using the EPISCenter performance measures spreadsheet in order to provide PCCD with information on the overall impact of mentoring in the Commonwealth. Applicants must state that they accept this requirement.
- 7 All applicants are required to accept training and technical assistance from the [EPISCenter](#). Applicants must state they accept this requirement.

### **E. Budget Detail and Budget Narrative – Maximum 15 points**

This section establishes each item to be supported with grant funds and provides justification for those items to the success of the project. This section appears as two separate sections in Egrants and must be entered as such. However, it will be scored as one section worth a combined 15 points. All expenses must be described and justified. All costs must be broken out into separate line items to include the calculation for each item within the Budget Detail Section.

**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. Only essential costs directly related to the implementation of the project will be funded. Applicants who inflate their budgets with non-essential costs will have points deducted from their score for this section. Please refer to the PCCD Applicant’s Manual for more information about eligible costs.

### **All Programs**

#### **Budget Detail:**

- 1 Include a two-year comprehensive Budget Detail Section, including one complete budget for each year for which funding is being requested. NOTE: year one funds expire at the end of the state’s fiscal year (June 30, 2018) and may not be carried over into the second year.
- 2 Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.
- 3 You must include the number of hours for all funded personnel and the percent of their weekly time that will be spent on the proposed project.
- 4 Do not include the name of personnel for which funding is being requested, only the title of the position.
- 5 Each benefit must be listed as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
  - a. Note: If an applicant’s proposal does not include conducting the program over the summer, personnel hours and percent of weekly time dedicated to the project should be adjusted to reflect the reduction in work.
- 6 Visit <http://episcenter.psu.edu/vpp> for more specific information for each of the eligible programs and the cost of items necessary for delivering the program. You will need to include these costs in your proposed budget. This includes the listed costs for the fidelity verification process in your Year Two budget. 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.
- 7 Applicants for these programs must budget for travel expenses for the EPISCenter-sponsored trainings and networking meetings. Costs for two on-site networking meetings per year and one new grantee orientation (if you have never been to a new grantee orientation) in State College should be included (a total of up to \$1,200 per year). Costs for hotel (allowable if traveling over 50 miles), mileage/tolls, and subsistence must be broken out in both the Budget Detail and Budget Narrative Sections.

## **Budget Narrative:**

- 1 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 you are requesting funding, you must clearly describe how expenditures contribute, and are necessary for, the implementation of the program.
- 2 Include a description of the costs associated with training and materials necessary for the selected program.
- 3 If personnel are to be supported by the application, include time commitment (percentage and number of hours to be spent on this project), hourly rate, identify if you will be using new hires or existing staff, and justify the need for all staff supported by grant funds.
  - a. If you are requesting funding for personnel, discuss how those staff are currently being funded and why PCCD funds will not be supplanting existing funding sources.
  - b. NOTE: When an applicant’s proposal does not include conducting the program over the summer, personnel hours and percent of weekly time dedicated to the project should be adjusted to reflect the reduction in work.
- 4 All personnel costs must be shown in the personnel budget category by position. Personnel costs charged to the grant will require timesheet documentation to support the expenditures. (See Section 15c: Time and Effort Reporting)
- 5 Applicants are encouraged to contact the program developer to ascertain all costs related to the accurate implementation of the selected program; indicate that the developer is the source of the budgeted costs.
- 6 Modest costs for food – not to exceed a total of \$500 per year – are allowable during an all-day training for individuals that will be delivering the program. Food costs are not allowed for general business meetings.
- 7 Registration fee of \$300/person and up to three-nights lodging at ~\$130/night (if traveling over 50 miles) for two or three staff to attend the Commonwealth Prevention Alliance (CPA) conference in June of each year is an allowable expense.

## **F. Relationship to Sustainability – Maximum 15 points**

### **New Program Implementation, Expansion of an Existing Program, and BBBS Support**

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.

- 1 Once grant funds expire, describe how the project will continue.
- 2 Provide commitments from the key stakeholders necessary to successfully sustain the project; if not currently available, describe how these will be obtained and how you will make that happen.
- 3 Identify key individuals within your organization who will be 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.
- 4 Identify the possible sources of financial support you plan to work with to continue the program once grant funding expires, especially if you have received a firm commitment from a funding source to provide sustainability funding. If that is the case, please describe.

- 5 PCCD looks for funded projects to make connections with County stakeholders to coordinate with other, existing prevention projects. Describe any existing connections you have with County stakeholders (including CYF, JPO, SCA, and/or MH/ID); if you do not currently have these connections, discuss the efforts you will make to establish such connections. Include information about how you will seek the possibility of being included in the County Needs-Based Budget for sustainability of projects started with PCCD seed funding.
- 6 If you are applying to expand a program, describe all efforts that you have made to sustain your current implementation. Provide both successes and challenges that you have experienced in working toward sustainability, as well as any anticipated barriers. If you are applying for a new program or BBBS Support, enter "NA."
- 7 If you are requesting BBBS Support funding, describe how these funds and your project design as described in the Project Description Section will be used to ensure the sustainability of the program after the end of PCCD funding. If you are applying for a new program or an expansion, enter "NA."

Note: Applications that include **Letters of Commitment** for funding to sustain the selected program will receive higher ratings. The more concrete the commitment of sustainability funding, the more points that will be awarded by reviewers.

#### **10. Additional Program Implementation Requirements:**

Funded grantees are expected to commit to a 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** will be provided to all approved applicants by the EPISCenter. All approved applicants will be required to work with the EPISCenter. Working with this research agency is intended to strengthen each applicant's efforts and provide early support to ensure a successful project launch. 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.

**Verification of Program Fidelity** to be completed in the first half of Year Two of the grant requires the applicant to have a review of their project conducted by the program developer (or their designee) to ensure that the program has been implemented with fidelity to the developer's model. After the review, 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 completion of the verification process with each sub-grantee. The program developer, EPISCenter staff, and PCCD staff will work with the applicant on an as-needed basis to develop a plan to improve any aspects of the program that are not in adherence with the program's model as designed by the developer. The costs associated with this site visit must be included in the budget section of the application. 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 as part of the fourth quarter, Year Two quarterly program report. The report must include findings of the initial outcome data from the beginning of the grant through the third quarter of Year Two.

This report will assess the agency's success in addressing the risk factors identified in the initial application. The EPISCenter will provide a template outlining the information that the applicants must provide to PCCD.

**11. Ineligible Program Activities and Expenses:**

The following items are not eligible for funding and will cause an application to be administratively rejected:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

**12. Performance Measures:**

The applicant must report on program specific measures in coordination with the 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 to create additional performance measures if they believe they will provide PCCD with useful information about the project.

**13. 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: Evidence-Based and Prevention. You may also pick other keywords that apply to your specific application.

**14. Competitive Bidding/Sole Source Procurement:**

All procurement transactions shall be conducted in a way 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 15.

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 17, for Sole Source Procurement Justification Approval Criteria.)

**15. Other Administrative Requirements:**

- a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit an application. Be sure to allow enough lead time so your agency has enough time to work on your application in Egrants prior to the submission deadline. Visit [Registering in Egrants](#) 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. As soon as possible after applications are approved, Award Letters will be available in Egrants and will be mailed to awardees.
- e. Grant Payments:
  - i. 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.
  - ii. ACH Payments: PCCD 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).
- f. Reporting Requirements: Programmatic and Fiscal Reports are due quarterly for all projects and must be submitted through the Egrants System.

**16. PCCD Contact Information and Resources:**

- a. Staff Contacts - PCCD staff may only field questions to clarify the Funding Announcement process and will not answer questions about how a potential applicant should respond to any particular section of the announcement. For further information about clarifying this Funding Announcement, please contact Geoff Kolchin at (717) 265-8483 or by email at [gkolchin@pa.gov](mailto:gkolchin@pa.gov).

Questions about how you should respond to this funding announcement must be sent by email to [RA-PCCD-OJJDP@pa.gov](mailto:RA-PCCD-OJJDP@pa.gov) (Put "2017 Delinquency Prevention Programs" in the subject line). All questions must be received by 4:00 p.m. on March 9, 2017. Answers will be sent to registered individuals on a regular basis through close of business on March 10, 2017. For everyone to benefit from this Q&A process, all answers will be available to all parties at <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>; then select this funding announcement.

- b. Egrants Funding Announcement: The funding announcement can be found by logging into the Egrants System and searching under the "Funding Announcement" tab for "2017 Delinquency Prevention Programs."
- c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's [Applicant's Manual](#), Standard Subgrant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's website.
- d. Egrants Technical Questions: Questions concerning the Egrants System should be made directly to the Egrants Help Desk by phoning (717) 787-5887. 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.
- e. PCCD Webmaster: Address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

**17. Mailing Information:**

Applications must be entered into Egrants no later than **11:59 p.m., EST** on **Tuesday, March 14, 2017**. The original Signature Page and any additional required information that cannot be submitted electronically must be **postmarked by Tuesday, March 14, 2017** by U.S. Mail or 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 Service\*: 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, do not send applications by Express Mail or courier service on a Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked by **Tuesday, March 14, 2017**

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