DATE: January 27, 2020

SUBJECT: 2020 Violence and Delinquency Prevention Programs

TO: County Chief Juvenile Probation Officers; County Juvenile Court Judges; County Children and Youth Administrators; County Mental Health/Developmental Services 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: Mike Pennington
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 Violence and Delinquency Prevention Programs Funds to support evidence-based programming for children and families. The amount of funding available is contingent upon the final 2020-2021 and 2021-2022 state budgets. 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 programs listed below:

- Aggression Replacement Training® (ART) – Residential placement facilities only
- The Blues Program
- Cognitive Behavioral Intervention for Trauma in Schools (CBITS)
- Familias Fuertes (FF)
- The Incredible Years (IY) – Small Group Therapy, Basic/Advanced Parent, and Dina Classroom. 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) – Level 4 (Standard, Standard Teen, Group, & Group Teen) only
- Project Towards 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)

Applications are due in PCCD’s Egrants System by March 9, 2020. 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

2020 Violence and Delinquency Prevention Programs

Fiscal Year 2020 Solicitation

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

Recommended Egrants Agency Registration Date:
Thursday, February 6, 2020

Recommended Egrants User Registration Date:
Thursday, February 13, 2020

Mandatory SAM Registration Deadline:
Wednesday, February 26, 2020

Mandatory Egrants Application Deadline:
Monday, March 9, 2020

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

PCCD Program Staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: RA-PCCD-OJJDP@pa.gov with “2020 Violence and Delinquency Prevention Programs” in the subject line. All questions regarding this funding announcement must be received by 4:00 p.m. on Thursday, March 5, 2020. PCCD Staff will post responses to questions, as they are received, on PCCD’s website. Select the appropriate funding announcement to view questions and answers.

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Juvenile Justice and Delinquency Prevention

Funding Stream: 2020 Violence and Delinquency Prevention Programs

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Submission Requirements for Applications:

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant’s adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.

- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on **Monday, March 9, 2020**.

- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. Successful applications will be presented for consideration at the June 10, 2020 Commission meeting.

- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. Administrative rejection will occur for the following:
  - Requesting more funds than the maximum amount permitted (based on the type of application being submitted: new implementations, or expansions of an existing program) in total or in either year.
  - Applying for a program not listed as eligible under this announcement, as described in the “Overview” Section.
  - Applying for more than one program (i.e., an applicant cannot request funds to implement LifeSkills Training and Positive Action) in an application; and
  - Submitting more than one application from a single agency (as either the applicant or recipient agency).

- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.

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

- **Keywords** – Applicants are required to select “Keywords” from the dropdown menu located on the Main Summary screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application. **Keywords**: Evidence-Based and Prevention.
1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Violence and Delinquency Prevention Programs (VDPP) Funds. The primary purpose of VDPP Funds is to support a targeted group of evidence-based programs (EBP) and the ability of communities to implement them.

This competitive funding is for:
- New program implementations;
- Expansions of an existing program into a new and distinct geographic area or new school building(s)/grades.

**PLEASE NOTE:** Big Brothers Big Sisters (BBBS) is no longer eligible for funding under this funding stream; however, BBBS is eligible for other funding solicitations from PCCD. Please consider signing up for new grant opportunity notifications here: https://www.pccdegrants.pa.gov/Egrants/Public/Subscribe.aspx.

The 14 programs eligible for funding under this announcement are:

a. Aggression Replacement Training® (ART) – Residential placement facilities only
b. The Blues Program
c. Cognitive Behavioral Intervention for Trauma in School (CBITS)
d. Familias Fuertes (FF)
e. The Incredible Years (IY) – Small Group Therapy, Basic/Advanced Parent, and Dina Classroom. Spanish language versions are also eligible.
f. LifeSkills Training (LST) – Middle School model only
g. Olweus Bullying Prevention Program (OBPP)
h. Positive Action (PA)
i. Positive Parenting Program (Triple P) – Level 4 (Standard, Standard Teen, Group, & Group Teen) only
j. Project Towards No Drug Abuse (PTNDA) – High School model only
k. Promoting Alternative THinking Strategies (PATHS®)
l. Strengthening Families Program 10-14 (SFP 10-14)
m. Strong African American Families (SAAF)
n. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)

The goal of this initiative is to reduce violence and delinquency in communities across the Commonwealth by supporting the successful implementation of evidence-based programs and services with fidelity, providing training and technical support and performing consistent evaluation that will improve outcomes for youth.

a. Objectives – The overall, long-term objectives of the VDPP grant funding are to:
- Promote emotional competence, including the expression, understanding, and regulation of emotions among school-age children and their caregivers;
- Encourage the development of caring relationships between adults and youths;
- Engage and motivate youth and families to reduce and/or eliminate anti-social attitudes and behaviors;
• Allow grantees to use a variety of techniques that serve to build skills among youth in communities, schools and families, aiding in the resistance of drug, alcohol and tobacco use and abuse;
• Support interventions proven to reduce and/or prevent violent and delinquent behaviors among youth and improve school climate including the reduction of bullying;
• Promote healing from trauma as a result of victimization and repeated exposure to violence; and
• Assist communities in developing the capacity to address concerns at the community level.

b. Anticipated Impacts – The impacts of these programs include, but are not limited to:
• Improved communication skills between youth, school staff, families and communities that promote problem solving and learning readiness skills benefitting pre-school and elementary-age children;
• Stabilization of family relationships as evidenced by a reduction in the incidences of child abuse and neglect;
• An observable reduction in rates of arrests, academic failure, violent-aggressive behaviors, depression/anxiety, and drug use by promoting social emotional learning; and
• A reduction in antisocial behavior as evidenced by increased community attachment, engagement and investment.

For more detailed information regarding the eligible EBPs and which Risk Factors they address, please see EBPs and Risk Factors.
For more information on the eligible EBPs and their researched outcomes, please check out the EBP Researched Outcomes.

All applicants enter this process with the full understanding that planning to sustain the program beyond PCCD funding is an integral part of the implementation or expansion process from the beginning of a grant award.

Before completing this application, you are strongly encouraged to view the EPICenter’s EBP 101 webinar series, access the Grant Application Assistance page, and view the 2020 VDPP recorded webinar.

Need more information? For detailed information (informational videos, implementation costs, targeted population, risk factors addressed, etc.) on each of the eligible programs, please visit: http://www.episcenter.psu.edu/vdpp. For a webinar on this funding announcement, please visit: http://www.episcenter.psu.edu/VDPP/2020_VDPP_Webinar_Recording. A brief explanation of each program can also be found in “Appendix A”. A cost per participant guide for many of these programs can be found in “Appendix B”.

2. Funding Availability:

Funding is contingent on the availability of funds in the final PA State Fiscal Year 2020-2021 and 2021-2022 budgets. Available funding amounts differ by application type. Please see below:

a. For NEW IMPLEMENTATIONS:
• Total budgets not to exceed $200,000 over the two years.
• Maximum amount of funding for either year is $125,000.
b. **For EXPANSIONS:**
   - Total budgets not to exceed $150,000 over the two years.
   - Maximum amount of funding for **either** year is $100,000.

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.

Please see Section 7 of this announcement for more specific definitions of the types of applications.

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

3. **Project Dates:**
   Contingent upon the availability of funds in the final state budget:
   - Two-year projects will **start July 1, 2020** and **end June 30, 2022**.
   - Award letters will be mailed, as soon as possible, after the applications are approved and will also be available in Egrants.

4. **Eligible Applicants:**
   - Any private non-profit agency, public agency, or unit of local government.
     - Must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number ([https://fedgov.dnb.com/webform](https://fedgov.dnb.com/webform)). Time length to receive: 1-2 business days. For more information, please call 1-866-705-571.
     - Must be registered with the System for Award Management (SAM), accessible online at [https://sam.gov](https://sam.gov). Time length to receive: 7-10 business days.
   - Applications 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. Applicants must demonstrate collaboration and/or partnerships within the community to be served.
     - If requesting funds to implement Project Towards No Drug Abuse (PTNDA), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) or Aggression Replacement Training® (ART) in a residential treatment setting, applying on behalf of a collaborative board is not required.

   **For more information about collaborative boards, please see Appendix C.**
   - Applicants must have conducted a community Risk and Resource Assessment after December 31, 2017 (within the last 36 months). This is used to provide a baseline for measuring program outcomes. It is highly recommended that data from the Pennsylvania Youth Survey ([PAYS](https://pays.erikson.org)) be used by applicants in completing the Risk and Resource Assessment.

   **For more information about the Risk and Resource Assessment, please see Appendix C.**

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

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1 This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, State and Federal funding guidelines, and acceptable risk rating as determined by PCCD.
5. Eligible Program Activities and Expenses:

Activities will vary depending on the program selected by the applicant. Some specific budget items/materials 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/vdpp](http://episcenter.psu.edu/vdpp) and select the appropriate program-specific fact sheet under the Eligible Program Resources section.

Any budget line items included in an application that are not listed in the program-specific fact sheets must be thoroughly explained and justified. PCCD reserves the right to have approved applicants remove items from the proposed budget that are deemed unnecessary for the successful implementation of the project.

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

6. Required Egrants Sections/Documents:

a. **Required Egrants Sections** – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.

b. **Required Signed Documents** – A successful application must be accompanied by the following:
   - The original, completed Signature Page (page 2 of the application)
   - Letter(s) of Support (described in the Competitive Application Procedures/Scoring section). Applicants should avoid using form/template letters to receive full credit.

7. Competitive Application Procedures/Scoring:

The information PCCD is requesting must be submitted in the text boxes provided for each section of the application within Egrants. Please pay special attention to the following:

- Provide only the requested information in the section where it is asked. Each section contains several text boxes that have size limitations.
- Text limitations are determined by clicking the yellow gavel on the right-hand side of the text box and clicking “Question Validation Rules.”

**PLEASE NOTE:** The text boxes in Egrants will let you continue typing even after you have reached the text limit. Please ensure your text is within the character limit or that section will be cut off after the text limit. You should verify that all your text is included before submitting your application.

- When asked to enter the title of your project, please include the name of the program you will be implementing in the title.
- Only attach required and/or supporting documents in the appropriate sections. **DO NOT** attach documents to sections unless specifically directed to do so.

(Applicants are strongly encouraged to view the EPICenter’s EBP 101 webinar series ([http://www.episcenter.psu.edu/EBP101](http://www.episcenter.psu.edu/EBP101)), which will prove helpful in the project planning and proposal writing process.)
**Types of Applications:**

- **New Implementations:** These applications are for a program that has not previously been implemented by the applicant or recipient agency.

- **Program Expansions:** These applications seek 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 other than that currently being served.

For school-based programs (i.e., LST, PATHS®, OBPP, IY Dina Classroom, Positive Action, The Blues Program, CBITS and PTNDA), this would mean serving either a new school district or expanding an existing implementation into new school buildings or grades within a district.

For non-school-based programs (i.e., ART, Familias Fuertes, IY Small Group Therapy and Basic/Advanced Parent, Triple P, SFP 10-14, SAAF, and TF-CBT), this would mean expanding services 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).

**PLEASE NOTE:** Continuation Funding (funds requested to continue an existing project in the same area) is NOT available under the 2020 Violence and Delinquency Prevention Programs funding announcement.

**PLEASE NOTE:** Big Brothers Big Sisters (BBBS) is no longer eligible for funding under this funding stream; however, BBBS is eligible for other funding solicitations from PCCD. Please consider signing up for new grant opportunity notifications here: [https://www.pccdegrants.pa.gov/Egrants/Public/Subscribe.aspx](https://www.pccdegrants.pa.gov/Egrants/Public/Subscribe.aspx).

**Scoring:**

- In addition to reviewer ratings, scoring also takes into account an organization’s ability to serve underrepresented and underserved communities, their outreach efforts, projects that broaden access to quality services, agency past performance on PCCD funding, the geographic diversity of the services being provided, the agency’s capacity to implement the proposed program, alignment with PCCD’s strategic priorities, and available funding.

- New implementations of a program will be viewed favorably, as will applications proposing to serve new geographical areas and/or populations not currently being served with PCCD funding.

- 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 and may impact your score.

**Application Sections:**

The following application sections in Egrants have a point value associated with them. Scoring is based on a **maximum score of 100 points** using the following criteria:

**A. Executive Summary – Maximum Points Awarded: 10**

This section should provide the reader with a very clear idea of your agency/organization’s goals and strategic plan. Please address the following:

1. Entity name, project title, and total dollar amount requested.
2. If you have never received PCCD funding, provide a description of your agency and its experience with prevention programming. Do not simply attach your agency’s brochure. (If you have received a PCCD grant in the past, enter “NA”.)

3. Identify the eligible program you plan to implement, indicating if it is a new implementation OR expansion to a new geographical area/additional school buildings or grades.

4. Clearly state your goals, major deliverables, and objectives, including where and how it aligns with your local collaborative planning process.

5. Provide detail on the proposed:
   a. Number of annual cohorts.
   b. Number of youth and/or families in each cohort and each year of the grant.
   c. Cost per youth/family being served.

B. **Statement of Problem – Maximum Points Awarded: 20**
   This section establishes the locally identified problem the applicant is seeking to address, and how the problem was determined. This should include both quantitative and qualitative data. Please address the following:
   1. Define the problem to be addressed and the process used to identify the problem.
      a. What are the facts and the sources that back up the need for your project?
      b. Include data relevant to your project’s geographic area to be served.
      c. If using PAYS data, what are the prioritized Risk and Protective Factors (RPF) and how were they determined?
      d. If using PAYS data to support your case, summarize the data; **do not** simply cut and paste it.
   2. Describe the data sources used by the sponsoring collaborative board to prepare the Risk and Resource Assessment (RRA).
   3. During what month and year was the RRA conducted? (Must have been completed within the last 36 months.)
   4. Explain how the proposed evidence-based program/project was chosen.
      a. How does the program address the prioritized Risk and Protective Factors?
   5. What are the connections between the stated problem and the selected program?

C. **Project Design & Implementation – Maximum Points Awarded: 30**
   This section establishes that the applicant has made a clear connection between the eligible program components, behaviors targeted, and desired outcomes. The applicant’s capacity to implement is also solidified. Please address the following:
   1. Identify the target population this program will serve, including:
      a. Race and ethnicity of targeted population
      b. Age/age range of targeted population
      c. Gender
      d. Rural/urban/suburban
   2. Using a S.M.A.R.T (Specific, Measurable, Attainable, Relevant, Time-Bound) goal formatting approach, what are the goal(s) of this project?
   3. Describe your referral process.
      a. Explain the techniques you will use to recruit program participants.
b. What is your plan to obtain buy-in from all necessary school officials including teacher representatives (if applicable)?

c. Explain the process, steps, and forms used to refer youth for programming by your agency.

4. Describe the plan for implementation.
   a. Who will deliver the program?
   b. Where will it be delivered? (i.e., countywide, a specific community, school district/school buildings/grades, etc.) Provide site address if available.
   c. How often will it be delivered (dosage)?
   d. Describe how all project staff will receive the necessary training on the program model. If available, where and when will this training be provided?

5. 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 is 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.

Required Project Design & Implementation Section Attachments

1. Applicants must provide a letter from a collaborative board supporting the implementation/expansion 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.
   • As mentioned on page 6, if requesting funds to implement Project Towards No Drug Abuse (PTNDA), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) or Aggression Replacement Training® (ART) in a residential treatment setting, applying on behalf of a collaborative board is not required.

2. Applicants must obtain a letter or email from the Program Developer (or their designee) stating their ability to provide training to the applicant should funding be awarded. The letter must include the total agreed upon amount that the applicant is requesting to support the costs of the training.

3. 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.

4. If proposing to implement a universal school-based program, provide letters of commitment from the appropriate school official(s) agreeing to implement the program. The letter must:
   • Be on the appropriate school letterhead;
   • Specify which school buildings, grades, and/or classes will receive the program; and
   • Include a commitment of staff time and school resources to the project.

**PLEASE NOTE:** 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).
EBP-Specific Requirements

- If requesting funds to implement the Strengthening Families Program 10-14 (SFP 10-14)
  a. Training will be coordinated by the EPISCenter.
  b. Applicants must obtain an email from the EPISCenter indicating that a training request has been made.
  c. The email from the EPISCenter must include the required cost of the training.
  d. 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.

- If requesting funds to implement The Incredible Years (IY)
  a. Training will be coordinated by the EPISCenter.
  b. Applicants must obtain an email from the EPISCenter indicating that a training request has been made.
  c. The email from the EPISCenter must include the required cost of the training.
  d. Through their Pennsylvania Incredible Years Infrastructure Collaborative, the EPISCenter will advise the Program Developer of the grant application and training needs for each agency.

- If requesting funds to implement the Positive Parenting Program (Triple P)
  a. Training will be coordinated by the EPISCenter.
  b. Applicants must obtain an email from the EPISCenter indicating that a training request has been made and include how many people they propose to train on the Level 4 model of the program.

D. Impacts & Outcomes – Maximum Points Awarded: 15

This section establishes the feasibility that the applicant will have a successful implementation. Please address the following:

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 exactly will data be collected and reported?
   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 and when program outcomes and impacts will be shared with your collaborative board, local stakeholders, and referral sources.

4. How will fidelity to the program model be monitored and evaluated?
   a. What internal quality assurance processes will be used to monitor the implementation of this project?
   b. What are the fidelity monitor’s qualifications, specific to the program being implemented?

5. For applicants requesting expansion funding, please provide data that demonstrate the outcomes of the current program(s). New implementation requests should enter “NA”.

All applicants are required to accept training and technical assistance from the EPISCenter. Applicants must state that they accept this requirement. When possible, every effort is made to coordinate trainings across implementers to maximize utilization of training resources and reduce costs. PCCD may request that applicants coordinate
training with the EPISC Center when it is reasonable and financially advantageous to do so.

E. **Budget Detail – Maximum Points Awarded: 10**

This section establishes each item to be supported and justification as to how these costs contribute to the success of the project. All costs must be broken out into separate line items to include the calculation for each item within the Budget Detail Section.

1. Provide a two-year comprehensive Budget Detail Section, including one complete budget for each year for which funding is being requested.
2. Provide a clearly detailed, thorough description AND calculation for all requested costs, including salary and benefits for all funded personnel.
   a. Include their number of hours.
   b. Include the percentage of their weekly time that will be spent on the proposed project.
   c. If no summer programming is proposed, hours and percent of weekly time dedicated to the project should be adjusted to reflect the reduction in work.
   d. **Do not** include the name(s) of personnel for which funding is being requested, only the title of the position(s).
   e. Each employee benefit must be listed as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
3. 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.
4. 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.
   a. Only essential costs directly related to the implementation of the project will be funded.
   b. Applicants who inflate their budgets with non-essential costs will have points deducted from their score for this section.
   c. Information about eligible costs can be found in the PCCD Applicant’s Manual.
5. Visit VDPP for specific information for each of the eligible programs and the cost of items necessary for delivering the program.
   a. Include these costs in your proposed budget.
   b. Include any listed costs for the fidelity verification process in your Year Two budget.
   c. Applicants are encouraged to contact the Program Developer to ascertain all costs related to the implementation of the selected program; indicate that the developer is the source of the budgeted costs where applicable.
6. Applicants for these programs can budget for travel expenses for the EPISC Center-sponsored trainings and networking meetings.
   a. 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 are allowable (a total of up to $1,200 per year).
   b. Costs for hotel (allowable if traveling over 50 miles), mileage/tolls, and subsistence must be broken out in both the Budget Detail and Budget Justification.
7. 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.

8. Registration fee of $625/person and up to three-nights lodging at $135/night (if traveling over 50 miles) for up to two staff to attend the Commonwealth Prevention Alliance (CPA) Conference in June of each year of the grant is also an allowable expense, though it is not required.

F. Relationship to Sustainability – Maximum Points Awarded: 15

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 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. Explain how the project could continue after PCCD funding ends.
2. Who are the key stakeholders that have committed to sustaining your other projects/programs? If not currently available, describe how these will be obtained and how you will make that happen.
3. Detail who within your organization is responsible for sustainability planning.
4. Explain how you have previously successfully secured sustainability funding and community support for evidence-based programming.
5. Identify possible sources of financial support to sustain programming after PCCD funding ends.
   a. Have you received a firm commitment from a funding source to provide sustainability funding if you are awarded these funds? If yes, please describe.
   b. Provide the names of three additional potential future funding sources that you plan to approach.
6. Describe in detail your plan, including a timeline, to obtain funding.
7. Describe existing connections you have with county stakeholders (including CYF, JPO, SCA, and/or MH/ID/DD).
   a. If you do not currently have these connections, discuss the efforts you will make to establish such connections.
   b. How will you explore the possibility of being included in the county’s Needs-Based Plan and Budget for project sustainability?
8. If you are applying to expand a program, detail all efforts you have made to sustain your current implementation. Describe both successes and challenges/barriers you have experienced in doing so. (New program applicants should enter “NA”.)

Additional ideas and tips for sustaining your program after PCCD funding can be found in “Appendix D”.

PLEASE NOTE: Applications that include Letters of Commitment or Letters of Support for funding to sustain the selected program will receive priority consideration. The more concrete the commitment of sustainability funding, the more points that may be awarded by reviewers.

8. Additional Program Implementation Requirements:

Funded grantees are expected to commit to a quality implementation of their program and to an evaluation plan that will demonstrate impact of the funded project. The EPISCenter
will guide the grantee in developing a strong data collection, analysis, and reporting system. Applicants should not budget to have their project evaluated.

- **Program Technical Assistance**
  1. Technical assistance is provided to all approved applicants by the EPISCenter.
  2. All approved applicants are required to work with the EPISCenter to support the applicant’s efforts. EPISCenter staff will provide on-going assistance to ensure a successful project launch and implementation.
  3. EPISCenter Implementation Specialists can provide support 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**
  Applicants are required to complete training and certification recommended by the Program Developer to ensure implementation with fidelity. The Program Developer, EPISCenter staff, and PCCD staff will work together with grantees to develop a plan to improve any aspects of the program that are not in adherence with the program’s model as designed.
  1. A program fidelity verification is required for some of the eligible programs in the first half of Year Two. Please visit [http://episcenter.psu.edu/VDPP](http://episcenter.psu.edu/VDPP) to determine the fidelity process for each program.
    - Grantees are required to submit documentation from the Program Developer as part of quarterly reports in Egrants.
  2. The EPISCenter staff will coordinate completion of the verification process with each sub-grantee.
  3. Costs of fidelity verification activities should be included in the budget detail and narrative.
  4. Visit [http://episcenter.psu.edu/VDPP](http://episcenter.psu.edu/VDPP) to determine the amount of funding that should be budgeted for each program.
  5. Poor quality implementation can lead to grant termination and may impact future grant opportunities with PCCD.

- **Final Outcomes Report**
  1. Must be completed and submitted to PCCD as part of the Final Quarterly Program Report. Templates are available on the EPISCenter website.
  2. Must include findings of the initial outcome data from the beginning of the grant through at least the third quarter of Year Two; and
  3. Will be used to assess the applicant’s success in addressing the risk factors identified in the initial application.

9. **Performance Measures:**
   The applicants must report on program-specific measures in coordination with the EPISCenter and agree to:
   1. Submit quarterly reports via Egrants, including attaching the program-specific performance measure Excel spreadsheet provided by the EPISCenter.
   **PLEASE NOTE:** Failure to meet reporting requirements may result in a delay of fiscal reimbursement.
   2. Accept technical assistance from EPISCenter Implementation Specialists.
   3. Create additional performance measures if believed they will provide PCCD with useful information about the project.
10. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section in PCCD’s Applicant’s Manual.

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to be justified. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a substantial justification for the request within their funding request (See PCCD’s Applicant’s Manual for Procurement by Noncompetitive Proposal Approval Procedure).

11. Other Administrative Requirements:

a. Egrants Agency and User Registration:

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

Please note that due to an update in Commonwealth IT policy, the log-in process for Egrants has changed as of December 19, 2019. Egrants now utilizes the state’s Keystone Login service.

If you do not already have a Keystone Login account from another state system, choose the link at the very bottom of the Egrants log-in page that says "Not Registered? Register as a new Keystone Login user". This will allow you to create a new Keystone Login account that will replace your current Egrants username and password. Once signed up with Keystone Login, you will be able to access your Egrants account.

If you experience an issue with this process, please contact the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

b. Fiscal Accountability:

See the Fiscal Accountability page on PCCD’s website for further information.

c. Time and Effort Reporting:

See the Time and Effort Reports page on PCCD’s website for further information.

d. Grant Payments:

- Payments will not be released until all applicable special conditions on the grant award have been satisfied.
- All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
- ACH Payments:
  - All payments to grant recipients will be made through ACH.
  - Either before or at the time an application is submitted to PCCD, the applicant agency must register as a Non-Procurement Vendor with the Commonwealth of Pennsylvania.
e. **Federal Transparency Act Certification:**
   This section is required for both state and federal funding streams. See the [Federal Application Requirements page](#) on PCCD’s website for further information.

f. **Reporting Requirements:**
   - Programmatic reports are due quarterly.
   - Fiscal reports are due quarterly.
   - Late submission of programmatic and fiscal reports may delay payments.
   - All reports must be submitted through the Egrants system.

g. **UCR Reporting:** Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

h. **Information Technology (IT) Project Conditions:**
   PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these [IT Conditions](#) on PCCD’s website.

12. **PCCD Contact Information and Resources:**
   a. **Q&A Process:**
      Staff are only able to clarify the funding announcement and are not be able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:
      - E-mail your funding announcement questions to RA-PCCD-OJJDP@pa.gov with “2020 Violence and Delinquency Prevention Programs” in the subject line.
      - Questions must be received by 4:00 p.m. on Thursday, March 5, 2020.
      - Answers will be sent to registered individuals through close of business on Friday, March 6, 2020.
      - All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.
   
b. **Egrants Funding Announcement:**
      Log into the Egrants system and search under the “Funding Announcement” tab for “2020 Violence and Delinquency Prevention Programs”.
   
c. **PCCD Guidelines and Documents:**
      Applicants should be familiar with the [Applicant’s Manual](#), Standard Subgrant Conditions and other documents common to PCCD’s grant application process, all of which are available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides can be accessed on [PCCD’s Website](#) under the Funding link.
   
d. **Egrants Technical Questions:**
      For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
   
e. **PCCD Webmaster:**
      Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).
   
f. **Reporting Potential Fraud, Waste and Abuse:**

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

13. **Mailing Information:**

The application must be entered into Egrants **no later than 11:59 p.m., EDT on Monday, March 9, 2020.**

The original signature page and any additional required information that could not be submitted electronically must be **received or postmarked* by Monday, March 9, 2020** and either mailed or sent via express delivery services** to:

PA Commission on Crime and Delinquency  
Attention: Grants Management

**Vis U.S. Mail:**  
P.O. Box 1167  
Harrisburg, PA 17108-1167

**Via Express Delivery Services:**  
3101 North Front Street  
Harrisburg, PA

Finally, prior to submission, applicants are **strongly encouraged** to review the Submission Checklist found in “Appendix E”.

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

**Since staff are 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 by **March 9, 2020.**

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.
APPENDIX A: Eligible Program Listing

Below is a brief description of the evidence-based programs eligible under the “2020 Violence and Delinquency Prevention Programs” Funding Announcement.

| a. Aggression Replacement Training® (ART) – Residential Placement Facilities Only |
|---------------------------------|-------------------------------|-------------------------|
| Cognitive behavioral intervention program to help children and adolescents improve social skills competence, moral reasoning, better manage anger and reduce aggressive behaviors. |
| **Organization** | **Direct Link** | **Web Address** |
| EPIS Center | ART | http://episcenter.psu.edu/ebp/art |
| Program Developer | ART International | http://www.aggressionreplacementtraining.com/ |

<table>
<thead>
<tr>
<th>b. The Blues Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-based prevention program for adolescents with depressive symptoms or adolescents who are at risk of onset of major depression. Group sessions include building rapport, increasing involvement in pleasant activities, learning and practicing cognitive restricting techniques, and developing response plans for future life stressors.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td>EPIS Center</td>
</tr>
<tr>
<td>Program Developer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Cognitive Behaviors Intervention for Trauma in School (CBITS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-based, group and individual intervention designed to reduce symptoms of post-traumatic stress disorder, depression, and behavioral problems, and to improve functioning, grades and attendance, peer and parent support, and coping skills.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td>EPIS Center</td>
</tr>
<tr>
<td>Program Developer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Familias Fuertes (FF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Spanish adaptation of the SFP 10-14 intended for Hispanic/Latino families designed to increase a positive parenting environment and improve caregiving practices in order to help prevent developing a range of behavior problems, including substance abuse.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td>EPIS Center</td>
</tr>
</tbody>
</table>
### e. The Incredible Years (IY)

Effective programming for reducing children's aggression and behavior problems and increasing social competence in home and school settings.

<table>
<thead>
<tr>
<th>Small Group Therapy</th>
<th>Dinosaur Therapy Curriculum: For preschool, kindergarten, and primary school children ages 4-8 years presenting with conduct problems, ADHD, and internalizing problems.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Parent</td>
<td>Basic Parent Curriculum: For parents of children ages 3-12 years. The curriculum emphasizes parenting skills known to promote children's social competence and reduce behavior problems.</td>
</tr>
<tr>
<td>Advanced Parent</td>
<td>Advanced Parent Curriculum: For parents of children ages 3-12 years that have completed the Basic Parent program. The curriculum emphasizes parent interpersonal skills such as effective communication, anger management, problem-solving between adults, and ways to give and get support.</td>
</tr>
<tr>
<td>Dina Classroom</td>
<td>Dinosaur Classroom Curriculum: For preschool and elementary school children ages 4-8 years as a prevention program in the classroom.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>IY</td>
<td><a href="http://www.episcenter.psu.edu/ebp/incredible">http://www.episcenter.psu.edu/ebp/incredible</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>IY National</td>
<td><a href="http://www.incredibleyears.com/">http://www.incredibleyears.com/</a></td>
</tr>
</tbody>
</table>

### f. LifeSkills Training (LST) – Middle School Model Only

A multi-component substance abuse prevention curriculum addressing social, psychological, cognitive, and attitudinal factors associated with the use of various legal and illegal substances. Program objectives are to enhance the development of basic life skills, personal competence, and skills related to resistance to social influences that promote substance use.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>LST</td>
<td><a href="http://episcenter.psu.edu/ebp/lifeskills">http://episcenter.psu.edu/ebp/lifeskills</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>LST National</td>
<td><a href="https://www.lifeskilstraining.com/">https://www.lifeskilstraining.com/</a></td>
</tr>
</tbody>
</table>

### g. Olweus Bullying Prevention Program (OBPP)

A universal program to reduce and prevent bullying problems among children/youth (K-12) and improve peer relations.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>OBPP</td>
<td><a href="http://episcenter.psu.edu/ebp/olweus">http://episcenter.psu.edu/ebp/olweus</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>Olweus International</td>
<td><a href="https://olweus.sites.clemson.edu/">https://olweus.sites.clemson.edu/</a></td>
</tr>
</tbody>
</table>

### h. Positive Action (PA)
A school-based program that focuses on school-wide climate change for grades K-8.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>PA</td>
<td><a href="http://www.episcenter.psu.edu/newvpp/positiveaction">http://www.episcenter.psu.edu/newvpp/positiveaction</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>PA National</td>
<td><a href="https://www.positiveaction.net/">https://www.positiveaction.net/</a></td>
</tr>
</tbody>
</table>

i. **Positive Parenting Program (Triple P) – Level 4 (Standard, Standard Teen, Group, & Group Teen Only)**

A system of parenting and family support that provides parents with useful strategies in managing their children’s behavior, preventing future problems, and building strong and healthy relationships.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>Triple P</td>
<td><a href="http://www.episcenter.psu.edu/newvpp/triplep">http://www.episcenter.psu.edu/newvpp/triplep</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>Triple P National</td>
<td><a href="https://www.triplep.net/glo-en/home/">https://www.triplep.net/glo-en/home/</a></td>
</tr>
</tbody>
</table>

j. **Project Towards No Drug Abuse (PTNDA) – High School Model Only**

A classroom-based drug abuse prevention curriculum implemented at the high school level that provides motivation-skills-decision-making material targeting the use of cigarettes, alcohol, marijuana, hard drug use, and violence-related behavior.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>PTNDA</td>
<td><a href="http://episcenter.psu.edu/ebp/nodrugabuse">http://episcenter.psu.edu/ebp/nodrugabuse</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>PTNDA National</td>
<td><a href="http://tnd.usc.edu/">http://tnd.usc.edu/</a></td>
</tr>
</tbody>
</table>

k. **PATHS® (Promoting Alternative THinking Strategies)**

Universal prevention program for promoting emotional and social competencies and reducing aggression and behavior problems (grades PreK -5/6).

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>PATHS®</td>
<td><a href="http://episcenter.psu.edu/ebp/altthinking">http://episcenter.psu.edu/ebp/altthinking</a></td>
</tr>
<tr>
<td>Program Curriculum</td>
<td>PATHS® Program</td>
<td><a href="https://pathsprogram.com">https://pathsprogram.com</a></td>
</tr>
<tr>
<td>Program Training</td>
<td>SEL Worldwide</td>
<td><a href="https://www.selworldwide.org/">https://www.selworldwide.org/</a></td>
</tr>
</tbody>
</table>

l. **Strengthening Families Program 10-14 (SFP 10-14)**

A universal prevention program for youth 10-14 and their caregivers. Parenting with love and limits, and the knowledge and practice of peer pressure resistance skills help improve family relationships and decreases levels of substance abuse.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>SFP 10-14</td>
<td><a href="http://episcenter.psu.edu/ebp/strengthening">http://episcenter.psu.edu/ebp/strengthening</a></td>
</tr>
</tbody>
</table>
**m. Strong African American Families (SAAF)**

A culturally sensitive program for youth 10-14 and their parent/caregiver intended universally for African American youth 10-14 and their parents/caregivers. The program is designed to strengthen family attachment and reduce the likelihood of youth problem behaviors including substance use.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>SAAF</td>
<td><a href="http://www.episcenter.psu.edu/newvpp/saaf">http://www.episcenter.psu.edu/newvpp/saaf</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>SAAF National</td>
<td><a href="https://cfr.uga.edu/saaf-programs/saaf/">https://cfr.uga.edu/saaf-programs/saaf/</a></td>
</tr>
</tbody>
</table>

**n. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)**

An evidence-based treatment for reducing emotional and behavioral symptoms resulting from trauma exposure.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Direct Link</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIS Center</td>
<td>TF-CBT</td>
<td><a href="http://www.episcenter.psu.edu/newvpp/tfcbt">http://www.episcenter.psu.edu/newvpp/tfcbt</a></td>
</tr>
<tr>
<td>Program Developer</td>
<td>TF-CBT National</td>
<td><a href="https://tfcbt.org/">https://tfcbt.org/</a></td>
</tr>
</tbody>
</table>

For more detailed information regarding the eligible EBPs and which Risk Factors they address, please click here: [EBPs and Risk Factors](#)

For more information on the eligible EBPs and their researched outcomes, please click here: [EBP Researched Outcomes](#)
# APPENDIX B:

## Cost Per Participant

<table>
<thead>
<tr>
<th>Program</th>
<th>Acronym</th>
<th>Low</th>
<th>Mid</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggression Replacement Training®</td>
<td>ART®</td>
<td>$303</td>
<td>$905</td>
<td>$1,507</td>
</tr>
<tr>
<td>The Incredible Years</td>
<td>IY</td>
<td>$1,446</td>
<td>$2,104</td>
<td>$2,762</td>
</tr>
<tr>
<td>LifeSkills Training</td>
<td>LST</td>
<td>$71</td>
<td>$131</td>
<td>$191</td>
</tr>
<tr>
<td>Promoting Alternative Thinking Strategies</td>
<td>PATHS®</td>
<td>$161</td>
<td>$215</td>
<td>$269</td>
</tr>
<tr>
<td>The Strengthening Families Program</td>
<td>SFP 10-14</td>
<td>$1,467</td>
<td>$1,754</td>
<td>$2,041</td>
</tr>
<tr>
<td>Trauma-Focused Cognitive Behavioral Therapy</td>
<td>TF-CBT</td>
<td>$1,086</td>
<td>$1,666</td>
<td>$2,246</td>
</tr>
<tr>
<td>Triple P - Positive Parenting Program</td>
<td>Triple P</td>
<td>$988</td>
<td>$1,376</td>
<td>$1,764</td>
</tr>
<tr>
<td>Project Towards No Drug Abuse</td>
<td>TND</td>
<td>$70</td>
<td>$117</td>
<td>$164</td>
</tr>
<tr>
<td>Positive Action</td>
<td>PA</td>
<td>$41</td>
<td>$63</td>
<td>$206</td>
</tr>
<tr>
<td>Olweus Bullying Prevention Program*</td>
<td>OBPP</td>
<td>$5</td>
<td>$38</td>
<td>$72</td>
</tr>
<tr>
<td>Strong African American Families</td>
<td>SAAF</td>
<td>$1,507</td>
<td>$2,261</td>
<td>$3,016</td>
</tr>
</tbody>
</table>

Source: Cost-Benefit Analysis for PCCD’s Evidence-based Initiatives: Investing in Effective Programs to Improve Lives and Save Tax Payer Dollars

*OBPP is not included in the Pew-MacArthur Results First Initiative. This data is from PCCD grants.

**How to use this Information:** If your cost per participant is close to or above the listed “high” amount, you are encouraged to review your budget for excess/unnecessary costs prior to submitting.
APPENDIX C:

Collaborative Board and Risk and Resource Assessment Descriptions

Collaborative Board
Applications submitted under this funding announcement require current and active local collaboration on prevention programming. The application must be submitted with the endorsement of a local nonprofit, community-based collaborative board. A collaborative board is a broad-based group of people representing multiple sectors of the community, such as (but not limited to): law enforcement, school administrators/staff, health and human service providers, business leaders, the faith community, county agencies, parents, youth, and others who come together to plan and coordinate the implementation of prevention programming for the community. The collaborative board must conduct strategic planning activities that include collecting and analyzing local data (including Pennsylvania Youth Survey results, where available) to determine and prioritize the needs of the community. The board must also use this data to identify appropriate programming/strategies that are evidence-based or evidenced-informed in addressing the identified priorities.

The program for which funding is being requested should be identified by a broad-based prevention planning effort and not through a stand-alone or single agency driven planning effort. Applicants can be endorsed by all types of collaborative boards that focus their efforts on healthy community objectives, that have been in existence for a minimum of one year and that serve as an integral part of a local risk and resource assessment. Examples of collaborative boards include (but not limited to):

- Integrated Children’s Service Planning Boards (ICSP)
- Communities That Care (CTC) Coalitions
- Delinquency Prevention Policy Boards
- Drug Free Communities Boards
- Balanced and Restorative Justice Teams
- State Health Improvement Coalitions
- State Incentive Grant Planning Boards
- Strategic Prevention Framework
- Criminal Justice Advisory Boards
- Hospital and Health System Prevention Planning Boards

Risk and Resource Assessment (RRA)
The goal of the Risk and Resource Assessment (RRA) process is for the applicant to create a community profile that incorporates both the community’s strengths and challenges related to positive youth-development. The RRA should also explore the causes of youth problem behaviors (risk factors), as determined by local data, as well as the factors that buffer youth against problem behaviors (protective factors).

The process of conducting an RRA 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 baseline data to measure outcomes, help guide program selection, factor into evaluating progress, and support sustainability efforts.

How an RRA 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, county children and youth, 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.

The following information is suggested to be included in the risk and resource assessment description as part of your application:

- Process used to complete the RRA
- Names of members of assessment team
- Role of both the applicant agency and recipient agency (if different) in the conducting the RRA
- Date the most recent RRA was completed
- Data sources used to complete the RRA
- General overview of RRA results that includes a list of goals and outcomes
- List of specific, prioritized risk/protective factors determined through the RRA process
- Connection between prioritized risk/protective factors and the program for which funding is being requested
APPENDIX D:

Sustainability Planning Checklist

Use this checklist to identify gaps in your sustainability planning.

BUDGET PLANNING

☐ Start-Up Budget: Review your program start-up budget. Identify critical expenses to clarify your minimum cost to start-up.

☐ Operating Budget: Review your operating (after start-up) budget. Identify critical expenses to clarify your minimum cost to operate.

☐ Medical Assistance Rate: For applicable programs, ensure that your budget identifies costs that can be covered with M.A. dollars.

COST EFFICIENCY

☐ Supply Costs: Can you share materials across staff, find better prices, or eliminate non-essential supplies?

☐ Location: Can you utilize a low-cost or no-cost venue (e.g., schools, places of worship)?

☐ Volunteers and/or Interns: Reach out to local agencies, universities, service clubs, and faith-based groups to identify individuals willing to share their time and talents.

☐ Tasks and Responsibilities Strategy: Assign the most cost-effective staff person to each task. Consider staff work location, capabilities, and level of compensation.

☐ Existing Systems: Can you reduce overhead costs by utilizing an existing service structure or staff to deliver your program?

☐ Within-Agency Training: Having an in-house trainer can reduce the cost of training new staff.

☐ In-Kind Donations: Approach local businesses and service groups for donations of supplies and other tangible needs.

PROGRAM REVENUE STREAMS

Higher Priority, Long Term Sources

☐ County Needs-Based Budget: Research how your program can help meet the county’s needs and priorities. These budgets are formulated two years in advance, so connect early with county officials who make budget decisions.

☐ School District: Research how your program can help meet your district’s needs and priorities. Connect early with school board officials who make budget decisions.

☐ Medical Assistance/Commercial Insurance: If your program is eligible for insurance reimbursement, initiate credentialing as soon as possible. Enrolling can take a year or longer.

Lower Priority, Short Term or One-Time Sources

☐ Fundraising: Connect with agency-wide fundraising efforts. Consider a fundraising event.

☐ Corporate Sponsorship: Large businesses can be a source of one-time or on-going financial support.
Foundation and Local Grants: A grant may help to provide bridge funding as you transition to a long-term funding plan.

DATA AS A SUSTAINABILITY TOOL

Data Collection: Make data collection a permanent practice; fidelity and outcome data play a valuable and enduring role in high quality, sustainable program implementation.

Quality Improvement: Establish a process for regularly reviewing and using program data to identify areas of success and needed improvements.

Marketing and Outreach: Ensure that data are used to communicate program impact.

Public Health Impact: Use local data sources to determine changes in community needs identified in your project proposal (e.g., placement rates, referrals to child welfare).

Program Relevance: Use data to show a match between your program and local needs.

STAKEHOLDER ENGAGEMENT

Stakeholder Identification: Who has a stake in your program and how might they play a part in its success or failure? Which of these have the biggest potential impact?

Communication: Routinely share program success with stakeholders, both anecdotal victories and data demonstrating program impact.

Coalition Involvement: Ensure your program has a relationship with coalitions to stay abreast of what is happening in the community and build relationships with community partners.

Program Visibility: Consider ways to increase public awareness of the value of your program.

STAFF RETENTION & DEVELOPMENT

Staff Retention: Identify the factors that contribute to staff turnover and develop a plan for supporting and maintaining staff.

Model Fidelity: Ensure leadership is providing staff with the resources and support needed to continue implementing the program with quality.

Maintaining Expertise: Ensure staff have connections with others disseminating the same program, such as the Program Developer, technical assistance providers, and provider networks.

Planning for Training: Support staff’s on-going development by budgeting for staff development costs and having policies that support staff training time.

PROGRAM PARTICIPATION

Recruitment: Work with staff, coalition(s), and families to develop strategies for building your referral base and keeping referral sources engaged.

Retention: Identify barriers to participation and engagement. Ensure your program includes incentives and resources to overcome these barriers.
APPENDIX E:
Submission Checklist

HAVE YOU?

☐ Thoroughly read the entire funding announcement?
☐ Downloaded and read PCCD’s Applicants’ Manual?
☐ Viewed the EPICenter’s EBP 101 Webinar Series?
☐ Reviewed the EBP Risk Factor Matrix and the EBP Researched Outcomes?
☐ Obtained your DUNS number?
☐ Registered with SAM?
☐ Registered in Egrants (a minimum of two (2) distinct staff are required)?
☐ Submitted any grant related questions and found the answers?
☐ Acknowledged that continuation funding is not available?
☐ Started sustainability planning?
☐ Completed each section in Egrants and assured that no content was cut because of text box size restrictions (reviewed each section to ensure that all the narrative is included)?
☐ Obtained a letter of agreement (including implementation/materials costs) from the Program Developer?
☐ Obtained a letter from the EPICenter acknowledging your need for training?
☐ Confirmed that your budget complies with the available funding as outlined on page 5 of the RFP?
☐ Explained to your board that PCCD grants are reimbursed funds?
☐ Submitted the application content in Egrants prior to the Monday, March 9, 2020 11:59 p.m. EDT deadline?
☐ Mailed a hard copy of the original signature page by Monday, March 9, 2020?
☐ Submitted 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)?

DID YOU KNOW?

☐ If you are not active in Egrants for 20 minutes, Egrants will time out. Any information entered after Egrants has timed out will not be saved in the application.
☐ It is a good idea to print out your application before submitting. This will give you an idea of what PCCD will receive in Egrants and will show if any of your text was cut off due to character limitations.
☐ Year One funds expire at the end of the state fiscal year (June 30, 2021) and may not be carried over into the second year.
☐ PCCD has final approval for all budgets.