




COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

DATE: February 8, 2019

SUBJECT: 2019 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: 
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 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 2019-2020 state budget.** Under this solicitation, funds are being made available to support the implementation and expansion of programs that have been proven effective in reducing or eliminating the risk factors that lead to adolescent problem behaviors. These funds will be awarded to support the programs listed below:

- Aggression Replacement Training (ART)
- Big Brothers Big Sisters (BBBS) – Community-based model only
- *NEW* Blues Program
- *NEW* Cognitive Behavioral Intervention for Trauma in Schools (CBITS)
- 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) – Level 4 (Group and Individual) Only
- 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

2019 Violence and Delinquency Prevention Programs

PA State Fiscal Year 2019 Solicitation

PLEASE NOTE: Allow adequate time to prepare and submit your application. You must first register in Egrants; otherwise you will be unable to submit your application. Applications will ***only*** be accepted through PCCD's Egrants system.

Recommended Egrants Agency Registration Date:

Thursday, February 14, 2019

Recommended Egrants User Registration Date:

Thursday, February 21, 2019

Mandatory SAM Registration Deadline:

Wednesday, March 6, 2019

Federal Application Registration Process:

www.pccd.pa.gov/Funding/Pages/The-PCCD-Funding-and-Grants-Process-Federal-Applicants.aspx

Mandatory Egrants Application Deadline:

Wednesday, March 20, 2019

Before completing this application, you are strongly encouraged to view the EPISCenter's "[EBP 101](http://www.episcenter.psu.edu/EBP101)" webinar series (www.episcenter.psu.edu/EBP101)

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

Funding Guidelines: 2019 Violence and 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 2019-2020

Funding Announcement Title:

2019 Violence and Delinquency Prevention Programs

Funding Available: State Violence and Delinquency Prevention Programs (VDPP)

Submission Requirements for Applicants:

- **Due Date** – All applications must be submitted electronically through PCCD’s Egrants System no later than 11:59 p.m. EDT on **Wednesday, March 20, 2019**. **Please note:** The Egrants Help Desk is available to assist with questions Monday through Friday until 4:00 p.m. EDT. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: 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 by the required due date. Recommended applications will be presented for consideration at the June 2019 Commission meeting.
- **Completeness** – Applications that do not meet the recommendations outlined in this 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, expansion of an existing program, or support for BBBS).
 - 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 (as either the applicant or recipient agency).
- **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 appropriate applications will be reviewed and scored. Scoring of applications is based on the applicant’s adherence to these Funding Announcement Guidelines and timely submission in the PCCD Egrants system.

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 Violence and Delinquency Prevention Programs Funds (VDPP) to support a targeted group of evidence-based programs 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; and
- Support of Big Brothers Big Sisters Program Operations.

The fifteen (15) programs eligible for funding under this announcement are:

- a. Aggression Replacement Training (ART)
- b. Big Brothers Big Sisters (BBBS) – Community-based model only
- c. *NEW* Blues Program
- d. *NEW* Cognitive Behavioral Intervention for Trauma in School (CBITS)
- e. Familias Fuertes (FF)
- f. The Incredible Years (IYS) – Small Group Therapy, Basic/Advanced Parent, and Dina Classroom. Spanish language versions are also eligible.
- g. LifeSkills Training (LST) – Middle School model only
- h. Olweus Bullying Prevention Program (OBPP)
- i. Positive Action (PA)
- j. Positive Parenting Program (Triple P) – Level 4 (Group and Individual) Only
- k. Project Toward No Drug Abuse (PTNDA) – High School model only
- l. Promoting Alternative Thinking Strategies (PATHS)
- m. Strengthening Families Program 10-14 (SFP 10-14)
- n. Strong African American Families (SAAF)
- o. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)

To address the issue of increasing depression and anxiety among high school students (as identified in the 2013, 2015, and 2017 Pennsylvania Youth Survey (PAYS) data), this year's funding announcement has added two additional programs to the eligible list:

- The Blues Program, and
- Cognitive Behavioral Intervention for Trauma in Schools (CBITS).

Need more information? For detailed information (informational videos, implementation costs, targeted population, risk factors addressed, etc.) on each of the eligible programs, visit the [Evidence-Based Prevention and Intervention Support Center \(EPISCenter\)](#). 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".

Please Note: 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.

2. Funding Availability:

Funding is contingent on the availability of funds in the final PA State Fiscal Year 2019-2020 budget. Please see Section 9 of this announcement for more specific definitions of these types of applications.

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. (EX: \$125,000 YR 1 Max Allowable; \$75,000 YR 2 Max Allowable)

b. For EXPANSIONS INTO NEW AREAS:

- Two-year grants with total budgets not to exceed \$150,000 over the two years.
- Maximum amount of funding that may be requested in either year is \$100,000.

c. For SUPPORT OF EXISTING BBBS PROGRAMS:

- Two-year grants with total budgets not to exceed \$100,000 over the two years.
- Maximum amount of funding that may be requested in either year is \$50,000.

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 cannot 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. See [applicant's manual page 10 of 44](#) for more information.

4. Project Dates:

Contingent upon the availability of funds in the final state budget,

- Two-year projects will **start July 1, 2019** and **end June 30, 2021**.
- Award Letters will be mailed, as soon as possible, after the applications are approved and will also be available in Egrants.

PLEASE NOTE: PCCD is not liable for any costs incurred prior to the start date of the award.

5. 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>). 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>. 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.
- Applicants must have conducted a community Risk and Resource Assessment after December 31, 2016 (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) be used by applicants in completing the Risk and Resource Assessment.

How a Risk and Resource Assessment is conducted will vary with each applicant; however, at a minimum, the assessment requires gathering local and comparative data that includes items which the community collaborative board regards as significant indicators to enhancing or impeding positive youth development within their community. Data may come from sources such as law enforcement, schools, juvenile probation departments (including the Youth Level of Service (YLS) risk/need assessment information), census data, and youth surveys.

PLEASE NOTE: 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 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 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 adult volunteers and at-risk youths;
- Engage and motivate youth and families to reduce and/or eliminate intense anti-social attitudes and behaviors;
- Allow grantees to use a variety of techniques that serve to build skills among youth in communities, schools and family aiding in the resistance of drug, alcohol and tobacco use and abuse;
- Support interventions proven to reduce and/or prevent violent and delinquent behaviors amongst youth and improve school climate;
- Promote healing from traumas of victimization and repeated exposure to violence; and
- Assist communities in developing the capacity to address concerns at the community level.

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

- Improved communication skills, between youth, school staff, families and communities that promotes problem solving and learning readiness skills benefitting pre-school and elementary-age children;
- Stabilization of family relationships as evidenced by a reduction in the incidence 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;
- 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](#).

7. Eligible Program Activities and Expenses:

Activities will vary depending upon 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> and select the appropriate program.

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.

8. Required Egrants Sections/Documents:

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 the Competitive Application Procedures section). Applicants should avoid using form/template letters to receive full credit.
- Signature Page (page 2 of the application)

9. Competitive Application Procedures/Scoring:

The information PCCD is requesting must be submitted in the text boxes within Egrants that are provided for each section of the application:

- Provide only the requested information in the section where it is requested
- When asked to enter the title of your project, please include the name of the program you will be implementing in the title.

Each scoring section contains several text boxes, which have size limitations. Please note:

- Text limitations are determined by clicking the yellow gavel on the right-hand side of the text box and clicking "Question Validation Rules";
- Place required and/or supporting attachments in the appropriate sections; and
- **DO NOT** attach documents to the sections unless specifically directed to do so.

Applicants are strongly encouraged to view the EPISCenter's "EBP 101" webinar series (<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 agencies. **NOTE: BBBS affiliates are not eligible to apply for new implementation funding.**
- **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 than that currently being served.

For school-based programs (i.e., LST, PATHS, OBPP, IYS DINA Classroom, Positive Action, 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, 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). **NOTE: BBBS affiliates are not eligible to apply for expansion funding.**

- 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 will need to clearly explain how the requested funds will be used to reduce waiting lists, increase the number of matches served in community based programs, and improve long term sustainability. Sites do not need to serve a new population (i.e. support for existing matches is eligible under this funding).

If your agency will be receiving PCCD funding for BBBS through a competitive grant award as either the applicant or recipient as of July 1, 2019, you are not eligible to apply under this announcement.

Please note: Continuation Funding (funds requested to continue an existing project in the same area) is NOT available under the 2019 Violence and Delinquency Prevention Programs funding announcement.

Scoring: In addition to reviewer ratings, scoring also considers an organization’s ability to serve under represented and underserved communities, outreach efforts, broaden access to quality services, past performance on PCCD funding, geographic diversity of the services being provided, capacity to implement, alignment of 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.

Please Note: *The Egrants system will time out after 20 minutes of inactivity. Any information entered after Egrants has timed out will not be saved by the system. Before submitting, please go to each section to ensure that all of the required narrative is included.*

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: 5

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

- New Program Implementation or Expansion of an Existing Program (BBBS Applicants should enter “NA” for these questions) – Please provide 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. (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.
- Support for BBBS (New/Expansion Applicants should enter “NA” for these questions) – Please address the following:
 1. Length of time as a BBBS affiliate
 2. Describe the current operating status of your program

- a. List the total number of matches you were serving as of January 1, 2019
- b. Identify the number of youth who are on a waiting list to be matched
3. Describe your process for recruiting and training new mentors and how many new mentors were recruited and trained during 2018
4. Discuss the overall outcomes your agency has seen based on YOS and SOR data
5. Discuss how these funds will be used to:
 - a. Reduce waiting lists
 - b. Increase the number of matches served in community based programs and/or
 - c. Improve long term sustainability
6. Estimate of the total number of new matches 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 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.

- New Program Implementation or Expansion of an Existing Program (BBBS Applicants should enter "NA" for these questions) – Please address the following:
 1. Define the concern 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?
 - b. What are the connections between the stated problem and the selected program?
- Support for BBBS (New/Expansion Applicants should enter "NA" for these questions) – Please address the following:
 1. Use data to illustrate these barriers detail the implementation barriers this funding will address:
 - a. Describe any barriers to mentor recruitment, including struggles related to recruiting male, Spanish speaking, or minority mentors.
 - b. Describe barriers to match retention, duration, or dosage.
 - c. Describe barriers to staff recruitment and retention.
 - d. Describe barriers to fiscal sustainability.
 2. Describe what parts of your Collaborative Board's prevention strategy your BBBS Affiliate will address.
 3. Describe how your BBBS Affiliate will work to address the collaborative's prioritized risk and protective factors.

C. Project Design & Implementation – *Maximum points awarded: 35*

This section establishes that the applicant has made a clear connection between the eligible program components, behaviors targeted, and outcomes and the identified behaviors they intend to address. The applicant's capacity to implement is also solidified.

- New Program Implementation or Expansion of an Existing Program (BBBS Applicants should enter "NA" for these questions) – Please address the following:
 1. Explain, why your agency selected the EBP you plan to implement.
 2. Detail where the proposed program will be implemented (i.e. countywide, a specific community, school district/school buildings/grades, etc.) and describe relevant geographic and demographic information (i.e. rural/urban, neighborhood structure, socio-economics, industry, employment, etc.).
 3. 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
 4. 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 (if applicable)?
 - c. Explain the process, steps, and forms used to refer youth for programming by your agency.
 5. Describe the plan for implementation
 - a. Who will deliver the program?
 - b. Where it will be delivered? Provide site address if available.
 - c. How often it will 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?
 6. 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; and
 - c. Explain why the expansion is necessary and how it will serve the additional needs of the defined community.
- Support for BBBS (New/Expansion Applicants should enter "NA" for these questions) – Please address the following:
 1. Describe all the funding sources you currently are using to support your affiliate.
 2. Describe how these funds will improve the quality of your BBBS operation.
 3. 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.
 4. Discuss the activities for which you will use these funds:
 - a. How will they meet unaddressed needs at your affiliate?

- b. Describe in detail your plan for using these funds to address any barriers identified in Section 9.B., Statement of Problem.
5. Discuss how you plan to continue to support your matches after the end of this support funding.

Required Section Attachments:

1. All Applicants must provide a letter from the 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 Community Collaborative Board’s overall prevention strategy and how these funds will aid continued operations.

NOTE: If 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, 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; and
 - Accompany the application as an attachment in Egrants (this requirement does not apply to applications for BBBS Support)

EBP-Specific Requirements

- If requesting funds to implement the SFP 10-14
 - a. Training will be scheduled through the EPISCenter.
 - b. You must obtain a letter/email from the EPISCenter indicating that a training request has been made.
 - c. The letter/email from the EPISCenter must also 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 (IYS)
 - a. Training will be coordinated by the EPISCenter.
 - b. Applicants must obtain a letter/email from the EPISCenter indicating that a training request has been made.
 - c. The letter/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 a letter/email from the EPISCenter indicating that a training request has been made and how many people they propose to train on the Level 4 model of the program.

- 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 letters of commitment from the appropriate school official(s) agreeing to implement the program. The letter must:
 - a. Specify which school buildings, grades, and/or classes will receive the program, and
 - b. Include a commitment of staff time and school resources to the project.

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).

A Note About Training: 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 EPISCenter when it is reasonable and financially advantageous to do so.

D. Impacts & Outcomes – *Maximum points awarded: 10*

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

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. 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 the current program(s). New implementation 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, spreadsheets, and processes to provide PCCD with information on the overall impact of mentoring in the Commonwealth. It is understood that BBBS Applicants will need to work collaboratively with EPISCenter to redefine data collection and reporting processes considering the planned revision of the BBBS National Data Systems in Winter 2019.
7. All applicants are required to accept training and technical assistance from the EPISCenter. Applicants must state that they accept this requirement.

E. Budget Detail and Budget Justification – *Maximum points awarded: 15*

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. All budget line items must be thoroughly explained and justified.
2. 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.

3. 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](#).

Budget Detail:

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.
3. **Do not** include the name of personnel for which funding is being requested, only the title of the position.
4. Each benefit must be listed as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
5. Visit [VDPP](#) for more 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 the 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 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 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 \$575/person and up to three-nights lodging at \$135/night (if traveling over 50 miles) for up to three staff to attend the Commonwealth Prevention Alliance (CPA) conference in June of each year of the grant is also an allowable expense.

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 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. 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. (New program or BBBS Support applicants should enter "NA.") Describe both successes and challenges/barriers you have experienced in doing so.
9. If you are applying for BBBS Support, describe how these funds and your project design will be used to ensure the sustainability of the program after the PCCD grant ends. (Applications for a new program or an expansion should enter "NA.")

Note: Applications that include Letters of Commitment or Letters of Support 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.

Additional ideas and tips for sustaining your program after PCCD funding can be found in "Appendix C".

10. 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.

- Program Technical Assistance
 1. Is provided to all approved applicants by the EPISCenter.
 2. All approved applicants are required to work with the EPISCenter to improve the applicant's efforts. They will provide on-going support to ensure a successful project launch and implementation.
 3. EPISCenter consultants can provide supports 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
 1. Completed in the first half of Year Two
 2. Applicant is required 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.
 3. After the review, the program developer will complete a verification form that evaluates the quality of program implementation. This form must be attached to the next quarterly report in Egrants after receipt from the developer.
 4. The EPISCenter staff will coordinate completion of the verification process with each sub-grantee.
 5. 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.
 6. The costs of this visit must be included in the budget detail and narrative.
 7. Visit <http://episcenter.psu.edu/VDPP> to determine the amount of funding that should be budgeted for each program.
 8. Poor quality implementation can lead to grant termination and may impact future grant opportunities with PCCD.
- Outcome Data Report
 1. Must be completed and submitted to PCCD as part of the Final Quarterly Program Report.
 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 agency's success in addressing the risk factors identified in the initial application.

11. Performance Measures:

The applicant must report on program specific measures in coordination with the EPISCenter and agrees to:

1. Submit quarterly reports via Egrants, including attaching the performance measure Excel spreadsheet provided by the EPISCenter;
2. Accept Technical Assistance from EPISCenter Implementation Specialists; and
3. Create additional performance measures if they believe they will provide PCCD with useful information about the project.

12. Keywords:

Applicants are required to select "Keywords" from the dropdown menu located on the Main Summary screen in Egrants. Keywords: Evidence-Based and Prevention. Other keywords that apply specifically to the application may also be selected.

13. 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 beginning on page 16 of 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](#), page 18, for Procurement by Noncompetitive Proposal Approval Procedure.)

14. Other Administrative Requirements:

- a. **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. **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: 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).
- e. **Reporting Requirements:** Programmatic and Fiscal Reports are due quarterly for all projects and must be submitted through the Egrants System.

15. 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.
Questions regarding this funding announcement should be directed as follows:
 - E-mail your funding announcement questions to RA-PCCD-OJJDP@pa.gov with "2019 Violence and Delinquency Prevention Programs" in the subject line.
 - Questions must be received by 4:00 p.m. on Friday, March 15, 2019.
 - Answers will be sent to registered individuals through close of business on Monday, March 18, 2019.
 - For everyone to benefit from this Q&A process, all answers will be available at <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx> by selecting "2019 Violence and Delinquency Prevention Programs."
- b. **Egrants Funding Announcement:** This funding announcement can be found by logging into the Egrants System and searching under the "Funding Announcement" tab for "2019 Violence and 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 or (800) 692-7292. *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](#).
- f. **Reporting Potential Fraud, Waste and Abuse:** If you know 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 you may report it to the PCCD Fraud Hotline. More information about reporting fraud, waste and abuse is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx>.

16. Mailing Information:

Applications must be entered into Egrants no later than **11:59 p.m., EDT** on **Wednesday, March 20, 2019.**

The original Signature Page and any additional required information that cannot be submitted electronically must be **received or postmarked* by Wednesday, March 20, 2019** and either mailed or sent via express delivery services** to:

PA Commission on Crime and Delinquency
Attention: Grants Management

Via U.S. Mail:

P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services:

3101 North Front Street
Harrisburg, PA 17110

Finally, prior to submission, applicants are strongly encouraged to review the Submission Checklist found in "Appendix D".

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

**** Since staff is not available at this location on Saturday and Sunday, DO NOT send applications by express mail or courier service on a Friday. Use the U.S. Mail when mailing over a weekend; just be sure that the document is postmarked by **March 20, 2019.****

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 “2019 Violence and Delinquency Prevention Programs” Funding Announcement.

a. Aggression Replacement Training (ART)		
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/
b. Big Brothers Big Sisters (BBBS) - COMMUNITY BASED MODEL ONLY		
Community-based mentoring relationships involving one-on-one outings and activities that help youth reach their potential through professionally supported relationships with volunteer mentors.		
Organization	Direct Link	Web Address
EPIS Center	BBBS	http://episcenter.psu.edu/ebp/bigbrotherssisters
Program Developer	BBBS of America	https://www.bbbs.org/
c. Blues Program (*NEW*)		
School-based prevention program for adolescents with depressive symptoms or adolescents who are at risk of onset of major depression. Six group sessions include: building rapport, increasing involvement in pleasant activities, learning and practicing cognitive restricting techniques, and developing response plans for future life stressors.		
Organization	Direct Link	Web Address
EPIS Center	Blues	http://www.episcenter.psu.edu/ebp/blues
Program Developer	The Blues Program	https://thebluesprogram.weebly.com/
d. Cognitive Behaviors Intervention for Trauma in School (CBITS) (*NEW*)		
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.		
Organization	Direct Link	Web Address
EPIS Center	CBITS	http://www.episcenter.psu.edu/ebp/cbits
Program Developer	CBITS National	https://cbitsprogram.org/

e. Familias Fuertes (FF)		
An 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.		
Organization	Direct Link	Web Address
EPIS Center	FF	http://episcenter.psu.edu/newvpp/ff
Program Developer	FF National	https://www.extension.iastate.edu/sfp10-14/
f. The Incredible Years (IY)		
Effective programming for reducing children's aggression and behavior problems and increasing social competence in home and school settings.		
Small Group	For preschool, kindergarten, and primary school children ages 4-8 years with behavior problems	
Basic Parent	For parents of children ages 3-12 years. Emphasizes parenting skills known to promote children's social competence and reduce behavior problems	
Advanced Parent	Emphasizes parent interpersonal skills: effective communication, anger management, problem-solving between adults, and ways to give and get support.	
Dina Classroom	Small Group Dinosaur Curriculum: For preschool, kindergarten, and primary school children ages 4-8 years with behavior problems	
Organization	Direct Link	Web Address
EPIS Center	IY	http://www.episcenter.psu.edu/ebp/incredible
Program Developer	IY National	http://www.incredibleyears.com/
g. Life Skills Training (LST) – Middle School Version 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 objective is to enhance the development of basic life skills, personal competence, and skills related to resistance to social influences that promote substance use.		
Organization	Direct Link	Web Address
EPIS Center	LST	http://episcenter.psu.edu/ebp/lifeskills
Program Developer	LST National	https://www.lifeskillstraining.com/

h. Olweus Bullying Prevention Program (OBPP)		
A universal intervention for the reduction and prevention of bully/victim problems.		
Organization	Direct Link	Web Address
EPIS Center	OBPP	http://episcenter.psu.edu/ebp/olweus
Program Developer	Olweus International	https://olweus.sites.clemson.edu/
i. Positive Action (PA)		
A school-based program that focuses on school-wide climate change for grades K-8.		
Organization	Direct Link	Web Address
EPIS Center	PA	http://www.episcenter.psu.edu/newvpp/positiveaction
Program Developer	PA National	https://www.positiveaction.net/
j. Positive Parenting Program (Triple P) – Level 4 (Group and Individual) 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.		
Organization	Direct Link	Web Address
EPIS Center	Triple P	http://www.episcenter.psu.edu/newvpp/triplep
Program Developer	Triple P National	https://www.triplep.net/glo-en/home/
k. Project Toward No Drug Abuse (PTNDA) – High School model only		
A classroom-based drug abuse prevention curriculum implemented at the high school level that provide motivation-skills-decision-making material targeting the use of cigarettes, alcohol, marijuana, hard drug use, and violence related behavior.		
Organization	Direct Link	Web Address
EPIS Center	PTNDA	http://episcenter.psu.edu/ebp/nodrugabuse
Program Developer	PTNDA National	http://tnd.usc.edu/
l. Promoting Alternative Thinking Strategies (PATHS)		
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.		
Organization	Direct Link	Web Address
EPIS Center	PATHS	http://episcenter.psu.edu/ebp/altthinking
Program Developer	PATHS National	https://www.channing-bete.com/prevention-programs/paths/paths.html

m. Strengthening Families Program 10-14 (SFP 10-14)		
A prevention program targeting adolescents ages 10 to 14 and their caregivers. Parents and youth meet separately, but work on similar skills.		
Organization	Direct Link	Web Address
EPIS Center	SFP 10-14	http://episcenter.psu.edu/ebp/strengthening
Program Developer	SFP 10-14 National	https://www.extension.iastate.edu/sfp10-14/
n. Strong African-American Families		
A culturally sensitive program for youth 10-14 and their parent/caregiver intended universally for African American youth 10-14 and their parents/caregivers.		
Organization	Direct Link	Web Address
EPIS Center	SAAF	http://www.episcenter.psu.edu/newvpp/saaf
Program Developer	SAAF National	https://cfr.uga.edu/saaf-programs/saaf/
o. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)		
An evidence-based treatment for reducing emotional and behavioral symptoms resulting from trauma exposure.		
Organization	Direct Link	Web Address
EPIS Center	TF-CBT	http://www.episcenter.psu.edu/newvpp/tfcbt
Program Developer	TF-CBT National	https://tfcbt.org/

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

Program	Acronym	Low	Mid	High
Aggression Replacement Training	ART	\$303	\$905	\$1,507
Big Brothers Big Sisters	BBBS	\$1,099	\$1,603	\$2,107
The Incredible Years	IYS	\$1,446	\$2,104	\$2,762
LifeSkills Training	LST	\$71	\$131	\$191
Promoting Alternative Thinking Strategies	PATHS	\$161	\$215	\$269
The Strengthening Families Program	SFP 10-14	\$1,467	\$1,754	\$2,041
Trauma-Focused Cognitive Behavioral Therapy	TF-CBT	\$1,086	\$1,666	\$2,246
Triple P - Positive Parenting Program	TripleP	\$988	\$1,376	\$1,764
Project Towards No Drug Abuse	TND	\$70	\$117	\$164
Positive Action	PA	\$41	\$63	\$206
Olweus Bullying Prevention Program	OBPP	\$5	\$38	\$72
Strong African American Families	SAAF	\$1,507	\$2,261	\$3,016

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:

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

High 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 boards 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 D:

Submission Checklist

HAVE YOU?

- Thoroughly read the entire funding announcement?
- Downloaded and read [PCCD's Applicants' Manual](#)?
- Viewed the EPISCenter's "[EBP 101](#)" Webinar Series?
- Reviewed the [EBP Risk Factor Matrix](#) and the [Researched Program 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 EPISCenter acknowledging your need for training?
- Confirmed that your budget complies with the available funding as outlined on page 7 of the RFP?
- Explained to your board that PCCD grants are reimbursed funds?
- Submitted the application content in Egrants prior to the Wednesday, March 20, 2019 11:59 p.m. EDT deadline?
- Mailed a hard copy of the original signature page by Tuesday, April 16, 2019?
- 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 a good idea to print out your application before submitting. This will give an idea of what PCCD will receive in Egrants and will let you know 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, 2020) and may not be carried over into the second year.
- PCCD has final approval for all budgets.