Date: March 8, 2019

Subject: Opioid Misuse Prevention Project Cohort 2

To: All Eligible Non-Profit Organizations, School Districts, Single County Authorities, and County Commissioners

From: Derin Myers
Acting Executive Director

The Pennsylvania Commission on Crime and Delinquency (PCCD), in partnership with the Pennsylvania Departments of Drug and Alcohol Programs and Education, announces the availability of Federal Opioid Response funds to implement a long-term prevention project that aims to provide supports to middle-school youth and their families to prevent the onset of substance use. The long-term goal is to prevent opioid abuse later in life by providing participating youth with the skills and knowledge to avoid beginning to use any substances and to seek pro-social opportunities instead.

Please Note: This funding announcement is a re-release of the announcement from October 2018. We have an additional six slots available for sites to participate in this project. Additionally, we have made some changes to the project design and encourage those with previous interest to re-read the announcement.

This five-and-a-half year project is seeking applicants to be one of six sites across the Commonwealth to pilot this approach. Applicants will form local community partnerships between one or more School Districts, local non-profit prevention providers, and their Single County Authority to implement a multi-tiered prevention strategy, which includes:

- The provision of the evidence-based program LifeSkills Training (LST) to middle/junior high school youth, in conjunction with
- The simultaneous provision of the evidence-based program Strengthening Families 10-14 (SFP) to the families of these same youth;
- The development/expansion of community partnerships using a risk-focused strategic planning approach to develop a public health promotion and education campaign; and
- Training of the community at-large on the Social Development Strategy public health model (the foundation of the Communities That Care model).
Applications are due in PCCD’s Egrants System by April 16, 2019. Recommended applications will be approved at the June 12, 2019 Commission meeting, and all projects will begin on July 1, 2019. Please note that awards will be made to successful applicants contingent on the availability of funds over the life of the project. For full application requirements, applicants are encouraged to read and print the narrative funding announcement and use it as a guide to complete their applications in the Egrants System.

We look forward to receiving applications under this funding opportunity, and the possibility to work with you in providing early prevention services for Pennsylvania’s youth to help to address the problem of opioid abuse.
Please Note: Allow adequate time to submit your application. You will be unable to submit your application, if you do not first register in Egrants. Applications will only be accepted through PCCD’s Egrants system.

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**Recommended Egrants Agency Registration Date:**
March 8, 2019

**Recommended Egrants User Registration Date:**
March 12, 2019

**Mandatory Egrants Application Deadline:**
April 16, 2019

**Office Specific Dates:**
Questions regarding this funding announcement must be sent to:
RA-PCCD-OJJDP@pa.gov
Subject Line: “Opioid Misuse Prevention Project”
All questions must be received by 4:00pm on April 11, 2019. Answers will be sent to registered individuals on a regular basis through April 12, 2019. For all potential applicants to benefit from the Q&A process, answers are available to all parties at:
http://www.pccd.pa.gov/Funding/Pages/Funding-announcement-QA.aspx
• Select “Opioid Misuse Prevention Project Cohort 2”

**ANY QUESTIONS REGARDING THE EGRANTS SYSTEM SHOULD BE DIRECTED TO 717.787.5887 OR 800.692.7292.**
TABLE OF CONTENTS

Basic Funding Announcement Guidelines .......................................................... 3

1. Overview ........................................................................................................ 4

2. Funding Availability ........................................................................................ 6

3. Non-supplantation ............................................................................................ 7

4. Project Dates ...................................................................................................... 7

5. Eligible Applicants ............................................................................................ 7

6. Program Goal and Anticipated Impact ............................................................ 7

7. Eligibility and Required Partnership Details ..................................................... 8

8. Required Egrants Sections/Documents ............................................................... 10

9. Scoring .............................................................................................................. 10

10. Performance Measures ..................................................................................... 16

11. Keywords .......................................................................................................... 17

12. Competitive Bidding/Sole Source Procurement .............................................. 17

13. Other Administrative Requirements ............................................................... 17
   a. Egrants Registration ....................................................................................... 17
   b. Fiscal Accountability ..................................................................................... 17
   c. Time and Effort Reporting ........................................................................... 17
   d. Grant Payments ............................................................................................ 17
   e. Federal Application Requirements ............................................................. 18
   f. Reporting Requirements ............................................................................. 18
   g. UCR Reporting ............................................................................................ 18
   h. Technology Conditions ................................................................................. 18

14. PCCD Contact Information and Resources ..................................................... 18

15. Mailing Information .......................................................................................... 19

Appendix A ............................................................................................................ 20

Appendix B ............................................................................................................ 24
Submission Requirements for Applications:

- **Scoring** - All applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant’s adherence to the funding announcement guidelines, and a timely submission in the PCCD Egrants system.

- **Due Date** - All applications must be submitted, electronically through PCCD’s Egrants system no later than April 16, 2019 by 11:59 p.m., Eastern Time. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. You may contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: RA-eGrantsSupport@pa.gov.

- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original signature page and any other required signed documents are also received at PCCD. Successful applications will be presented for consideration at the June 12, 2019 Commission meeting.

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

  Administrative rejection of an application WILL occur for the following:

  - A lack of Pennsylvania Youth Survey (PAYS) data from 2015 and 2017 and a lack of commitment to participate in and share PAYS data from the 2019 and 2021 administrations;

- ** Corrections** - If an application is returned by PCCD for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD in order for the application to be awarded.
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Juvenile Justice and Delinquency Prevention

Please Note: This funding announcement is a re-release of the announcement from October 2018. We have an additional six slots available for sites to participate in this project. Additionally, we have made some changes to the project design and encourage those with previous interest to re-read the announcement.

1. Overview:
The opioid crisis has negatively impacted communities, families, and children across Pennsylvania. While Pennsylvania has done a good job responding through intervention, enforcement, treatment, and recovery, one area that has not been fully addressed is the need for early, upstream prevention to reduce the risk factors that lead to substance misuse. By training youth in strategies aimed at preventing them from engaging in the use of all substances early in life, fewer young adults will need to receive services for opioid addiction in their 20’s.

This funding announcement, through a partnership between the Pennsylvania Department of Drug and Alcohol Programs, the Pennsylvania Department of Education, and the Pennsylvania Commission on Crime and Delinquency, is seeking applications to participate in a pilot program that will use evidence-based approaches and programs to address youth engagement in substance use and other problem behaviors. Selected applicants will form a partnership between the Single County Authority, the local School District, local non-profit service delivery agencies, and the community at large to help address the risk factors that can lead youth into trouble and to build protective factors that can help to buffer them from those risks. Up to six community partnerships will be selected to be part of this cohort, which will run for five years. There will be a six-month startup and planning phase (from July 1, 2019 through December 31, 2019), then four-and-a-half years of implementation (based upon the availability of funds).

The specific components of the project at each site will be as follows:

- The provision of the evidence-based program LifeSkills Training (LST) to middle/junior high school youth in conjunction with;
- The simultaneous provision of the evidence-based program Strengthening Families 10-14 (SFP) to the families of these same youth;
- The development/expansion of community partnerships using a risk-focused strategic planning approach to develop a public health promotion and education campaign; and
- Training of the community at-large on the Social Development Strategy public health model, the foundation of the Communities That Care model.

Background on LST
LST is a universal, classroom-based tobacco-, alcohol-, and drug abuse–prevention program for all middle or junior high school students in a school district. The goals of LST are to prevent tobacco, alcohol, and illicit drug abuse by targeting key risk and protective factors associated with these behaviors. It is designed to: (1) increase knowledge of the adverse consequences of substance use; (2) promote anti-drug attitudes and norms; (3) teach personal self-management skills; (4) teach general social skills; and (5) teach skills for resisting social influences to smoke, drink, use
illicit drugs, and engage in aggressive or violence-related behaviors. LST is designed to target students who have not yet initiated substance use or are early stage users. The target age group for LST is early adolescence when peer groups and social pressures begin to influence children into substance use experimentation, particularly with tobacco, alcohol and marijuana. The program has five key elements: a cognitive component, self-improvement component, a decision-making component, a coping with anxiety component, and a social skills training component. The LST prevention curriculum specifically:

- Provides students with the necessary skills to resist social pressures to drink alcohol, smoke cigarettes, and use illicit drugs;
- Helps students develop greater self-esteem, self-mastery, and self-confidence;
- Increases knowledge of the immediate consequences of substance abuse;
- Gives students tools to cope effectively with social anxiety; and
- Enhances cognitive and behavioral competency to prevent and reduce a variety of health risk behaviors.

The LST curriculum is centered on the development of drug resistance, personal self-management and increased social skills in the students.

**Background on SFP**

The Strengthening Families Program: For Parents and Youth 10–14 (SFP 10–14) is an adaptation of the Strengthening Families Program for parents and their adolescent children. The program aims to reduce substance use and behavior problems during adolescence through improved skills in nurturing and child management by parents and improved interpersonal and personal competencies among youths. SFP 10–14 consists of seven 2-hour sessions for parents and youths conducted weekly, along with a meal shared by participating families. The parents and youths attend separate skill-building groups for the first hour and spend the second hour together in supervised family activities. Parent group sessions clarify expectations based on child development norms, teach appropriate disciplinary practices, teach skills on managing strong adolescent emotion, and teach effective communication skills for dealing with their youths. Youth group sessions teach refusal skills for dealing with peer pressure and personal skills such as dealing with stress. During the joint family sessions, families are taught conflict resolution and communication skills. The sessions also involve games and activities designed to increase cohesiveness and introduce positive involvement of the youths in the family. In all sessions, videotaped presentations are used to introduce the topics and form discussions. Additionally, youths are shown 15-minute videotapes that look at dealing with and resisting peer pressure.

Youth sessions generally concentrate on strengthening goal setting, communication skills, behavior management techniques, and peer pressure. By contrast, parent sessions generally discuss the importance of nurturing while simultaneously setting rules, monitoring compliance, and applying appropriate discipline. Topics include developing appropriate rules, encouraging good behavior, using consequences, building bridges, and protecting against substance abuse.
While not a requirement, ideally the SFP sessions would be offered at the school building. Schools will need to be heavily involved in the recruitment of families to participate in the program. A minimum 15-person implementation team will be trained on the model to allow for trained staff to be available to facilitate the weekly programming. Team members can be school personnel, parents, substance abuse/mental health specialists, or other community members. Facilitators will provide approximately three-hours per week for the program and will be provided with a stipend for their time.

**Background on Public Health Initiative**
Participating sites will work with community stakeholders and prevention coalitions to increase awareness about the danger of substance abuse. This will be accomplished through educational presentations and materials, community level trainings, and environmental strategies that will change the mindset of the community and provide additional pro-social supports for youth and their families. The Communities That Care Social Development Strategy (SDS) will serve as an underlying framework for this part of the project. Each site will select an individual that will be trained as a SDS facilitator who will provide leadership in the effort.

The Evidence-Based Prevention and Intervention Support Center (EPISCenter) at Penn State University will provide selected sites with technical assistance over the five-year project period. Funding will only be awarded to communities that have established a partnership between one or more school districts, the Single County Authority, and one or more local non-profits entities.

- The School District(s) must agree to have their staff implement LST in a selected classroom (health, social studies, etc.).
- The non-profit must agree to coordinate up to eight cohorts of SFP during each full year of the project implementation (four cohorts during the initial six-month implementation phase).

**Evaluation Component**
All funded sites will participate in a program implementation impact evaluation. The EPISCenter will provide dedicated consultation and support to sites to help with data collection over the four-and-a-half year implementation period. The Evaluation Coordinator at Penn State will work closely with the site implementation specialist and administrative assistant to develop and execute the evaluation plan and will aid in analyzing site-specific and cross-site data to examine program impact. The coordinator will also assist sites with developing reports to communicate program successes to key stakeholders.

A PowerPoint that provides the requirements and expectations for community partnerships that wish to apply can be found here: [http://www.episcenter.psu.edu/OMPP](http://www.episcenter.psu.edu/OMPP)

2. **Funding Availability:**
A total of approximately $15 million in a combination of federal and state funds over five years is being announced to support this initiative, contingent upon the availability of the necessary funds after the first 12-month award. PCCD expects to make up to six additional awards.

- No cash or in-kind match is required under this funding announcement.
• If your application is selected, your budget will be prepared in collaboration and consultation with PCCD and EPISCenter staff. You may be funded up to $275,000 for costs necessary to successful implement the project over the 12-month initial project period.

• Each project and its budget will be reviewed on an annual basis, and a one-year continuation award will be made each year for the following four years (July 1, 2020 through June 30, 2024), pending satisfactory results.

• State Opioid Response Grant (SOR) funds may only be used to implement a public health campaign, the Social Development Strategy trainings, the LifeSkills Training Curriculum, and the Strengthening Families Program 10-14.

• An application can consist of multiple school districts to meet the youth and families served requirements. For these partnerships, only one application should be submitted.

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

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

3. 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, not to replace funds already being used for the same purpose as that being requested.

4. Project Dates:
Contingent upon availability of funds, applications approved at the June 2019 Commission meeting will be 12-month projects and have a start date of July 1, 2019 and an end date of June 30, 2020. The entire project timeline is 60 months long: an initial application consisting of a six-month planning period and a six-month implementation period. Following the initial 12-month period and a satisfactory project review, a new 12-month application will be awarded with three possible continuation years for a total project timeline of 60 months.

5. Eligible Applicants:
The following entities are eligible to serve as the applicant agency for this project:
• A School District (on behalf of one or multiple districts);
• A Non-profit Organization with current 501c3 status;
• County Commissioners; or
• A Single County Authority.

6. Program Goal and Anticipated Impact:
   a. The goal of the Opioid Misuse Prevention Project is to address the opioid crisis by reducing the risk factors that lead to substance misuse, while increasing the protective factors that promote resilient youth, families, and communities and prevent substance use disorders BEFORE they develop. Research demonstrates evidence-based prevention programs and community collaborative infrastructure models are effective at targeting risk and protective factors and reducing opioid misuse. These efforts show the greatest impact when preventive strategies are
coordinated and target multiple domains (including Families, Schools, and Communities).

b. Anticipated Impact: The anticipated short-term impact is that at least 40% of youth and/or parents who participate in the combination of LST and SFP 10-14 will show improvement on the following risk and protective factors as evidenced by pre/post data (this is based on historic outcomes by projects funded by PCCD):

- Improved Parental Rules & Expectations for Youth Substance Use
- Increased Parental Monitoring
- Improved Parental Expectations
- Improved Parent-Youth Relationship Quality
- Improved Family Problem Solving
- Increased Positive Parenting Behaviors
- Increased Communication of Goals
- Increased Parent Expectations
- Improved Stress Coping Skills
- Reported Improved Family Communication
- Increased Future Orientation

- Improved Peer Pressure Refusal Skills
- Improved Substance Abuse Rules and Expectations
- Decreased intentions to use alcohol, tobacco, and other drugs
- Decreased favorable attitudes towards ATOD
- Increased Knowledge of Drugs
- Increased Anxiety Reduction Skills
- Decreased Peer Use Perceptions
- Increased Knowledge of Effective Communication Skills

The anticipated long-term impact will be demonstrated via Pennsylvania Youth Survey (PAYS) data including the following:

- Reduced prevalence of substance misuse;
- Reduced prevalence of prescription drug use and misuse;
- Reduced risk factors including Perceived Risk of Drug Use and Parental Attitudes Favorable to Anti-Social Behavior; and
- Increased community and school protective factors including community rewards for prosocial involvement and school opportunities for prosocial involvement.

7. Eligibility and Required Partnership Details:

To be eligible for these funds, the applicant must provide evidence of:

a. The lead applicant agency experience implementing prevention programming.
   - School Districts are the ideal lead applicant;
• Non-profit organizations (Community Organizations, non-profit agencies, County Commissioners, or Single County Authorities) may serve as the lead applicant in collaboration with the School District. The non-profit must have current 501c3 status.

b. A working relationship with the following partners:
   • School District(s) to implement LST;
   • Single County Authority (County Drug and Alcohol Agency) to coordinate with other prevention initiatives in the County; and
   • One or more non-profit human service providers to offer SFP.

   **NOTE:** Appendix A must be reviewed and signed by each partner then submitted with the application to confirm the partnerships for this project.

c. PAYS (Pennsylvania Youth Survey) Participation
   • Past participation in the 2015 and 2017 PAYs Survey
   • Commitment to participate in the 2019 and 2021 PAYs Survey
   • Willingness to share current (2015 and 2017) and future (2019 and 2021) copies of the School District(s) Local Summary Reports with EPICenter for evaluation purposes. Note: No individual student-level PAYs data will be required.

d. Support from a local prevention infrastructure
   • Evidence of support by one or more local prevention coalitions using a data-driven prevention infrastructure model. Examples of ideal prevention infrastructures include, but are not limited to:
     1. Communities That Care Coalition
     2. Drug Free Communities Coalition
     3. PROSPER Site
     4. Community Schools

e. The capability of serving a minimum number of student and families each year
   • Applicant must demonstrate the ability to serve at least 100 students per year in the 10-14 age range using the LST Level 1 model, and be able to add the Level 2 and 3 models in subsequent years for 7th and 8th grades respectively.
   • Applicant must demonstrate the ability to serve at least 60 families per year with children in the 10-14 age range using the SFP 10-14 model (four cohorts of 7-8 families each semester).

Applicants applying on behalf of multiple school districts (due to school district size or the need to meet the minimum numbers of students and families served) are able to submit a Multiple School District Partnership Application provided they submit the following:
• An applicant submitting on behalf of multiple school districts shall submit one application, and must separately identify the services to be provided in each school district in the partnership.

• A copy of Appendix A must be reviewed and signed by each partner school district and any additional required partners and then submitted with the application.

• Multiple School District Partnership applicants will need to provide detailed information regarding coordination across districts. See the scoring section for more details.

NOTE: Communities that have previously implemented LST and/or SFP are eligible to apply for this project; however, applications from communities and school districts that have never implemented LST and SFP 10-14, or that have not implemented LST and SFP 10-14 in the past five years (2013-2017) will receive priority.

8. Required Egrants Sections/Documents:

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

   b. Required Signed Documents
      • Appendix A signed by all partners on the project, including all School Districts or Non-Profit Agencies (if more than one will be part of the project);
      • Signature page (page 2 of the application)

NOTE: All required documents should be uploaded to the Required Attachments section in eGrants. The original signature page must be mailed as described in 15. Mailing Information.

9. Scoring: The following application sections in Egrants have a point value associated with them and will be scored as described below:

   A. Executive Summary (Lead Applicant) – Maximum 5 points
   This section is meant to provide reviewers with an overall description of the lead organization.

   Provide an overview of the lead agency by answering the following questions:

   a) Identify, by name, the agency applying for the funding.

   b) If not a school district, please explain the rationale for your leadership in this initiative.

   c) Briefly describe the organization’s capacity to and experience with:
      a. Administering or assisting in the administration of the Pennsylvania Youth Survey and utilizing PAYS data.
      b. Implementing evidence-based programs with fidelity.
      c. Working with other partners to identify and advance the prevention goals of the community.
d) Identify the population to be served including the geographic area, demographic information, and the name of the School District(s) and School Building(s) where LST will be offered.

B. Problem Statement – Maximum 15 points
This section is meant to provide reviewers with an overall understanding of the locally identified problem the applicant is seeking to address and how that problem was determined. While the long-term impact of this project will be on reducing opioid abuse, you should identify the short-term impacts you expect to have in your community.

Describe the problem that this project will work to address by clearly providing the following information:

1. Describe any issues with drug and alcohol abuse in your defined community, including any information about the impact of the opioid crisis.
2. Identify the number of youth per grade that participated in the 2015 PAYS survey (6th, 8th, 10th, and 12th).
3. Identify the number of youth per grade that participated in the 2017 PAYS survey.
4. List the highest three (3) risk factors from your 2017 PAYS data.
5. List the three (3) lowest protective factors from your 2017 PAYS data.
6. Clearly describe any notable trends in youth substance misuse or other problem behaviors shown in your PAYS data.
7. Provide PAYS data specific to prescription drug use.
8. Provide any additional data that demonstrates the need for an Opioid Misuse Prevention Project in your community.

C. Partnership and Prevention Infrastructure – Maximum 35 Points
This section details the nature of the relationships between the partners who will take part in this project, allow applicants the opportunity to discuss the prevention infrastructure initiative(s) that they will build upon, and detail how they plan to use data to make informed decisions.

1. Describe the historic relationship between the school district(s), the Single County Authority, and Non-profit Human Service Provider(s) and why these entities have come together to partner on this project.
2. Ensure that each partner reads, understands and signs Appendix A, all of which must be attached in Egrants.
3. Describe the community or school based coalition/partnership model focused on prevention activities that will support your Opioid Misuse Prevention Project, including the following details:
   i. Name of model (Examples include, but are not limited to CTC, DFC, PROSPER, Community Schools, etc.). If the model is unique to your
community, provide a brief description of its approach towards prevention.

ii. How long has the prevention coalition/partnership been in place in your community?

iii. What are some of the key prevention accomplishments in your community that can be attributed to this partnership/coalition?

4. For applicants coming in as a Multiple School District Partnership only (applications planning to serve a single school district should enter NA):

   i. Describe the rationale/need for partnering across districts.

   ii. Describe, in detail, how the process for partnering across districts will be accomplished, including but not limited to:

      a) meeting frequency and type that the project coordinator will have with each school district;

      b) how accountably will be maintained; and

      c) an explanation of how the prevention infrastructure and public education campaign will work across multiple districts.

Signed Documents required for section C. Partnership and Prevention Infrastructure:

- **Appendix A** forms signed by all partners; and

- Strategic plans or reports that demonstrate the strength of your prevention infrastructure model coalition/partnership (not required but encouraged).

**NOTE:** All required documents should be uploaded to the Required Attachments section in eGrants.

**D. Project Design and Implementation – 35 points**

This section establishes that the applicant and partner agencies understand how the various components of this project will be implemented in conjunction with one another to advance early prevention and the first misuse of prescription opioids and heroin.

Provide details on the following:

1. **Project Staffing Plan**

   i. **Full-Time Project Coordinator**

      - Describe how you will recruit a full-time project coordinator for your project and what specific skills will you seek in a selected candidate?

      - Provide an estimate of the salary and benefits you will offer for this position.

   ii. **Administrative Assistant**
• Describe how you will recruit a full-time Administrative Assistant for your project and what specific skills will you seek in a candidate?

• Provide an estimate of the salary and benefits you will offer for this position.

iii. For Multiple District Applications Only

• Describe how the full-time Prevention Coordinator and the full time Administrative Assistant staff will work across more than one school district.

2. Program Implementation Plan

i. Strengthening Families Program 10-14

• Discuss how you will recruit the 15-person SFP 10-14 Facilitation Team. Team members will facilitate the SFP program in the evenings; it will entail approximately three hours per week, and a stipend will be provided. It is strongly suggested that this team include school personnel, parents, substance abuse/mental health professionals, and other community members as facilitators of the program.

• The SFP 10-14 team will participate in a required, local, three-day training for this model, prior to January 2020. Indicate your agreement to do so.

• Detail the strategies the School District/Lead Agency will use to recruit up to 30 6th grade families to participate in SFP 10-14 in the spring of 2020.

• Discuss how many families you anticipate serving. This should be based on the size of your district.

ii. Life Skills Training

• Describe the steps you will take to ensure that school personnel are available to attend a local, two-day initial training and then begin to deliver the LST Middle School Curriculum (Level 1 in the first year, adding level 2 in year two, and level 3 in year 3) within the school day, beginning in the spring of 2020.

• Describe how you will secure the buy-in and support for this program from the teachers who will implement the program in the classroom and any other necessary entities (e.g., school board, teachers’ unions, parent teacher association, etc.).

• During which class (e.g., Health, Social Studies, etc.) will LST be implemented?

• How many 6th grade (7th grade if Junior High School) students do you anticipate serving in the first year of implementation?

iii. For Multiple District Implementations Only
• Detail the expected implementation level/dosage of SFP 10-14 and LST planned for each district.

3. Public Health Messaging Campaign
The full-time Prevention Coordinator will be responsible for working with a state-level media/marketing partner to develop and implement a local media action plan that utilizes a pre-developed statewide media campaign designed with a focus on the role of primary prevention aimed at combatting the opioid epidemic. Each site will have access to a variety of professionally developed, culturally appropriate, opioid misuse prevention and education and messaging materials geared towards parents, students, and the community at large. The media action planning must include diverse approaches and include print, digital, and social media.

• Detail your partnership’s experience with disseminating public health messaging. Please note if your organization does not have this experience.

• Explain what strategy(ies) has been most effective.

• Explain what strategy(ies) has been least effective.

• Discuss any local prevention coalitions or other groups that would be beneficial partners on this campaign.

4. Social Development Strategy Training Plan
The Social Development Strategy (SDS) identifies five (5) simple aspects of development that enable youth to develop healthy behaviors. Please visit this site for more information: https://www.communitiesthatcare.net/how-ctc-works/social-development-strategy/.

Funding will be included in your budget to support the development of a local facilitator for this project requirement. During year one of the project, the local SDS facilitator will be trained during the 6-month planning phase and then required to facilitate two (2) trainings during the 6-month implementation period at no cost to the community (funds will be included in your budget for this purpose). The local SDS Facilitator will then be required in all subsequent project years to facilitate two (2) to five (5) trainings throughout the service area at no cost to the community (funds will be included in your budget for this purpose). EPISCenter will provide assistance in developing this project requirement including providing guidance on facilitator selection and then training and ongoing technical assistance to the selected candidate.

• Will this be the role of the Project Coordinator or someone else? If this will be someone else, describe how you will recruit this individual.

• How will you ensure the SDS trainings reach a broad community audience? What will your recruitment strategy be?
Additional Required Project Activities for the Project Coordinator: The following activities will be a required part of the Project Coordinator's job responsibilities. The costs for these will be included in the budget:

- Attend local trainings for both LST and SFP 10-14.
- Attend additional trainings as needed to build implementation capacity (ex. data tool training, communicating impact, making use of fidelity data) and to strengthen community partnerships.
- Participate in online learning communities with other project sites to provide support for each other.
- Accept technical assistance support from EPISCenter:
  - The EPISCenter will provide support for implementation planning via site visits, phone calls, email, etc. to include developing additional local partnerships in the community.
  - All applicants must state in writing that they agree to accept this support and use the resources provided by the EPISCenter.

E. Data Collection – Maximum 10 points

Participating sites will work with evaluators at EPISCenter to evaluate the impact of your project using the following tools:

1. Pennsylvania Youth Survey: Grantees will be required to share school district-level PAYS data from 2015, 2017, 2019, and 2021 with PCCD and the EPISCenter for the purposes of evaluating the impact of the project. No individual youth data will be required.
   i. Describe any barriers you anticipate to sharing this data.
   ii. Indicate your intent to participate in the 2019 and 2021 PAYS administrations.

2. SFP 10-14: Projects will be required to collect youth and parent pre/post data and fidelity data for all SFP 10-14 implementations using a spreadsheet tool provided by EPISCenter.
   i. Describe any possible barriers to collecting and reporting this data and how you will work to overcome them.
   ii. Describe how you will securely store pre- and post-test data and how you will code these tests so that family members can be matched without using proper names on the test form to protect participant privacy.

3. LST: Projects will be required to collect student pre/post data and fidelity data for all LST implementations using a spreadsheet tool provided by EPISCenter.
   i. Describe any possible barriers to collecting and reporting this data and how you will work to overcome them.
ii. Describe how you will securely store pre- and post-test data and how you will code these tests so that individual student data can be matched without using proper names on the test form to protect participant privacy.

4. SDS: Following each local training, projects will be required to provide training evaluations and participation numbers using an EPISCenter-developed Qualtrics tool. Additionally, the training evaluation links will also be provided by EPISCenter. Indicate your willingness to work with EPISCenter to provide this data.

5. How will the short-term and long-term results be shared with your partnership, your prevention partners, and the general community and how often will you provide updates?

The EPISCenter will provide support for data collection including standard pre/post measures, process measures, fidelity checklists, and an Excel based data recording and reporting tools. All applicants must state in writing that they agree to accept this support and use the resources provided by the EPISCenter.

**Project Budgets**

Budgets will be prepared after the sites have been selected using a 12-month budget template. This template can be viewed, along with a brief tutorial video, here: [http://www.episcenter.psu.edu/OMPP](http://www.episcenter.psu.edu/OMPP).

This template outlines all required budget line items, including which expenses are fixed and which expenses are flexible and allows you to estimate how many materials will be needed for your implementation. In general, the following program expenses will be provided:

- Salary and benefits for a full-time project coordinator.
- Salary and benefits for a full-time administrative assistant.
- Training for SFP facilitators.
- Training for school staff on LST.
- Curriculum and other program materials for both SFP and LST (amount will be based on the estimated number of families and students that will be participating).
- Training stipend for the Social Development Strategy facilitator.
- Funds for the public health education campaign.
- Local travel.
- Computers and a projector for project staff.
- A 10% indirect rate that sites can use as needed.

**10. Performance Measures:**

Under this funding announcement, successful applicants will be required to submit quarterly progress reports to PCCD via the Egrants system. Subgrant recipients under this funding announcement will be required to accept and report on performance measures selected by the staff of the PCCD Office of Juvenile Justice Delinquency Prevention (OJJDP) that will fulfill federal guidelines for the use of State Opioid Response funds.
Subgrant recipients will be required to utilize the pre/post measures, fidelity measures, and excel data reporting tools designated by the EPISCenter. Performance will be tracked and reported on a quarterly basis through the PCCD Egrants system.

All successful applicants are subject to on-site program monitoring. Subgrantees should maintain data backup in a secure manner in case of a monitoring visit.

Appendix B contains the anticipated timeline for the project; you should report on the status of the listed deliverables in your quarterly reports.

11. Keywords:

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

Keywords:

You may also pick other keywords that apply to your specific grant application. Selecting or not selecting keywords will not impact the scoring of your application.

12. 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 justify a procurement by noncompetitive proposal. 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.)

13. Other Administrative Requirements

a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit a grant 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. Please go to the Registering in Egrants page 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:

i. Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a
minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.

ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the Pennsylvania Electronic Payment Program (PEPP) Enrollment Form to the Commonwealth’s Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).

e. Federal Application Requirements (DUNS Number and SAM Registration): See the Federal Application Requirements page on PCCD’s website for further information.

f. Reporting Requirements: Programmatic reports are due quarterly and must be submitted through the Egrants system. Fiscal reports are due quarterly for all projects and must be submitted through Egrants.

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 Conditions: PCCD is required to include mandated subgrant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements. Additional information regarding the federal and state IT conditions can be found on PCCD’s website at http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx

14. PCCD Contact Information and Resources:
   a. Staff Contacts: PCCD staff may only field questions to clarify the funding announcement, and will not be able to answer questions about how a potential applicant should respond to any particular section of the Funding Announcement. Questions regarding this funding announcement must be sent to: RA-PCCD-OJJDP@pa.gov; Subject Line: “Opioid Misuse Prevention Project Cohort 2”.

   b. Egrants Funding Announcement: The funding announcement can be found by logging into the Egrants system and searching under the “Funding Announcement” tab for “Opioid Misuse Prevention Project”.

   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. Please note: While Egrants will accept your application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.

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: If you know about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a Pennsylvania Commission on Crime and Delinquency (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.

15. Mailing Information:

The application must be entered into Egrants no later than Tuesday, April 16, 2019 by 11:59 p.m., Eastern Time.

The original signature page and any additional required information that could not be submitted electronically must be received or postmarked by Tuesday, April 16, 2019 and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency
Attention: Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street
Harrisburg, PA 17110 **

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

** Since staff is not available at this location on Saturday and Sunday, applications should not be sent by express mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked Tuesday, April 16, 2019.

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.
[APPPLICANT NAME] is applying for a PCCD grant that will support a comprehensive prevention response to the Opioid Epidemic in your community. Your agency/school is required to be a Collaborating Partner in this endeavor. Without your support the project will not be funded.

This exciting opportunity will require certain commitments and participation from each partner. We want to ensure everyone is aware of these requirements at the time of the application for funds and that all key partners have agreed to work within their respective organizations, advisory boards, school boards, etc. to ensure that if funding is awarded the partner will meet these requirements.

Please review the information and expectations below and indicate your support by signing in the appropriate space on the signature page.

MINIMUM REQUIREMENTS FOR THE SCHOOL DISTRICT(S)

- Implement the LifeSkills Training prevention program in the classroom as part of the standard curriculum for all 6th, 7th, and 8th graders, phased in over three years.
- Support the implementation of the Strengthening Families 10-14 program for all 6th grade families
  - Recruit 2-4 teachers or pupil services personnel to serve as facilitators of the Strengthening Families 10-14 program and be part of the SFP Implementation Team. Facilitators would provide approximately three hours per week and would receive a stipend for their time.
  - Recruit 2-4 Parents to serve as facilitators of the Strengthening Families 10-14 program.
  - Assist in family recruitment efforts via school communication resources.
  - Assist in the dissemination of public health messages and materials.
  - If the partnership chooses to hold SFP in the school building, provide space within the school for the program to meet during non-school hours. This may include as many as 4 classrooms, and one or two child care spaces, as well as a space for participants to share a meal. Not applicable if the partnership chooses to use a community-based location instead.
- Participate in the 2019 and 2021 Pennsylvania Youth Survey and share the local summary reports with EPICCenter. No individual student data is required to be reported.
- Share the 2015 and 2017 PAYS local summary reports with EPICCenter.
MINIMUM REQUIREMENTS FOR NON-PROFIT ORGANIZATION PARTNER(S)

- Recruit and support 2-4 employees to serve as facilitators of the Strengthening Families 10-14 program as part of the SFP Implementation Team.
- Assist in family recruitment efforts for SFP.
- Assist in the dissemination of public health messages and materials.

MINIMUM REQUIREMENTS FOR SINGLE COUNTY AUTHORITY (County Drug and Alcohol Office)

- Help recruit 2-4 facilitators for the Strengthening Families 10-14 program from the community to be part of the SFP Implementation Team.
- Assist in family recruitment efforts for SFP.
- Assist in the dissemination of public health messages and materials.

MINIMUM REQUIREMENTS FOR LEAD APPLICANT

- Hire a fulltime Project Coordinator for the project.
- Hire a fulltime Administrative Assistant.
- Minimum responsibilities of the two fulltime project staff will be:
  - Work closely with the EPISCcenter to ensure all required components of the project are well planned and implemented, including SFP, LST and the public health education.
  - Attend all learning community events, online or in person.
  - Become fully trained in Strengthening Families 10-14. May serve as a facilitator of SFP.
  - Become fully trained in LifeSkills Training.
  - Conduct fidelity observations for LST and SFP 10-14 and provide feedback to teachers and facilitators.
  - Coordinate fiscal logistics including paying for trainings, materials, stipends for facilitators, and child care providers.
  - Coordinate data collection activities, ensure all pre/post and fidelity data is collected and reported accurately.
  - Enter data into Excel tool provided by the EPISCcenter and submit the data as part of the quarterly report to PCCD.
  - Coordinate performance measure and fiscal reporting to PCCD.
  - Recruit and train an individual to serve as the trainer for the Social Development Strategy.
  - Ensure Social Development Training is delivered to the community by the trainer.
  - Disseminate Public Health messages.
Required Partner Information (please use additional forms if needed to document all partners)

School District: ______________________________________
Superintendent: __________________________________________________________
Middle School Building 1 Principal: ____________________________________________
Address: __________________________________________________________________
Phone Number: _____________________   Email: _____________________________
Middle School Building 2 Principal: ____________________________________________
Address: __________________________________________________________________
Phone Number: _____________________   Email: _____________________________
Middle School Building 3 Principal: ____________________________________________
Address: __________________________________________________________________
Phone Number: _____________________   Email: _____________________________

Single County Authority: _____________________________________________
Director: ___________________________________________________________
Address: __________________________________________________________________
Phone Number: _____________________   Email: _____________________________

Non-Profit: _________________________________________________
Director: __________________________________________________________
Address: __________________________________________________________________
Phone Number: _____________________   Email: _____________________________

Non-Profit: _________________________________________________
Director: __________________________________________________________
Address: __________________________________________________________________
Phone Number: _____________________   Email: _____________________________
Required Partner Signatures

School District
Superintendent: _______________________________  Date: ________________
Middle School 1 Principal: _______________________________  Date: ________________
Middle School 2 Principal: _______________________________  Date: ________________
Middle School 3 Principal: _______________________________  Date: ________________

Single County Authority
Director: _______________________________  Date: ________________

Non-Profit Agency
Director: _______________________________  Date: ________________

Non-Profit Agency
Director: _______________________________  Date: ________________
## APPENDIX B

### Opioid Misuse Prevention Project Key Tasks and Milestones Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Tasks or Milestones</th>
<th>Person(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE</td>
<td>Prepare to post positions and begin interviewing</td>
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<tr>
<td></td>
<td>Notify partners of award and invite to OMPP Orientation/Kick-Off Call</td>
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<td></td>
<td>Be prepared to make budget/project adjustments as needed by PCCD</td>
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<tr>
<td>JULY, 2019</td>
<td>Funding awarded- Six Month Planning Phase Begins</td>
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<tr>
<td>JULY</td>
<td>Learning Community: OMPP Grantee Orientation/Kick-Off Call</td>
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<td></td>
<td>Continue working with PCCD on potential project modifications</td>
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<td></td>
<td>Hire Project Coordinator &amp; Administrative Assistant</td>
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<td></td>
<td>Report project status to prevention coalition</td>
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<tr>
<td></td>
<td>Schedule in-person Planning Meeting with EPISCenter Project Coordinator</td>
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<td></td>
<td>Send internal communication to all staff of all partner organizations with project overview</td>
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<td></td>
<td>Send out press release to inform community of OMPP project award</td>
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<td></td>
<td>Send 2015 and 2017 PAYS reports to EPISCenter Evaluation Coordinator</td>
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<td></td>
<td>Participate in Public Health Messaging Campaign Learning Community (LC) meeting</td>
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<td>AUGUST</td>
<td>Learning Community: SDS Strategy planning call with EPIS Systems Change Team and Implementation Specialist-Training to be scheduled</td>
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<td></td>
<td>Report project status to prevention coalition</td>
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<td></td>
<td>Monthly check in with EPISCenter</td>
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<tr>
<td></td>
<td>Initial one day, in-person, planning meeting with EPIS Implementation Specialist and Evaluation Coordinator</td>
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<td></td>
<td>Schedule SFP 10-14 and LST trainings with help from EPIS for September-December 2019</td>
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<tr>
<td></td>
<td>Recruit SFP 10-14 facilitators</td>
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<tr>
<td>Month</td>
<td>Event Description</td>
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<tr>
<td></td>
<td>Meet with teachers who will implement LST to provide overview, answer questions</td>
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<td></td>
<td>Order SFP 10-14 and LST curriculum materials with help from EPIS</td>
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</table>
| **SEPTEMBER** | Learning Community:  
|             | Participate in Evaluation planning call with EPIS Implementation Specialist and Evaluation Coordinator |
|             | Report project status to prevention coalition. |
|             | Monthly check in with EPISCenter |
|             | Participate in Excel data tool training with EPIS- prepare to submit first quarterly report |
|             | Register to participate in the 2019 PAYS |
|             | Begin marketing SFP 10-14 to middle school families |
| **OCTOBER** | Learning community(ies):  
<p>|             | SFP 10-14 and LST Consultants available to aid in implementation/recruitment planning |
|             | Report project status to prevention coalition. |
|             | Monthly check in with EPISCenter |
|             | Potential SDS training |
|             | <strong>20th</strong> Submit Quarterly Report to PCCD |
|             | Identify spaces for SFP 10-14 implementation |
| <strong>NOVEMBER</strong> | Learning Community: TBD |
|             | Potential SDS training |
|             | Report project status to prevention coalition |
|             | Monthly check-in with EPISCenter |
|             | Plan schedule of SFP 10-14 cohorts, reserve space |
| <strong>DECEMBER</strong> | Learning Community: TBD |
|             | Report project status to prevention coalition. |
|             | Monthly check in with EPISCenter |
|             | Plan and Schedule SDS community trainings for 2020 |
|             | Recruitment and planning meeting with SFP 10-14 facilitators team |
|             | Create classroom sets for LST teachers |
| <strong>JANUARY, 2020</strong> | Learning Community: TBD |
|             | Report project status to prevention coalition. |
|             | Monthly check in with EPISCenter |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td></td>
<td>Prepare pre/post and fidelity materials for program(s) evaluation</td>
</tr>
<tr>
<td></td>
<td>Continue marketing SFP 10-14</td>
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<td></td>
<td>Site team discussion re: pre/post data gathering</td>
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<td></td>
<td>Report project status to prevention coalition.</td>
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<td></td>
<td>Monthly check in with EPISCenter</td>
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<td></td>
<td>Schedule and plan kickoff event</td>
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<tr>
<td></td>
<td>Gather incentives, craft materials, plan for SFP 10-14 meals</td>
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<tr>
<td></td>
<td>Recruitment and planning meeting with SFP 10-14 facilitators team</td>
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<tr>
<td>20th</td>
<td>Submit Quarterly Report to PCCD</td>
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<tr>
<td></td>
<td>Begin LST implementation in classrooms</td>
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<td>FEBRUARY</td>
<td>Learning Community: TBD</td>
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<td></td>
<td>Report project status to prevention coalition.</td>
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<tr>
<td></td>
<td>Monthly check in with EPISCenter</td>
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<tr>
<td></td>
<td>Continue marketing SFP 10-14</td>
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<tr>
<td></td>
<td>Begin SFP 10-14 implementation</td>
</tr>
<tr>
<td>MARCH</td>
<td>Learning Community: TBD</td>
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<td></td>
<td>Report project status to prevention coalition.</td>
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<tr>
<td></td>
<td>Monthly check in with EPISCenter</td>
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<tr>
<td></td>
<td>Begin/continue SFP 10-14 &amp; LST implementation</td>
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<tr>
<td>APRIL</td>
<td>Learning Community: TBD</td>
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<tr>
<td></td>
<td>Report project status to prevention coalition.</td>
</tr>
<tr>
<td>20th</td>
<td>Submit Quarterly Report to PCCD</td>
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<tr>
<td></td>
<td>Continue SFP 10-14 &amp; LST implementation</td>
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<tr>
<td>MAY</td>
<td>Learning Community: TBD</td>
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<td></td>
<td>Report project status to prevention coalition.</td>
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<tr>
<td></td>
<td>Continue SFP 10-14 &amp; LST implementation</td>
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<tr>
<td>JUNE</td>
<td>Learning Community: TBD</td>
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<td></td>
<td>Report project status to prevention coalition.</td>
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<tr>
<td>JULY</td>
<td>Learning Community: TBD</td>
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<tr>
<td></td>
<td>Report project status to prevention coalition.</td>
</tr>
<tr>
<td>20th</td>
<td>Submit Quarterly Report to PCCD</td>
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<tr>
<td></td>
<td>Create Year 1 OMPP Outcome Report to share with stakeholders</td>
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</tbody>
</table>