



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

DATE: February 19, 2016

SUBJECT: 2016 Violence Prevention Programs

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

FROM: *for* Linda Rosenberg
Executive Director

The Office of Juvenile Justice and Delinquency Prevention of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of state Violence Prevention Programs Funds to support evidence-based programming for children and families. The amount of funding available is contingent upon the final 2016-2017 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
- Family Bereavement Program (FBP)
- Familias Fuertes (FF)
- The Incredible Years (IYS) – Small Group Therapy, Basic/Advanced Parent, and Dina Classroom. The Spanish language versions are also eligible.
- LifeSkills Training (LST) – Middle School model only
- Olweus Bullying Prevention Program (OBPP)
- Positive Action (PA)
- Positive Parenting Program (Triple P)
- Project Toward No Drug Abuse (PTNDA) – High School model only
- Promoting Alternative Thinking Strategies (PATHS)
- Strengthening Families Program 10-14 (SFP 10-14)
- Strong African American Families (SAAF)
- Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)

Questions concerning the Egrants System should be made directly to the Egrants Help Desk at either (717) 787-5887 or you may call toll-free at (800) 692-7292 and select option 9 and then option 6 when prompted. Your interest in providing evidence-based programming to Pennsylvania's youth and families is greatly appreciated.



Office of Juvenile Justice and Delinquency Prevention

2016 Violence Prevention Programs

Fiscal Year 2016 Solicitation

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.

Recommended Egrants Agency Registration Date:

March 7, 2016

Recommended Egrants User Registration Date:

March 14, 2016

Mandatory Egrants Application Deadline:

March 21, 2016

Office Specific Dates:

Questions about this funding announcement must be sent by email to RA-PCCD-OJJDP@pa.gov (Please put "2016 Violence Prevention Programs" in the subject line). All questions must be received by 4:00 p.m. on March 17, 2016. Answers will be sent to registered individuals on a regular basis through close of business on March 18, 2016. For all potential applicants to benefit from this Q&A process, answers will be available to all parties at <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>; then select this funding announcement.

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

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

Funding Guidelines: 2016 Violence Prevention Programs

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

Funding Guidelines for: FY 2016

Funding Announcement Title: 2016 Violence Prevention Programs

Funding Available: State Violence Prevention Programs (VPP)

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 Monday, March 21, 2016 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. 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 8, 2016 Commission meeting.
- **Completeness** - Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.

Administrative rejection of an application **WILL** occur for the following:

- Requesting more funds than the maximum amount permitted per application, in a single year or in total.
 - Requesting items prohibited under Section 11: Ineligible Program Activities and Expenses.
 - Applying for a program not listed as eligible under this announcement as described in the "Overview" Section.
 - Applying for more than one program in an application and/or submitting more than one application from a single applicant.
- **Corrections** - If an application is returned by PCCD for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD in order for the application to be awarded.

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

1. Overview:

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

To enable communities to implement programs proven to be effective in reducing risk factors and increasing protective factors, PCCD is making available State Violence Prevention Programs Funds (with the available amount depending upon the results of the 2016/17 state budget) to support evidence-based prevention programs. This funding is intended for new program implementations, expansions of an existing program into a new and distinct geographic area, or the continuation of a program previously funded by PCCD and will enable communities to build upon existing adolescent problem behavior prevention efforts that were developed through collaborative risk-focused prevention approaches. Please see the scoring section of this announcement for a definition of each application type.

The 2016 Violence Prevention Programs Funding Announcement includes a consolidated list of programs that are eligible for funding under this announcement:

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

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

2. Funding Availability:

Available funding is contingent upon the amount announced in the final 2016/2017 state budget. PCCD will award two-year grants with total budgets not to exceed \$200,000 over the two years. The maximum amount of funding that may be requested in Year One is \$125,000 and in Year Two a maximum of \$75,000. Exceeding these amounts will result in the application being administratively rejected. There is no cash or in-kind match requirement under this funding announcement.

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.

4. Project Dates:

Contingent upon the availability of funds, applications that are approved at the June 8, 2016 Commission meeting will be 24-month projects with a July 1, 2016 start date and an end date of June 30, 2018.

5. Eligible Applicants:

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

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

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

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

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

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

6. Program Goals, Objectives and Anticipated Impacts:

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

Objectives of this funding initiative are as follows:

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

Anticipated Impacts of the programs eligible for funding under this initiative include, but are not limited to, the following:

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

7. Eligible Program Activities and Expenses:

Specific activities will vary depending upon the program selected by the applicant. Specific budget items are necessary to successfully implement each program. For detailed information regarding the eligible expenses for each program eligible under this funding announcement, see the program-specific fact sheets by visiting <http://episcenter.psu.edu/vpp>. Any costs appearing in an application that are not listed in the program-specific fact sheets must be explained and justified. Funds may not be used for routine supply purchases or to fund personnel not deemed by PCCD to be integral to the program implementation. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests. All projects should be designed to become self-sustaining after the end of PCCD funding.

8. Required Egrants Sections/Documents:

- Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- Required Signed Documents
 - Letter(s) of Support as described in the Competitive Application Procedures Section; and
 - Signature Page (page 2 of the application).

9. Competitive Application Procedures:

The information PCCD is requesting must be submitted in the text boxes within Egrants that are provided for each section of the application; **do not attach your responses to the sections**. Provide **only** the requested information. The maximum number of characters allowed for each text box is listed next to the question. All of the required attachments should be placed in the "2016 VPP - Required Attachments" Section.

Scoring: In addition to reviewer ratings, considerations for award recommendations and decisions may include, but are not limited to, **underserved populations, past performance, geographic diversity, strategic priorities, and available funding**. Applicants requesting to serve geographical areas or a diverse population that is not currently being served by a program will be given priority consideration.

For this Funding Announcement, the following definitions apply:

New Implementations: Applying for a program that has never been implemented by the applicant agency within the targeted geographical area.

Program Expansions: Applying to expand a current implementation of a program to a new target population that is geographically different than that currently being served. 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).

Continuation Funding: Continuation funding proposals can be made by applicants wishing to continue an implementation of a program that would be targeting the same population and/or geographical region. Any existing PCCD funding (inclusive of all PCCD funding streams, not just Violence Prevention Programs) for the program being proposed for continuation funding must end prior to July 1, 2016 in order to qualify.

Scoring will be based on a maximum score of 100 points using the following criteria:

a. Executive Summary – Maximum 10 points

New Program Implementation or Expansion of an Existing Program

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

1. Provide the applicant entity's name, the project title, and total dollar amount requested. (200 characters)
2. If you have never received PCCD funding before, please provide a brief description of your agency and its experience with prevention programming. If you have received a PCCD grant in the past, enter "NA". (1000 characters)
3. Identify the eligible program you plan to implement and whether this is a new implementation, or an expansion of an existing program into a new geographical area. (100 characters)
4. Briefly state your project goals, major deliverables, and whether or not your proposed project fulfills any objective(s) within a local collaborative planning process (if so, state the objective(s)). (2000 characters)
5. Discuss the number of cohorts you will run during each year and the anticipated number of youth and/or families that will be served each year. Also discuss how often these individuals – and parents/families, if applicable – will receive program services. Provide an estimated cost per youth or family served and provide a clear description of how that cost is calculated. (Example: Cost per program per year divided by Number of participants = Cost per participant for year.) (1000 characters)
6. Briefly state your anticipated impact/outcomes. (1000 characters)

Continuation Funding for an Existing Program

1. Provide the applicant entity's name, the project title, and total dollar amount requested. (200 characters)
2. List the Grant ID number, Project Title, Program Implemented, Project Start/End Dates, and the amount of funding awarded for the program that you are looking to continue. (200 characters)
3. Describe the current operating status of the program for which you are requesting continuation funding. (1000 characters)
4. Discuss the outcomes you achieved under your initial PCCD-funded grant. Please provide specific data if available. (2000 characters)
5. Discuss how these funds will be used. (1000 characters)
6. Discuss the number of cohorts you will run during each year and the anticipated number of youth and/or families that will be served each year. Provide an estimated cost per youth or family served and provide a clear description of how that cost is calculated. (Example: Cost per program per year divided by Number of participants = Cost per participant for year.) Also discuss how often these individuals – and parents/families, if applicable – will receive program services. (1000 characters)

b. Statement of Problem – Maximum 20 points

New Program Implementation or Expansion of an Existing Program

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

1. State the problem and how it was identified. Include data specific to your project's geographic area to be served. This data should be relevant to the defined problem and to the proposed project. If Pennsylvania Youth Survey (PAYS) data is available, it should be included, especially the prioritized Risk and Protective Factors (RPF).

Summarize the PAYS data rather than cutting and pasting from a table. (5000 characters)

2. Identify the data sources used by the sponsoring collaborative board to prepare the Risk and Resource Assessment (RRA) that determined the prioritized RPF and how those RPF were determined. This RRA must have been completed within the last 36-months. (5000 characters)
3. Explain how the proposed project was chosen:
 - Describe how the chosen program relates to the prioritized risk and protective factors. (5000 characters)
 - Describe the connection between the problem and the selected program. (5000 characters)

Continuation Funding for an Existing Program

1. Identify the locally identified problem that you previously were awarded funding to address. (5000 characters)
2. Discuss how your program implementation impacted that problem. (5000 characters)
3. Describe how continuation funds will work to continue to address the identified problem. (5000 characters)

c. Project Design and Implementation – Maximum 30 points

This section establishes that the applicant has made the connection between the problem that is to be addressed and the eligible program that has been selected to address it.

New Program Implementation or Expansion of an Existing Program

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

1. Briefly describe the program and its intended purpose. (1000 characters)
2. Describe the location of the proposed project (countywide or specific to a borough, township, or school district, etc.). (1000 characters)
3. Identify the target population, include the estimated number of youth and families to be served, race, age, gender, school districts, and geographic information, if applicable. (1000 characters)
4. Describe the referral process you will use to recruit participants. For universal school-based implementations, describe how you obtained buy-in from all necessary school officials and indicate the school buildings, grades and/or classes that will be receiving the program. (2000 characters)
5. Describe, in detail, how the program will be provided to the target population, including who will deliver the program, where it will be delivered, and how often it will be delivered (dosage). Include the total number of sessions to be run in each cohort and the number of cohorts to be run in each year of the project. (5000 characters)
6. Describe how all project staff will receive the necessary training on the program model. If possible, indicate where and when this training will be provided and by whom. (1000 characters)
7. If you are requesting funding for an expansion of an existing implementation, complete this section. (If you are requesting funding for a new implementation, enter "NA.")
 - Describe the new geographic area the expansion will serve and clearly demonstrate that it will be different than the current program service area. (1000 characters)
 - Demonstrate that the current program is achieving its intended objectives and confirm that that program will continue to be delivered in addition to this expansion. (2000 characters)

- Explain why the expansion is necessary and how it will serve the additional needs of the defined community. (2000 characters)

Continuation Funding for an Existing Program

1. Describe, in detail, how the program will be provided to the target population, including who will deliver the program, where it will be delivered, and how often it will be delivered (dosage). Include the total number of sessions to be run in each cohort and the number of cohorts to be run in each year of the project. (5000 characters)
2. Describe the level of program delivery that these funds will allow you to provide in comparison to the level of service under your prior grant. (2000 characters)
3. Discuss how you plan to continue the program delivery after the end of this continuation. (3000 characters)

Required Attachments for all Applications:

- Applicants must provide a letter from the Collaborative Board (such as a Criminal Justice Advisory Board (CJAB), Communities That Care site (CTC) or other community collaborative board focused on prevention) that supports the implementation/expansion/continuation of the requested program and why they support this request. This letter should indicate why the program was chosen and how the board will work to help ensure that the project is implemented with fidelity. For continuations, the letter should discuss how these funds will allow the previously funded program to continue operations. ***NOTE:*** *If an agency is requesting funds to implement Project Toward No Drug Abuse, Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) or Aggression Replacement Training (ART) in a residential treatment setting, submitting an application on behalf of a collaborative board is not required.*
- Applicants must provide evidence that the Program Developer is prepared to provide training to your site. Such evidence must consist of a **letter** or email from the chosen program developer (or their designee) to the applicant recognizing the applicant's request for training in the event that funding for the proposed program is awarded. The letter must also include the total agreed upon amount that the applicant is requesting to support the costs of the training. A copy of this letter must accompany the application, and should be attached in Egrants.

NOTE: If the agency is requesting funds to implement the Strengthening Families Program: For Parents and Youth 10-14, the training is scheduled through the EPISCenter (in collaboration with Iowa State University). SFP 10-14 applicants must obtain a letter/email from the EPISCenter indicating that a training request has been made. The letter/email from the EPISCenter must also include the required cost of the training. A letter/email from Iowa State University should also be obtained indicating that the University is aware of the grant application and understands that training will be scheduled and organized by the EPISCenter as part of the Pennsylvania SFP 10-14 Infrastructure Collaborative.

Similarly, training for The Incredible Years (IYS) should also be coordinated with the EPISCenter. Applicants must obtain a letter/email from the EPISCenter indicating that a training request has been made. The letter/email from the EPISCenter must also include the required cost of the training. A letter/email from The Incredible Years developer should

also be obtained indicating that they are aware of the grant application and understand that training will be scheduled and organized by the EPISCenter as part of the Pennsylvania Incredible Years Infrastructure Collaborative.

- Where applicable, include letters from all necessary referral sources indicating their willingness to refer youth and/or families to the program and specifying how the referral process will work.
- If proposing to implement a universal school-based program, provide a letter of commitment from the appropriate school building official(s) agreeing to implement the program. The letter should specify which school buildings, grades, and/or classes will receive the program and confirm the commitment of staff time and school resources to the project. It is highly recommended that applicants requesting funds for a school-based program provide confirmation from school administrators that there is buy-in from the teachers necessary for the success of the project.

d. Impacts and Outcomes – Maximum 10 points

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

New Program Implementation, Expansion of an Existing Program, and Continuation Funding for an Existing Program

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. (5000 characters)
2. Describe data collection procedures:
 - How the data will be collected? (1000 characters)
 - What specific tools will be used to collect your data? (1000 characters)
 - Who will be responsible for the collection of the data? (1000 characters)
 - How will the data be analyzed? (1000 characters)
3. Describe how program outcomes and impacts will be shared with your local stakeholders and referral sources. (3000 characters)
4. Describe how fidelity to the program model will be monitored and evaluated. (5000 characters)
5. For applicants requesting expansion or continuation funding, please provide data that demonstrates the outcomes of their current implementation. New programs requests should enter "NA." (5000 characters)

Note: All applicants are required to accept training and technical assistance from the [EPISCenter](#). Applicants must indicate that they accept this requirement.

e. Budget Detail and Budget Narrative – Maximum 15 points

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

Note: PCCD has final approval of all budgets. After the competitive process is completed, successful applicants should expect PCCD Staff to engage with them in finalizing budgets

which could include the elimination or addition of budgeted items. Only essential costs directly related to the implementation of the project will be funded. Applicants should not inflate budgets with non-essential costs.

Administrative costs (such as rent and utilities) are eligible expenses. These types of costs must be fully explained and justified as to how they are necessary to the project. Only a pro-rated share of the administrative costs will be eligible. These types of costs are not guaranteed and are subject to final approval by PCCD. **Indirect cost** rates are not eligible.

All Programs

Budget Detail:

1. Include a two-year comprehensive Budget Detail Section, including one complete budget for each year for which funding is being requested. **Note:** year one funds expire at the end of the fiscal year (June 30, 2017) and may not be carried over into the second year.
2. Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.
 - a. All funded personnel must include the number of hours and the percent of their weekly time that will be spent on the proposed project.
 - b. Do not include the name of personnel for which funding is being requested, only the title of the position.
 - c. Each benefit must be listed as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
 - d. Note: When an applicant's proposal does not include implementing the program over the summer, personnel hours and percent of weekly time dedicated to the project should be adjusted to reflect the reduction in work.
3. Please visit <http://episcenter.psu.edu/vpp> for more specific information for each of the eligible programs for the costs of items necessary for delivering the program. You will need to include these costs in your proposed budget. This includes the listed costs for the fidelity verification process in your year two budget. Any costs appearing in an application that are not included on the program listings must be fully explained and justified. PCCD will determine whether an added expense is appropriately explained and justified. Any requested expenditure that is included in the Budget Detail/Budget Narrative that is not explained and justified will affect the scoring of this section.
4. Applicants for these programs must budget for travel expenses for the EPISCenter-sponsored trainings and networking meetings. Costs for two on-site networking meetings per year and one new grantee orientation (if you have never been to a new grantee orientation) in State College should be included (a total of up to \$1,200 per year). Costs for hotel (allowable if traveling over 50 miles), mileage/tolls, and subsistence must be broken out in both the Budget Detail and Budget Narrative Sections.

Budget Narrative (25000 characters):

1. Include a two-year comprehensive budget narrative—one complete budget narrative for each year that fully justifies **all** items to be supported with grant funds. For each item for which you are requesting funding, you must clearly describe how expenditures contribute, and are necessary for, the implementation of the program.
2. Include a description of the costs associated with training and materials necessary for the selected program.

3. If personnel are to be supported by the application, include time commitment (percentage and number of hours to be spent on this project), hourly rate, identify if you will be using new hires or existing staff, and justify the need for all staff supported by grant funds.

Note: When an applicant's proposal does not include implementing the program over the summer, personnel hours and percent of weekly time dedicated to the project should be adjusted to reflect the reduction in work.

4. All personnel costs must be shown in the personnel budget category by position. Personnel costs charged to the grant will require timesheet documentation to support the expenditures. (See Section 15c: Time and Effort Reporting)
5. Applicants are encouraged to contact the program developer to ascertain all costs related to the accurate implementation of the selected program; indicate that the developer is the source of the budgeted costs.
6. Modest costs for food – not to exceed a total of \$500 per year – are allowable during an all-day training for individuals that will be delivering the program.
7. Registration fee of \$300/person and up to three-nights lodging at ~\$130/night (if traveling over 50 miles) for two or three staff to attend the Commonwealth Prevention Alliance (CPA) conference in June of each year is an allowable expense.

f. Relationship to Sustainability – Maximum 15 points

New Program Implementation, Expansion of an Existing Program, and Continuation Funding for an Existing Program

This section establishes that the applicant understands that PCCD funding is time limited and intended to support the essential items and tasks associated with starting up or expanding an eligible program. All applicants enter into this process with the understanding that planning to sustain the program beyond grant funding is an integral part of the implementation or expansion process from the beginning of a grant award.

1. Once grant funds expire, describe how the project will continue. (2000 characters)
2. Provide commitments from the key stakeholders necessary to successfully sustain the project; if not currently available, describe how these will be obtained and how you make will that happen. (2000 characters)
3. Identify the key individuals within your organization who will be responsible for sustainability planning. Describe the specific steps these individuals will take to secure the necessary funding and community support needed to sustain the program. (2000 characters)
4. Identify possible sources of financial support you plan to work with to continue the program once grant funding expires and especially if you received a firm commitment from a funding source to provide sustainability funding. If so, please describe. (2000 characters)
5. If you are applying to expand or continue a program, describe all efforts that you have made to sustain your current implementation. Provide both successes and challenges that you have experienced in working toward sustainability, as well as any anticipated barriers. If you are applying for a new program, enter "NA." (2000 characters)
6. If you are requesting continuation funding, describe how these continuation funds will be used to ensure the sustainability of the program after the end of PCCD funding. If you are applying for a new program or an expansion, enter "NA." (5000 characters)

Applications that include **letters of commitment** for funding to sustain the selected program will receive higher ratings. Please note that the more concrete the

commitment of sustainability funding, the more points that will be awarded by reviewers.

10. Additional Program Implementation Requirements:

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

Program Technical Assistance will be provided to all approved applicants by the EPISCenter. All approved applicants will be required to work with the EPISCenter. Working with this research agency is intended to strengthen each applicant's efforts and provide early support to ensure a successful project launch. The EPISCenter will be available for consultation related to implementation barriers, data management issues, outcome assessment procedures, fidelity verification support as well as other areas related to implementation and sustainability.

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

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

11. Ineligible Program Activities and Expenses:

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

- **Indirect Cost Rates.**
- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.

- Construction projects (other than penal or correctional institutions).
- Any similar matters.

12. Performance Measures:

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

13. Keywords:

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

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

14. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Competitive bidding procedures must be used if the projected costs for products or services (items of a similar nature) exceed \$10,000. Procurement standards for use by grant recipients are described in PCCD’s [Applicant’s Manual](#) on page 15.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See PCCD’s [Applicant’s Manual](#), page 17, for Sole Source Procurement Justification Approval Criteria.)

15. Other Administrative Requirements:

- a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit an application. Be sure to allow enough lead time so your agency has enough time to work on your application in Egrants prior to the submission deadline. 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. Reporting Requirements: Programmatic and Fiscal Reports are due quarterly for all projects and must be submitted through the Egrants System.

16.PCCD Contact Information and Resources:

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

Questions about how you should respond to this funding announcement must be sent by email to RA-PCCD-OJJDP@pa.gov (Please put "2016 Violence Prevention Programs" in the subject line). All questions must be received by 4:00 p.m. on March 17, 2016. Answers will be sent to registered individuals on a regular basis through close of business on March 18, 2016. For all potential applicants to benefit from this Q&A process, answers will be available to all parties at <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>; then select this funding announcement.

- b. Egrants Funding Announcement: The funding announcement can be found by logging into the Egrants System and searching under the "Funding Announcement" tab for "2016 Violence 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. 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](#).

17.Mailing Information:

Applications must be entered into Egrants no later than **11:59 p.m., EST on Monday, March 21, 2016**. The original Signature Page and any additional required information that could not be submitted electronically must be **received or postmarked by March 21, 2016** 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, do not send applications by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked by **Monday, March 21, 2016.**

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