




Date: July 6, 2021

Subject: Evidence-Based Programs (EBPs) Support for Substance Misuse Prevention

To: Pennsylvania Intermediate Units (IUs), Nonprofit organizations, Single County Authorities (SCAs), and Approved Alternative Education for Disruptive Youth (AEDY) Programs

From: Michael Pennington 
Executive Director

PCCD, in partnership with the PA Department of Drug and Alcohol Programs (DDAP) and the PA Department of Education (PDE), is announcing the availability of \$1 million in federal State Opioid Response (SOR) funding designed to increase availability of universal prevention programs addressing substance use initiation among youth, especially in areas of the Commonwealth hardest hit by the opioid epidemic. Funding will support collaborative planning, capacity building, and implementation of new school-based prevention programs focused on youth in grades 6 through 12. The goals of this funding are to:

- Support school-based professionals and community organizations in building skills among youth to aid in the resistance of alcohol, tobacco and other drug use and misuse;
- Prepare communities and schools for implementation of prevention programs for students in grades 6-12 beginning in the 2022-2023 school year (or sooner);
- Increase family engagement to reduce and eliminate negative behaviors;
- Improve youth and family decision-making regarding substance use by promoting social emotional learning; and
- Decrease substance misuse among youth.

Priority consideration will be given to eligible applicants able to demonstrate the following:

1. Need (e.g., local/county overdose rates, PAYS data, Student Assistance Program referrals, etc.);
2. Experience with implementation of evidence-based programs that target substance misuse prevention; and

3. How proposed activities will be sustained after the project period ends (e.g., providing technical assistance (TA) and other continued implementation support beyond the project period with minimal financial impact for participating school districts).

A total of \$1,000,000 in federal SOR funds is being announced to support this initiative. PCCD expects to fund ten (10) grants with budgets not to exceed \$100,000 over the 1-year project period with a start date of October 1, 2021 and an end date of September 29, 2022. The only eligible programs under this funding announcement are LifeSkills Training, Positive Action, and Project Towards No Drug Abuse.

Applications are due in PCCD's Egrants System by Tuesday, August 3, 2021. 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.



Office of Justice Programs

Evidence-Based Programs (EBPs) Support for Substance Misuse Prevention

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

Recommended [Egrants Agency Registration](#) Date:
July 20, 2021

Recommended [Egrants User Registration](#) Date:
July 27, 2021

Mandatory SAM Registration Deadline:
August 3, 2021

[Federal Application Registration Process](#)

Mandatory Egrants Application Deadline:
August 3, 2021

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

PCCD Program Staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: RA-PCCD-OJJDPA@pa.gov with "SOR EBP" in the subject line. All questions regarding this funding announcement must be received by close of business on **July 30, 2021. PCCD Staff will post responses to questions, as they are received, on [PCCD's website](#). Select the appropriate funding announcement to view questions and answers.**

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Stream: State Opioid Response (SOR) II Grant Funds

TABLE OF CONTENTS

Basic Funding Announcement Guidelines	3
1. Overview	4
2. Funding Availability	4
3. Project Dates	4
4. Eligible Applicants	4
5. Eligible Program Activities and Expenses	5
6. Required Egrants Sections/Documents	6
7. Scoring	6
8. Performance Measures	9
9. Competitive Bidding/Sole Source Procurement	9
10. Administrative Requirements	9
a. Egrants Agency and User Registration	9
b. Fiscal Accountability	9
c. Time and Effort Reporting	9
d. Grant Payments	9
e. Federal Transparency Act Certification	10
f. Reporting Requirements	10
11. PCCD Contact Information and Resources	10
12. Submission Information	11

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Evidence-Based Programs (EBPs) Support for Substance Misuse Prevention

Funding Stream: State Opioid Response (SOR) II Grant Funds

Submission Requirements for Applications:

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant’s adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on **August 3, 2021**.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD’s Website](#) under the Funding section. Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents. The signature page gets uploaded directly into Egrants.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. An application submitted to implement a program not identified as an eligible program will be administratively rejected.
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **Non-supplantation** – Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.
- **Keywords** – Applicants are required to select “Keywords” from the dropdown menu located on the Main Summary screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application.

Keywords: Prevention, Evidence-Based

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. Overview:

PCCD, in partnership with the PA Department of Drug and Alcohol Programs (DDAP) and the PA Department of Education (PDE), is announcing the availability of \$1 million in federal State Opioid Response (SOR) funding designed to increase availability of universal prevention programs addressing substance use initiation among youth, especially in areas of the Commonwealth hardest hit by the opioid epidemic. Funding will support collaborative planning, capacity building, and implementation of new school-based prevention programs focused on youth in grades 6 through 12. The goals of this funding are to:

- Support school-based professionals and community organizations in building skills among youth to aid in the resistance of alcohol, tobacco and other drug use and misuse;
- Prepare communities and schools for implementation of prevention programs for students in grades 6-12 beginning in the 2022-2023 school year (or sooner);
- Increase family engagement to reduce and eliminate negative behaviors;
- Improve youth and family decision-making regarding substance use by promoting social emotional learning; and
- Decrease substance misuse among youth.

Priority consideration will be given to eligible applicants able to demonstrate the following:

1. Need (e.g., local/county overdose rates, PAYS data, Student Assistance Program referrals, etc.);
2. Experience with implementation of evidence-based programs that target substance misuse prevention; and
3. How proposed activities will be sustained after the project period ends (e.g., providing technical assistance (TA) and other continued implementation support beyond the project period with minimal financial impact for participating school districts).

2. Funding Availability:

A total of \$1,000,000 in federal SOR funds is being announced to support this initiative. PCCD expects to fund ten (10) grants with budgets not to exceed \$100,000 over the 1-year project period.

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

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

3. Project Dates:

Contingent upon availability of funds, approved applications will be 1-year projects and have a start date of October 1, 2021 and an end date of September 29, 2022.

4. Eligible Applicants:

Eligibility of these funds is open to Intermediate Units (IUs), nonprofit organizations, Single County Authorities (SCAs), and approved Alternative Education for Disruptive Youth (AEDY) programs in the Commonwealth of Pennsylvania.

Eligible applicants are encouraged to develop funding proposals with others in their community (i.e., an SCA submitting a joint application for funds with an IU and community-based organization, or an IU submitting an application in partnership with an approved AEDY program). Priority consideration will also be given to eligible applicants who demonstrate collaboration and buy-in from these partners in implementation of their proposed project activities (i.e., letters of support, sub-awarding grant funds, etc.).

Applicants will be required to coordinate and work with the Evidence-based Prevention and Intervention Support Center (EPIS) to ensure a successful new implementation. Applicants must agree to this requirement as part of their application. Please visit EPIS's site for more information on the eligible programs: <http://www.episcenter.psu.edu/programs>. EPIS will provide technical assistance to grantees during and beyond the project period.

Applicants must be in good standing with PCCD to be eligible for these funds.¹ The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible for these funds.

5. Eligible Program Activities and Expenses:

Funding under this solicitation will prepare communities for implementation of evidence-based prevention programs for students in grades 6-12. The only eligible programs under this solicitation include:

- [LifeSkills Training](#);
- [Positive Action](#) (must use the school environment kit); and
- [Project Towards No Drug Abuse](#).

The programs listed above have target age ranges. The age ranges targeted under this solicitation for each program are as follows:

- LifeSkills Training: Middle school, ages 12-14.
- Positive Action: Middle school, ages 12-14.
- Project Towards No Drug Abuse: Middle school, ages 12-14 and high school, ages 15-18.

For program selection, applicants must be able to make the case for how their chosen program, from the list above, specifically addresses the substance use issues of the local community using relevant data (e.g. PAYS, Student Assistance Program, etc.).

Funding provided under this solicitation will support costs associated with planning, developing, and launching one of these eligible programs at the end of the project period. This includes, but is not limited to, the purchase of curricula, delivery of training and technical assistance, program implementation, as well as covering other necessary expenses (e.g., personnel, travel, supplies, etc.).

Detailed information regarding the standard expenses (including all required expenses) for these programs is available to guide applicants in developing their budgets. Visit <http://www.episcenter.psu.edu/programs> to access this information; individual program

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

links with budget details are provided. Applicants' budgets should adhere to these program-specific fact sheets. Any budget line items included in an application that are not listed in the program-specific fact sheets must be thoroughly explained and justified. PCCD reserves the right to have approved applicants remove or add items to the proposed budget that are deemed unnecessary for the successful implementation of the project. **(Please note:** All projects should be designed to be self-sustaining after the end of PCCD-provided funding.) Please work with the Program Developer (or designee) for expenses required for training and continued technical assistance.

Funds may not be used for the following expenses:

1. Activities outside the scope of the project;
2. Meals are unallowable (grant funds may be used for light snacks, not to exceed \$3.00 per person per day);
3. Promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags; and
4. Purchase or construction of buildings or other structures.

6. Required Egrants Sections/Documents:

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents – A successful application must be accompanied by the following:
 - The original, completed Signature Page (page 2 of the application)
 - Letters of Support from participating IU(s) and SCA(s)
 - Email or letter from Program Developer

7. Scoring:

Applicants must submit the requested information for each section specified below within the defined response fields provided in Egrants. Responses should not be duplicated in multiple sections.

Project Title: When entering the Project Title in Egrants, please include the program you are seeking to implement.

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

a. **Executive Summary** – **Maximum of 5 points**

This section should provide the reader with a very clear idea of your plan for the use of the funds.

All applicants should fill out the following script and paste into the executive summary section:

The name of applicant is requesting \$_____ to [provide a single sentence or two of what you are seeking to implement with your grant funding, including the specific eligible program selected].

These funds will be used for the following: [*provide bullet points of what the funds will be used for*].

b. **Applicant Experience & Partnerships – Maximum of 15 points**

This section should provide the reader with detailed information about the organization's experience with programming and collaboration. Please describe the following:

- The applicant's experience and capabilities with providing programming, training, and technical assistance to school districts to support the implementation of evidence-based substance use/misuse prevention programs for students enrolled in grades 6-12.
 - If applicable, please include a description of how your organization is currently serving school districts, including current programming, technical assistance services, and training.
- The applicant's experience working with collaborative partnerships in the local community/region.
- If partnering with others in the community for this project, please include a list of those agencies and describe their role in the project.

NOTE: Please ensure any Letters of Support from the partnering agencies (community-based organizations, IU(s), SCA(s), etc.) are attached in this section.

c. **Identified Need & Program Selection – Maximum 15 points**

Applicants must be able to demonstrate need by utilizing data specific to the local community. For program selection, applicants must be able to make the case for how their chosen eligible program specifically addresses the substance use issues of the local community using relevant data. Please describe the following:

- Define the problem to be addressed and the process used to identify the need within school districts and/or communities to be served through the proposed project. Applicants should include locally relevant data (e.g., local/county overdose rates, PAYS data, Student Assistance Program referrals, number of referrals to AEDY for substance misuse as a primary or secondary referral reason, etc.).
- Which eligible program you are seeking to implement.
- How the selected program addresses the identified need.
- Please confirm the applicant's commitment to working with EPIS to implement the model with fidelity through technical assistance and other supports.

NOTE: Applicants must obtain a letter or email from the Program Developer (or their designee) stating their ability to provide training to the applicant should funding be awarded and must be attached to this section.

d. **Training and Implementation Plan – Maximum of 40 points**

Applicants will use this section to describe the specifics of their project including their implementation, technical assistance, and training plan. Please describe the following:

- A timeline of your project including capacity building, recruitment phase, and training and technical assistance.
- Please identify the school districts or programs to be served by the proposed project, including the number of students, number of educators, and demographic/geographic data.
- Please include a confirmation that you have contacted the school districts you plan to recruit for the program implementation or provide confirmation that you have administrative program approval.

- If you have not already recruited schools or AEDY programs for your project, please describe how you will recruit and maintain buy-in from personnel, including both administrators and educators. Applicants are encouraged, but not required, to obtain Letters of Support from schools already recruited.
- How the applicant will assist schools or AEDY programs to implement the chosen program, including staff involved, their experience, and their responsibilities.
 - Do you have personnel identified or will you need to hire additional staff?
 - Which staff members will get trained?
 - If utilizing staff on hand, please include staff bios.
- Plans for either in-person or virtual training and technical assistance. This must include contingency plans for both options.
- How the applicant will engage both school personnel and the parents/families in your local community.

e. **Budget Detail – Maximum of 10 points**

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

- Provide a comprehensive budget for the 1-year project period (October 1 through September 29, 2022). Note: Budgets may not exceed \$100,000 per applicant.
- Provide a clearly detailed, thorough description, and calculation for all requested costs, including salary and benefits for all funded personnel.
 - Please include their number of hours, and percentage of weekly time that will be spent on the project.
 - Each employee benefit must be listed as a separate line item (e.g., FICA taxes and health insurance should be listed separately.)
- Please include a detailed breakdown of the training curriculum cost.

Please reference Section 5: Eligible Program Activities and Expenses for a list of ineligible expenses.

Funds may not be used for routine supply purchases or to fund personnel not deemed by PCCD to be integral to the project. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests.

Successful applicants should expect PCCD staff to engage with them in finalizing their budgets, which could include a requirement for the elimination or addition of budgeted items or a change in the overall amount requested.

f. **Sustainability – Maximum of 15 points**

Applicants must demonstrate how their proposed activities will be sustained after the project period ends. Please describe the following:

- How the program will be implemented (or continue to be implemented) after the end of grant funding (e.g., supported through existing budget, fee-for-services provided to school districts, etc.).
- How training and technical assistance will continue to be provided after the end of grant funding.
- Please confirm your commitment to working with EPIS for training in data collection and fidelity monitoring beyond the grant period.

8. Performance Measures:

Under this funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements, as prescribed by PCCD and federal or state guidelines. Subgrant recipients will be **required** to submit quarterly program reports to PCCD via the Egrants system, including reporting on performance measures as determined by the staff of the Office of Justice Programs that will fulfill federal guidelines for the use of the State Opioid Response Grant funds.

Evaluation measures specific to this project include, but are not limited to:

- Number of unique participants in prevention, intervention, and education programs
- Number of school entities participating in the EBP 6-12 Substance Misuse Prevention Program
- Number of school personnel and other professionals trained
- Number of classrooms that implemented prevention programs implemented as a result of these trainings
- Number of trainers available at the organization and/or partner organizations
- Number of technical assistance calls held
- Number of trainings held
- Number of meetings/calls with the Program Developer

Successful applicants may also include other performance measures as appropriate for their particular project to track quarterly in the Egrants system.

9. Competitive Bidding/Sole Source Procurement:

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

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

10. Administrative Requirements:

a. Egrants Agency and User Registration:

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

b. Fiscal Accountability:

See the [Fiscal Accountability page](#) on PCCD's website for further information.

c. Time and Effort Reporting:

See the [Time and Effort Reports page](#) on PCCD's website for further information.

d. Grant Payments:

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

11. PCCD Contact Information and Resources:

- a. Staff Contacts:
Staff are only able to clarify the funding announcement and are not be able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:
- E-mail your funding announcement questions to RA-PCCD-OJJDP@pa.gov with "SOR EBP" in the subject line.
 - Questions must be received by close of business on July 30, 2021.
 - All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.
- b. Egrants Funding Announcement:
Log into the Egrants system and search under the "Funding Announcement" tab for "EBP Support for Substance Misuse Prevention".
- c. PCCD Guidelines and Documents:
Applicants should be familiar with the [Applicant's Manual](#), Standard Subgrant Conditions, and other documents common to PCCD's grant application process, all of which are available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides can be accessed on [PCCD's Website](#) under the Funding link.
- d. Egrants Technical Questions:
For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
- e. PCCD Webmaster:
Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

f. Reporting Potential Fraud, Waste and Abuse:

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

12. Submission Information:

The application must be submitted in Egrants **no later than August 3, 2021 by 11:59 PM.**

The executed signature page (page 2 of the application) must be uploaded to the Main Summary section of your application in Egrants.

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