




COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: December 24, 2020

Subject: Substance Abuse Education and Demand Reduction
Category Two and Three Funds

To: Non-Profit Organizations and Agencies

From: Michael D. Pennington 
Executive Director

The Pennsylvania Commission on Crime and Delinquency's (PCCD) Office of Justice Programs announces the availability of Substance Abuse Education and Demand Reduction (SAEDR) Category Two and Category Three funds to support the implementation of strategies aimed at combating opioid/heroin overdoses in Pennsylvania communities.

Under this solicitation, funds are being made available for projects designed to educate the public about the dangers of substance use and/or reduce demand for these substances under the following two categories:

Category Two funds are intended to educate youth, caregivers of youth, and employers about the dangers of substance abuse and increase the awareness of the benefits of a drug-free Pennsylvania through media-related efforts that may include public service announcements, public awareness campaigns, and media literacy. Special consideration will be given to projects that focus on the use of opiates within the Commonwealth.

Category Three funds are intended to educate employers, unions, and employees about the dangers of substance use in the workplace and provide comprehensive drug-free workplace programs and technical resources for businesses, including, but not limited to, training for working parents to keep their children drug-free.

Eligible applicants include non-profit statewide organizations and agencies within the Commonwealth of Pennsylvania. Non-profit statewide organizations/agencies may partner with a government entity, including school districts, but are not required to do so.

The funding guidelines provide the necessary information to complete this application. However, if there are program or fiscal questions relevant to this announcement, please email RA-PCCD-OCJSI@pa.gov and include *2020 SAEDR Category 2 and 3* in the subject line.

Questions concerning the Egrants system should be made directly to the PCCD Egrants Help Desk at (717) 787-5887. Hours of operation for the Help Desk are 8:00 a.m. to 4:00 p.m. daily.

Your interest in the development and implementation of programs that support Substance Abuse Education and Demand Reduction is greatly appreciated.



Office of Justice Programs

2020 Substance Abuse Education and Demand Reduction (SAEDR), Category 2 and 3

Fiscal Year 2020/21 Solicitation

Please Note: Applications are *only* accepted through PCCD's Egrants system. Applicants must register in Egrants prior to applying. 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:

February 1, 2021

Recommended Egrants User Registration Date:

February 8, 2021

Mandatory Egrants Application Deadline:

February 24, 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-OCJSI@pa.gov with *2020 SAEDR Category 2 and 3* in the subject line. All questions pertaining to this funding announcement must be received by close of business on **February 17, 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.

Questions concerning the Egrants System should be made directly to the Egrants Help Desk by phoning either (717) 787-5887 or (800) 692-7292; or via email to RA-eGrantsSupport@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Stream: Substance Abuse Education and Demand Reduction (SAEDR)
Category 2 and 3

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: 2020 Substance Abuse Education and Demand Reduction (SAEDR), Category 2 and 3

Funding Stream: Substance Abuse Education and Demand Reduction (SAEDR)

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 February 24, 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. Successful applications will be presented for consideration at the June 9, 2021 Commission meeting.
- **Administrative Rejection** – Applications not meeting the requirements listed 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. See Section 2: *Funding Availability* for the funding limit.
 - Requesting items prohibited under Section 6: *Ineligible Program Activities and Expenses*.
 - Applying for more than one program in an application and/or submitting more than one application from a single applicant or for a single recipient agency.
 - Applying to fund the continuation of an existing project.
- **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: *SAEDRF Category Two* or *SAEDRF Category Three*

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for Substance Abuse Education and Demand Reduction (SAEDR) funds which are designed to educate the public about the dangers of substance use and/or reduce demand for substances under Categories Two and Three.

Category Two funds are intended to educate youth, caregivers of youth, and employers about the dangers of substance use; and increase the awareness of the benefits of a drug-free Pennsylvania through media-related efforts that may include public service announcements, public awareness campaigns, and media literacy. Special consideration will be given to projects that focus on the use of opiates within the Commonwealth.

Category Two Program Objectives:

- Increase awareness among youth and employers related to the dangers of substance use;
- Decrease substance use problems.

Category Three funds are intended to educate employers, unions, and employees about the dangers of substance use in the workplace and provide comprehensive drug-free workplace programs and technical resources for businesses. This includes but is not limited to training for working parents to keep their children drug-free.

Category Three Program Objectives:

- Increase awareness in the workplace of the dangers of substance misuse.
- Increase the resources available to employers to improve their comprehensive drug-free workplace programs.
- Improve employee attendance.
- Decrease workplace incidents attributable to substance misuse.

2. Funding Availability:

PCCD is announcing the availability of state SAEDR funds to support Category Two and Category Three initiatives. PCCD will accept applications for one-year projects with budgets not to exceed \$275,000. There are no cash or in-kind match requirements under this funding announcement.

PCCD will email award letters, as soon as possible, after the applications are approved. These will also be available in Egrants.

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

3. Project Dates:

Contingent upon availability of funds, applications approved at the June 9, 2021 Commission meeting will be for 12-month projects and have a start date of July 1, 2021 and an end date of June 30, 2022.

4. Eligible Applicants:

SAEDR Category Two and Category Three funding is available to eligible non-profit statewide organizations within the Commonwealth of Pennsylvania which meet the following criteria:

- Possession of five or more consecutive years of experience carrying out substance use education and demand reduction or substance use treatment programs (Applicant must attach documentation, such as a project history, in Egrants as verification of experience);
- Maintain a drug-free workplace policy (Applicant must attach or provide a link to policy in Egrants as verification of the requirement); and
- Have a purpose dedicated to the reduction of substance use (Applicant must attach or provide a link to a Mission Statement, By-Laws, Strategic Plan, etc. in Egrants as verification of purpose).

Governmental entities are not eligible to receive direct awards of SAEDR funds. Local school Districts are considered governmental entities and are therefore not eligible applicants for these funds. Non-profit statewide organizations may partner with governmental entities, including school districts, provided the non-profit statewide organization is the applicant for funding.

Further, 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.

5. Eligible Program Activities and Expenses:

This funding announcement is for the support of new projects or the expansion of an existing program. Continuations of existing projects are not eligible under this solicitation. For this funding announcement, an expansion is considered to include additional target population(s) or audience(s); geographical area(s); or a new program or programs.

Qualifying Category Two funded projects must support statewide or regional programs to educate about the dangers of substance use and increase the awareness and benefits of a drug-free Pennsylvania through public service announcement campaigns targeted toward youth, caregivers of youth, and employers.

Qualifying Category Three funded projects must support statewide or regional programs to educate employers, unions, and employees about the dangers of substance use in the workplace and provide comprehensive drug-free workplace programs and technical resources for businesses including training for working parents to keep their children drug-free.

Note: SAEDR-supported program graphics, text, audio, and visual materials designed for any training and advertising programs must be reviewed and approved by PCCD. In accordance with Act 90 of 2015 of the Commonwealth of Pennsylvania, all media advertising paid for with PCCD grant funds must contain the statement *Paid for with Pennsylvania Taxpayer Dollars*.

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.

In the case of print advertising, the statement shall be included so that it is easily seen and read. In the case of broadcast advertising, the statement shall be included as an audio tagline so that it is easily heard.

To further clarify:

- **Media Advertising** includes broadcast advertising and print advertising.
- **Print Advertising** includes print and electronic newspaper advertising, print and electronic magazine advertising, and billboard advertising. The term does not include advertising in the classified section of a newspaper.
- **Broadcast Advertising** includes television, radio, and other audiovisual advertising.

6. Ineligible Program Activities and Expenses:

Funds are NOT available for:

- The continuation of an existing project;
- Routine supply purchases;
- Food/refreshments at planning meetings;
- The provision of snacks/meals, refreshments for program participants unless this is a program requirement;
- Funding personnel not shown to be integral to the program implementation and delivery.

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

Administrative rejection of an application will occur if applicants:

- Request more funds than the maximum amount permitted per application;
- Apply for more than one program in an application and/or submit more than one application from a single applicant or for a single recipient agency.

7. Required Egrants Sections/Documents:

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants cannot 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 completed Signature Page (page 2 of the application)
 - Letter(s) of support or commitment from partnering agencies

Upload letters of support or commitment to the *Required Attachments* section in Egrants.

8. Scoring

Applicants must submit the requested information for each section specified below within the defined response fields provided in Egrants. Do not duplicate responses in multiple sections.

In addition to reviewer ratings, considerations for award recommendations and decisions to fund may include, but are not limited to, underserved populations, past performance, geographic diversity, strategic priorities, and available funding.

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 (Maximum 5,000 characters or approximately one-page.)

- All applicants should fill out the following script and paste into the executive summary section: The *name of applicant* is requesting \$ *amount* to [*provide a single sentence or two of what you are seeking to implement with your grant funding*]. These funds will be used to work toward: [*provide bullet points of project goals, major deliverables, and anticipated impact/outcomes.*]
- Following the requested narrative (above), this section must include the category applied for under the funding announcement (Category 2 or Category 3) and a brief description of the applicant agency and its relevant experience. This should include information to show the organization meets the criteria specified in Section 4.

b. Statement of Problem – Maximum 20 points

This section establishes the applicant understands and can identify and describe the specific problem the project will address. When completing this section, applicants should:

- State the problem and how it was identified. Provide supporting data/facts/figures specific to the project and relevant to the problem and request. **Include data specific to the geographic area the project will serve and compare this data to other available state, local, and/or national data elements.**
- Include supporting documentation where appropriate. Applicants may elect to consult and utilize data and information available via the resources below.

Substance Abuse and Mental Health Services Administration – 2019 National Survey of Drug Use and Health (NSDUH) Releases provides background regarding drug use nationally and includes a break-down of data by demographic characteristics (age, race, gender). <https://www.samhsa.gov/data/release/2019-national-survey-drug-use-and-health-nsduh-releases>

Commonwealth of Pennsylvania – OpenDataPA provides *estimations* of individuals with substance use disorder (not including alcohol use disorder) and overdose deaths by county. The estimations presented covers 2012-2018; therefore, agencies seeking more recent and/or final data will want to visit [overdosefreepa](https://data.pa.gov/stories/s/Pennsylvania-Opioids/9q45-nckt/) (link below). <https://data.pa.gov/stories/s/Pennsylvania-Opioids/9q45-nckt/>

PA Opioid Overdose Reduction Technical Assistance Center – OverdoseFreePA provides data and connections to training and local resources.
<https://www.overdosefreepa.pitt.edu/>

Drug Enforcement Administration Bulletin (Philadelphia Division) – Drug-Related Overdose Deaths in Pennsylvania, 2018 provides reporting and analysis of Pennsylvania overdose deaths in 2018.
<https://www.dea.gov/sites/default/files/2019-10/PRB%20FINAL%20--%20BUL-132-19%20Drug-Related%20Overdose%20Deaths%20in%20Pennsylvania,%202018.pdf>

c. Project Design and Implementation – Maximum 30 points

This section shows the applicant has reviewed the program goals, objectives, and anticipated outcomes of the project and has established a plan to achieve anticipated outcomes. Address the following items in this section:

- Explain the implementation plan and methods to be used to accomplish the stated objectives. This description should include who will perform the work, what actions are proposed to accomplish these activities, and any other details necessary to clearly establish how this project will be implemented.
- Specify how the chosen program will address the identified problem and demonstrate an understanding, assessment, and a consistency of the scope of effort and resources proposed.
- Discuss how the proposed project supports an overall strategic plan or plans.
- Describe the overall program and the specific components of the program that will be supported with grant funding.
- Establish a timeline describing the activities to be completed.
- Describe the work that will be accomplished during the project period.
- Identify plans for subcontracting any part of the project, including the role to be performed by each subcontractor.
- Describe internal quality assurance processes that will be used to monitor the implementation of this project.

d. Measurement of Program Outcomes – Maximum 15 points

This section establishes that the applicant has a clear understanding of the intent of the project and has a reasonable method to measure its success and impact. Address the following in this section:

- Discuss the expected impact of the project.
- Discuss how the effects of the project will be assessed and how the overall impact will be gauged.
- Discuss the established intermediate outcomes that will be used to measure the success of the project, how they will be tracked, and include target values for measures.

- Describe the process measures that will be used to monitor the implementation of the project.
- Establish intermediate outcomes that will be used to measure the success of the project and how they will be tracked (what data will be collected).
- Describe the method, tools, and documentation that will be used to monitor the implementation of the project in its entirety and include target values for measures.
- Describe how the process and outcome data will be collected.

e. Budget Details – Maximum 15 points

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the proposed project. This includes providing justification as to why those items are integral to the success of the project.

All costs must be broken out as separate line items that include the computations used to arrive at those amounts.

The applicant should also provide a justification in the *Budget Detail* section showing the relationship between the budgeted expenditures and the proposed operation of the project. Budgets submitted with non-essential costs contained within will receive a deduction in scoring. Any costs deemed by PCCD to be non-essential to the success of the project may be removed.

All Programs Must:

- Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.
- List each benefit as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
- Adjust personnel hours and time dedicated if the project is offered on a part-time basis or is not offered the entire year.

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 a requirement for the elimination or addition of budgeted items or a change in the overall amount requested. Please refer to the PCCD [Applicant's Manual](#) for more information about eligible costs.

f. Sustainability – Maximum 15 points

An integral part of the project implementation process is the understanding that planning for the sustainability of the program, beyond grant funding, is essential. This section establishes that the applicant understands PCCD funding is limited to one year and awarded with the intent of supporting the essential items and tasks necessary to start or expand an eligible program. Within this section, applicants should:

- Describe how the project will continue after grant funds expire.

- Identify the possible sources of financial support you plan to work with to continue the program once grant funding expires, particularly if you have received a firm commitment from a funding source to provide sustainability funding.
- Provide commitments from key stakeholders necessary to successfully sustain the project. If these are not currently available, describe how these will be obtained.
- Identify the key individuals within your organization who are 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.

9. Performance Measures:

Under the *2020 Substance Abuse Education and Demand Reduction (SAEDR), Category 2 and 3* funding announcement, successful applicants are 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 staff of the PCCD Office of Justice Programs, that will fulfill state guidelines for the use of SAEDR funds. Subgrantees may also be asked to comply with and report on additional PCCD, state, or federal guidelines and/or measures.

Proposed projects must be able to report on the following performance indicators via the Egrants system:

- Total number of trainings completed during the report period;
- Number of individuals participating in trainings this report period;
- Number of new and/or revised training programs developed during the report period;
- Number of training programs for working parents this report period;
- Number of working parents participating in training this report period;
- Number of programs for employers, unions, and employees this report period;
- Number of individuals completing employer or union-oriented training programs;
- Number of new public service campaigns developed; and
- Number of public service media campaigns run.

Subgrant recipients are encouraged to develop additional performance measures specifically relating to the activities outlined in their application and may track and report all measures on a quarterly basis through the PCCD Egrants system.

10. Competitive Bidding/Sole Source Procurement:

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

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

11. Other Administrative Requirements:

a. Egrants Agency and User Registration:

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

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:

- Program reports are due quarterly.
- Fiscal reports are due quarterly.
- Late submission of program and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

g. UCR Reporting:

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

h. Information Technology (IT) Project Conditions:

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

12. PCCD Contact Information and Resources:

a. Staff Contacts:

Due to the competitive nature of this funding announcement, staff may clarify the funding announcement, but are not permitted to answer any questions about how a

potential applicant should respond to any section. Applicants with questions related to this funding announcement should:

- Draft an email, including the question(s), and type *2020 Substance Abuse Education and Demand Reduction (SAEDR), Category 2 and 3* in the subject line and submit it to RA-PCCD-OCJSI@pa.gov.
- Questions must be received by close of business on February 12, 2021. PCCD staff will post responses to all questions received by close of business on February 17, 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 *2020 Substance Abuse Education and Demand Reduction (SAEDR), Category 2 and 3*.

c. PCCD Guidelines and Documents:

Applicants should have a familiarity with the [Applicant's Manual](#), Standard Subgrant Conditions and other documents common to PCCD's grant application process, which are all available on the [Grant Information](#) page of the PCCD website. Additionally, grant application and administrative guides are available on [PCCD's Website](#) under the Funding link.

d. Egrants Technical Questions:

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

e. PCCD Webmaster:

Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

f. Reporting Potential Fraud, Waste and Abuse:

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

13. Submission Information:

The application must be submitted in Egrants no later than February 24, 2021 by 11:59 PM. The executed signature page (Page 2 of your application) must be attached in Egrants in the Required Attachments section of your application.

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