



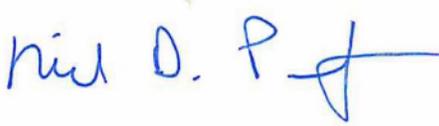
COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: September 9, 2020

Subject: Community Violence Prevention/Reduction Initiative

To: All Eligible Community-based Organizations, Municipalities, and Institutions of Higher Education

From: Michael Pennington
Executive Director



The Pennsylvania Commission on Crime and Delinquency's (PCCD) School Safety and Security Committee announces the availability of state School Safety and Security funds to implement projects to address violence in Pennsylvania's communities. One aspect of Act 44 of 2018 provided for up to \$7.5 million in funding for local efforts to reduce and/or prevent violence for certain specific purposes. These purposes include:

- Increasing access to quality trauma-informed support services and behavioral health care by linking the community with local trauma support and behavioral health systems;
- Providing health services and intervention strategies by coordinating the services provided by eligible applicants and coordinated care organizations, public health entities, nonprofit youth service providers and community-based organizations;
- Providing mentoring and other intervention models to children and their families who have experienced trauma or are at risk of experiencing trauma, including those who are low-income, homeless, in foster care, involved in the criminal justice system, unemployed, experiencing a mental illness or substance abuse disorder or not enrolled in or at risk of dropping out of an educational institution;
- Fostering and promoting communication between the school entity, community and law enforcement; or
- Any other program or model designed to reduce community violence and approved by the committee.

For FY20-21, the School Safety and Security Committee (SSSC) has prioritized applications that intend to utilize evidence-based or evidence-informed programs to reduce or prevent community-based violence (e.g., gun violence, gang violence, etc.) in areas identified with high-violent crime rates using Uniform Crime Report offense data or similar local crime statistics. This prioritization does not preclude any other application for any other type of community violence prevention but does mean that applications collectively addressing these areas will receive priority in the review process.

Applications are due in PCCD's Egrants System by November 10, 2020. Recommended applications will be approved at the January 2021 School Safety and Security Committee meeting, and all projects will have a targeted start date of February 1, 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.

We look forward to receiving applications under this funding opportunity and the possibility to work with you in providing services to reduce the impact of violence in Pennsylvania.



School Safety and Security Committee (SSSC)

2021 Community Violence Prevention/Reduction

Fiscal Year 2020/21 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 PCCD's Egrants system. Applications will ONLY be accepted through PCCD's Egrants system.

Recommended [Egrants Agency Registration](#) Date:

October 14, 2020

Recommended [Egrants User Registration](#) Date:

October 21, 2020

Mandatory Egrants Application Deadline:

November 10, 2020

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

PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to RA-CD-CVPP@pa.gov (please put "Community Violence Prevention/Reduction" in the subject line). All questions regarding this funding announcement must be received by close of business on Tuesday, November 10, 2020.

In order for all applicants to benefit from the Q&A process, answers will be available to all parties by visiting <http://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx> and selecting this funding announcement.

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 to RA-eGrantsSupport@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee (SSSC)
Funding Guidelines: 2021 Community Violence Prevention/Reduction

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
School Safety and Security Committee (SSSC)**

Funding Guidelines for: 2020/2021 Fiscal Year

Funding Announcement Title: 2021 Community Violence Prevention/Reduction

Funding Available: Act 44 of 2018 "School Safety and Security Funding"

Submission Requirements for Applications:

- **Scoring** – Applications 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** – In order to be able to submit an application through the Egrants system, the applicant agency and individual user must register in the Egrants system. Recommended dates for Egrants registration are included on the front page of this funding announcement.

All applications must be submitted electronically through PCCD's Egrants system no later than Tuesday, November 10, 2020 by 11:59 p.m., Eastern Time or they will not be considered. **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** – An application submitted into 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 January 2021 School Safety and Security Committee meeting.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. Applicants who are not a school entity as defined under [24 P.S. §13-1306-B\(i\)](#) will be administratively rejected.
- **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
School Safety and Security Committee (SSSC)

1. Overview:

This funding announcement is specifically for the Community Violence Prevention/Reduction Initiative, which is a subset of funding available under PCCD's School Safety and Security Grant Program. Funding under this category is limited to eligible applicants listed in Section 5 of this funding announcement. Funds will be used to support the eligible activities listed under [24 P.S. §13-1306\(j\)\(22\)](#) (see Section 7 for more information).

For FY 20-21, the School Safety and Security Committee (SSSC) has prioritized applications that intend to utilize evidence-based or evidence-informed programs (see Appendix B for information on evidence-based criteria) to reduce or prevent community-based violence (e.g., gun violence, gang violence, etc.) in areas identified with high-violent crime rates using Uniform Crime Report offense data or similar local crime statistics. This prioritization does not preclude any other application for any other type of community violence prevention but does mean that applications collectively addressing these areas will receive priority in the review process.

To further assist applicants in the Egrants application process, tutorials have been posted online at <https://www.pccd.pa.gov/schoolsafety/Pages/Grant-Guides.aspx>. Although the tutorials are specific to School Safety and Security Grants, the information is relevant to all applicants. Applicants are **strongly encouraged** to review the tutorials prior to contacting PCCD staff for assistance.

2. Funding Availability:

A total of \$7.5 million in state School Safety and Security funds is being announced to support this initiative. The SSSC expects to award up to \$300,000 per application for up to a two-year project period. (Note: Applicants can apply for less than a two-year project period but not for more than the maximum amount of \$300,000.)

No cash or in-kind match is required under this funding announcement.

After SSSC approval, award notices will be emailed to successful applicants and will also be available in Egrants.

Neither the SSSC nor PCCD is liable for costs incurred prior to the official start date of the award.

3. Non-supplantation:

Funding allocated through this program shall be used to supplement and not supplant (i.e., replace or defray) any costs that the recipient is already obligated to for existing community violence prevention/reduction efforts. Nothing shall preclude an applicant from making an application in a subsequent year for the same purpose and amount awarded in a prior year.

4. Project Dates:

Based upon the availability of funds, applications approved at the January 2021 SSSC meeting will be for no longer than 24-month projects with a projected start date of February 1, 2021. The end date of each project may vary, but budgets shall not exceed a two-year project period. The end date for each project may be extended with no additional funding through the submission of a [Project Modification Request](#) to PCCD.

5. Eligible Applicants:

As per [24 P.S. §13-1306-B\(i\)](#), eligible applicants include:

- Municipalities, which includes boroughs, townships, towns, and cities;
- Counties;
- Institutions of higher education; and
- Community-based organizations.

Applicants are not required to have a prior funding history with PCCD to be eligible. Applicants that have previously received funding from PCCD must be in good standing with PCCD to be eligible for these funds.¹

To ensure geographic distribution of awards across Pennsylvania as required by 24 P.S. §13-1306-B(c), the SSSC has adopted a four-region model. Funding allocated to each region will be determined based on the average of both the total percentage of the population of the region and the total percentage of the funding requests of the applicants for that region. See "**Appendix A**" for the breakdown of the geographical regions.

6. Program Goals, Objectives and Anticipated Impact:

- a. Goal: The goal of the Community Violence Prevention/Reduction Initiative is to reduce violence and improve safety in communities across the Commonwealth.
- b. Anticipated Impact: The expected outcomes of this initiative include, but are not limited to:
 - Targeted resources provided to communities experiencing high rates of violence, as measured by Uniform Crime Report (UCR) statistics and other local data;
 - Increased number of community-based projects aimed at reducing violence (as defined by the applicant in their Statement of Problem section), including projects focused on addressing gun violence and gang violence;
 - Increased collaboration among stakeholders in a community related to improved safety;
 - Reduced incidence of violence in a community; and
 - Increased access to quality, trauma-informed support services.

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.

7. Eligible Program Activities and Expenses:

As per [24 P.S. §13-1306-B\(j\)\(22\)](#), eligible program activities under this funding announcement must be designed to reduce community violence including:

1. Increasing access to quality trauma-informed support services and behavioral health care by linking the community with local trauma support and behavioral health systems.
2. Providing health services and intervention strategies by coordinating the services provided by eligible applicants and coordinated care organizations, public health entities, nonprofit youth service providers, and community-based organizations.
3. Providing mentoring and other intervention models to children and their families who have experienced trauma or are at risk of experiencing trauma, including those who are low-income, homeless, in foster care, involved in the criminal justice system, unemployed, experiencing a mental illness or substance abuse disorder or not enrolled in, or at risk of, dropping out of an educational institution.
4. Fostering and promoting communication between the school entity, community, and law enforcement.
5. Any other program or model designed to reduce community violence and approved by the committee.

This section is a checklist included in the Egrants application process and is not scored. Applicants are required to select one or more of the five items or activities included in 24 P.S. §13-1306-B(j)(22) that directly relate to their application.² Applicants should determine which eligible program or expense best fits their project.

Due to the competitive nature of this funding announcement, PCCD is unable to answer questions about specific proposals. Funding can be used to support activities listed under this section of the funding announcement. It is incumbent upon the applicant to submit an application that they believe complies with the statute. If an applicant believes their project/proposal fits within one or more of the eligible activities, they must provide support for that belief within their application.

8. 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 Documents – A successful application must be accompanied by the executed signature page (page 2 of the application), which is required to be signed and attached to your application in Egrants per the requirements of Section 16: Submission Information.

2 NOTE: Activities and items under 24 P.S. §13-1306-B(j)(1-21) and (23) are not eligible expenses under this solicitation.

c. Applicants may submit additional documents that support the application. Examples of attachments may include letters of support, job descriptions, Memorandums of Understanding (MOU), data reports, etc. These supporting documents will be considered in the review of the Project Design section of the application.

- **NOTE: Applicants citing specific municipalities, other organizations or stakeholders with whom they intend to work with must include a letter of support from that municipality(ies) or organization(s) to ensure knowledge and participation in the project.**

9. Scoring:

Each of the following application sections in Egrants totaling 100 points have a maximum point value associated with them and will be scored as described below.

***New* Priority Consideration.** For FY 20-21, the School Safety and Security Committee (SSSC) has prioritized applications that intend to utilize evidence-based or evidence-informed programs (see Appendix B for information on evidence-based criteria) to reduce or prevent community-based violence (e.g., gun violence, gang violence, etc.) in areas identified with high-violent crime rates using Uniform Crime Report offense data or similar local crime statistics.³ This prioritization does not preclude any other application for any other type of community violence prevention but does mean that applications collectively addressing these areas will receive priority in the review process.

A. Executive Summary - Maximum 5 points

This section is meant to provide reviewers with an overview and description of the proposed project. All applicants should fill out the following script and paste it 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].

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

Please note that responses in this section will be used in grant summaries and could be utilized to meet Right-to-Know Law requests. Plain language that clearly describes the intent of the project is most effective.

B. Applicant Overview – Maximum 5 points

This section will provide reviewers with information about the applicant and their capacity to carry out the proposed project.

1. Describe the applicant agency/organization.
 - a. What is the primary purpose of your agency/organization?

3 NOTE: There is a non-scored section in Egrants that will be used to determine if an application should receive priority status. Applicants will be asked specifically if their project will utilize an evidence-based or evidence-informed program; if the project specifically addresses community violence (e.g., gun violence, gang violence, etc.); and the location of the project.

- b. How long has your agency/organization been in existence?
 - c. What experience does your agency/organization have with violence reduction or prevention?
 - d. Briefly describe the specific programs your agency/organization has implemented in the past to address community violence.
 - e. Identify the community or geographic area(s) your agency/organization serves.
2. Does your project involve other agencies/organizations or stakeholders? If yes, please describe what partnerships you will have with other stakeholders that will assist in the implementation of the project?

C. Statement of Problem – Maximum 25 points

This section asks you to provide reviewers with a clear picture of the specific problem you are requesting funds to address.

1. What type(s) of community violence will your proposed project address?
- a. Gun Violence
 - b. Gang Violence
 - c. Domestic Violence, Dating Violence, or Intimate Partner Violence (IPV)
 - d. Sexual Violence
 - e. School Violence
 - f. Hate Crimes
 - g. Other (please describe): _____
2. Describe the nature and scope of the problem you plan to address through this project.
- a. Use specific local data to help define the extent of the problem. Examples of data sources to reference include the following:
 - i. Uniform Crime Report (UCR) or NIBRS data reported to the Pennsylvania State Police
 - ii. Pennsylvania Youth Survey (PAYS) data reports
 - iii. Local crime statistics
 - iv. County specific data on domestic violence, dating violence, IPV or sexual violence reporting
 - v. 911 statistics
 - vi. Child abuse reporting
 - vii. Crisis-line calls
 - viii. Any other relevant data source
 - b. Provide demographic information and/or other relevant information about the community/communities included in the project.
3. Has your agency/organization previously worked to address this issue? If so, what success or challenges did you see in previous efforts?

D. Project Design and Implementation – Maximum 35 points

This section describes the design of your proposed project and how it will be carried out.

1. Provide a detailed explanation of the proposed project.
- a. Include all activities that will be conducted, who will be responsible for leading the activities, and any additional information to provide the reviewers with an understanding of what you plan to accomplish.

- b. How does this approach address the problem identified in the “Statement of Problem” section?
- c. What are the short- and long-term goals?
- d. If you are implementing a specific program, provide relevant details about that program, including the research behind the program that supports your approach (if applicable).
- e. Please provide a general timeline of major activities for the project.

PLEASE NOTE: Letters of support and other documentation will be considered in the scoring of this section.

- 2. Provide a list of the community/communities to be served for this specific proposal. **NOTE: Applicants citing specific municipalities, other organizations or stakeholders with whom they intend to work with shall include a letter of support from that municipality or organization to ensure knowledge and participation in the project.**
- 3. Has your agency/organization received funding, including grants from PCCD, within the past five years to address this specific issue?
 - a. If yes, please list the grant information (i.e., grant #, amount of funding, project time period) and note how this proposed project is unique from prior projects, and how will the requested funds be used to supplement, not replace, existing funding currently being used for the project (i.e., non-supplantation).

E. Impact and Outcomes – Maximum 20 points

This section provides reviewers with information about how you will determine the impact your project has made on the community. It should clearly and concisely establish the benefits of funding your project.

- 1. Please provide an estimate of the number of individuals who will be directly impacted by your proposed project.
- 2. How will your project have an impact on reducing or preventing violence in the community?
 - a. What is the anticipated impact, both short- and long-term, on the community?
 - b. What outcome and performance measures will be tracked in association with this project?
- 3. If you are using an evidence-based or evidence-informed program, how will you ensure project activities are implemented with fidelity to the model program?
 - a. How often will fidelity be measured?
 - b. By whom?
- 4. Describe data collection procedures:
 - a. How the data will be collected?
 - b. What specific tools will be used to collect your data?
 - c. Who will be responsible for the collection and submission of the data?
 - d. How will the data be analyzed and by whom?
 - e. How will this information be shared and used locally to inform community violence prevention/reduction efforts?

F. Budget Detail – Maximum 10 points

This section provides reviewers with information about the requested budget items and a description of why each request is necessary for successful project implementation.

- The Budget Detail should include up to a two-year comprehensive budget. Projects that are intended for single event or a short-term period should include costs only in year one.
- Each category section of the budget (i.e., personnel or supplies and operating expenses) has a section labeled “Justification” where you should clearly and concisely describe how each cost was determined and why that cost is necessary for the successful implementation of the project.
 - **NOTE:** If funds are requested for food, that request must be integral to the implementation of the project.

PLEASE NOTE: The SSSC 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. This process could include a requirement for the elimination or addition of budgeted items or a change in the overall amount requested. Only essential costs directly related to the implementation of the project will be funded. The inclusion of non-essential costs will result in points being deducted from their score for this section. Please refer to the PCCD’s [Applicant’s Manual](#) for more information about eligible and ineligible costs.

10. Ineligible Program Activities and Expenses:

The following are not eligible for funding and may be administratively rejected:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- The use of funds for litigation, lobbying, fees for securing other funding, payment of interest on borrowed funds, and/or contingency fees for the preparation of the grant application.

11. 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.

Applicants may include performance measures that are specifically related to the activities outlined in their application. However, applicants are not required to develop performance measures as part of their application. Applicants not submitting performance measures as part of their application will need to change the performance indicator section status in Egrants to “Complete” in order to submit their application.

Award recipients, however, WILL be required to adopt and report on performance measures as defined by the SSSC. PCCD Staff will communicate required performance measures to applicants.

Successful applicants will be **required** to submit Quarterly Fiscal and Program Reports via the PCCD Egrants System.

12. 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: Violence Prevention

You may also pick other keywords that apply to your specific grant application.

13. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section 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).

14. 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](#) webpage 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.
- 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. Reporting Requirements:

- Programmatic reports are due quarterly.
- Fiscal reports are due quarterly.

- All reports must be submitted through the Egrants system.
- The reports are to be completed on the due date regardless if the date falls on a Holiday or weekend.

Reporting Period	Due Date
January 1- March 31*	April 20th
April 1 – June 30	July 20th
July 1 – September 30	October 20th
October 1 – December 31	January 20th

*Since these projects begin on February 1st, the first quarterly report includes the following reporting period (February 1-March 31).

- UCR Reporting: Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may not be eligible for funding.
- Information Technology (IT) Project Conditions: PCCD is required to include mandated subgrant conditions for Information Technology (IT) grants. These conditions are required in order to ensure that technology projects are compatible with state and federal IT standards and requirements. Additional information regarding federal and state IT conditions can be found on PCCD's website at <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>.

15. PCCD Contact Information and Resources:

- Staff Contacts:
Staff are only able to clarify the funding announcement and are not able to answer any questions about how a potential applicant should respond in any particular section. Questions regarding this funding announcement should be directed as follows:
 - Email your funding announcement questions to RA-CD-CVPP@pa.gov with "Community Violence Prevention/ Reduction or CVPR" in the subject line.
 - Questions must be received by 4:00 PM on November 6, 2020.
 - All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.
- Egrants Funding Announcement:
The funding announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for "**2021 Community Violence Prevention/Reduction**".
- 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 at PCCD's [School Safety and Security webpage](#).

d. Egrants Technical Questions:

Questions concerning the Egrants system should be made directly to the Egrants Help Desk by calling (717) 787-5887 or (800) 692-7292 or emailing RA-eGrantsSupport@pa.gov. *Please note: While applications may be submitted through Egrants until 11:59 PM of the due date, Help Desk staff are only available until 4:00 PM, Monday through Friday.*

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.

16. Submission Information:

The application must be entered into Egrants **no later than Tuesday, November 10, 2020 by 11:59 PM.**

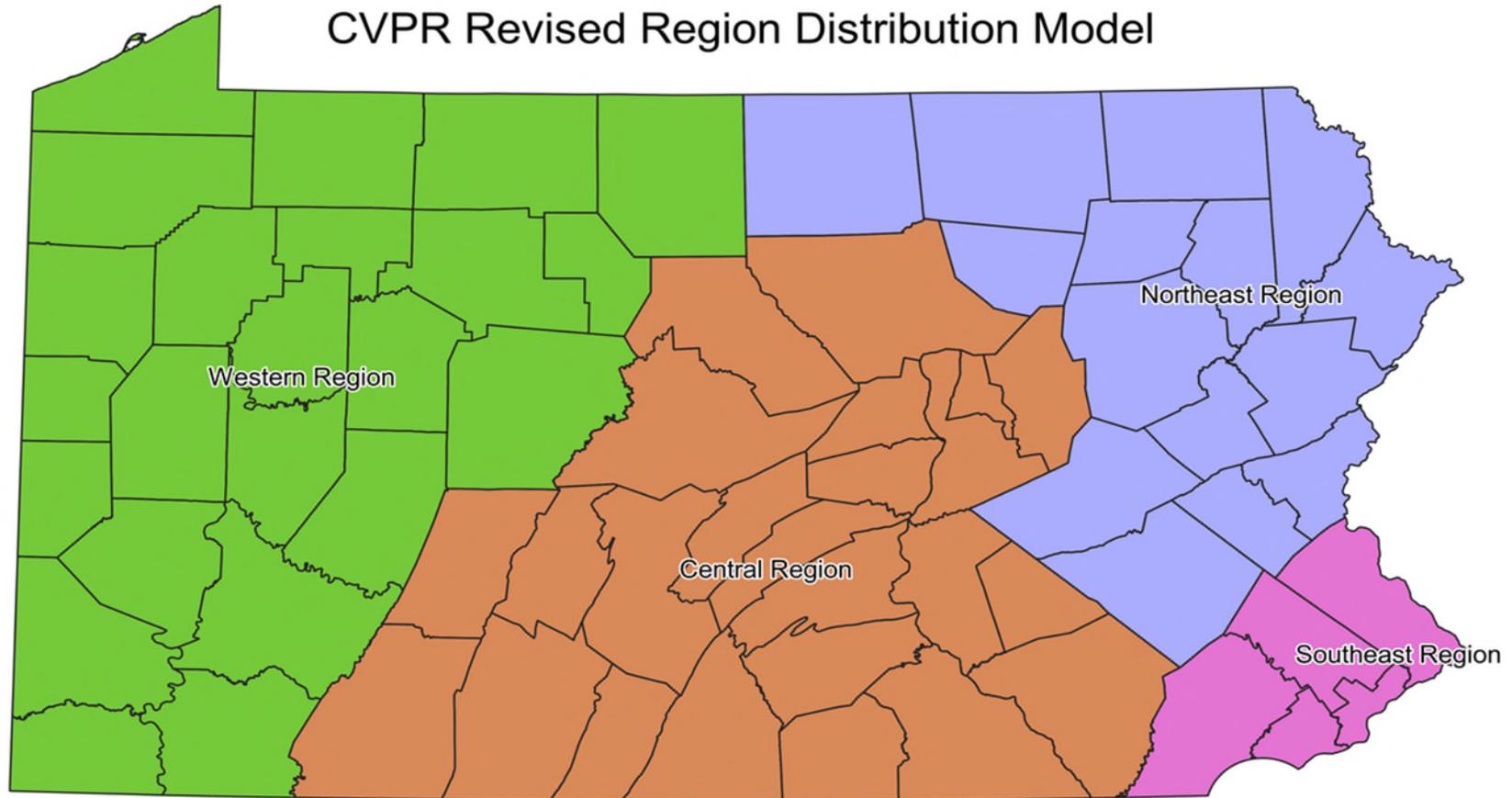
The signature page (page 2 of the application) must be attached to the Required Attachments section of the application upon submission.

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

**APPENDIX A
Regional Distribution**

(Please note that the listed allocations are estimates; actual awards will depend on the quality of applications submitted.)

CVPR Revised Region Distribution Model



Region	Population	Percent Population	Population Allocation
Central Region	3,021,070	23.7%	\$1,773,961
Northeast Region	2,270,874	17.8%	\$1,333,449
Southeast Region	4,069,843	31.9%	\$2,389,798
Western Region	3,410,769	26.7%	\$2,002,792

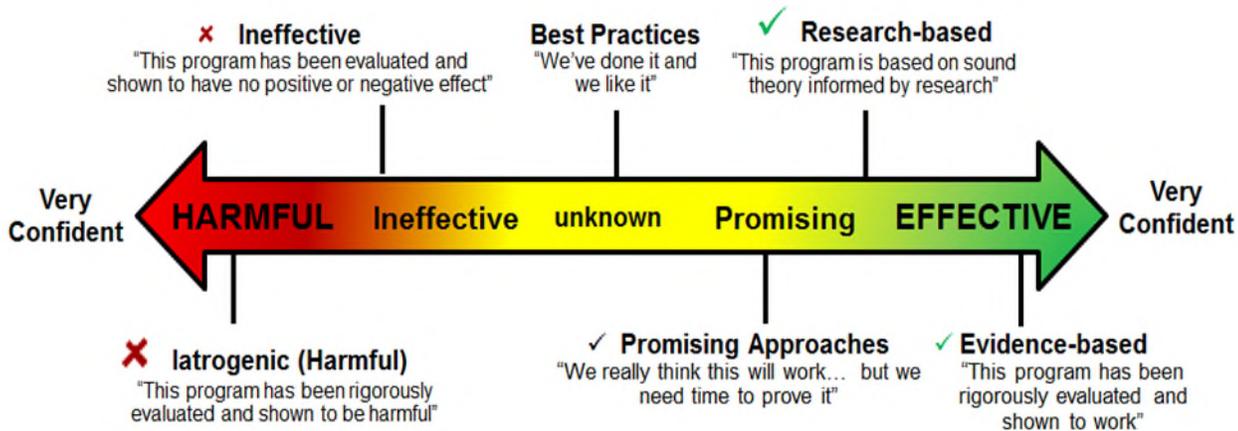
Allocation based on \$7.5M



APPENDIX B What is “evidence-based”

What do we mean when we say a program is “evidence-based”?

Programs can be placed along a **continuum of confidence**
based on their evidence or theory



How to identify where a program is on the continuum:

Read the research studies on the programs you are considering to determine the following:

- 1) Was effectiveness demonstrated in rigorous scientific evaluations?
 - Look for at least one randomized control trial.
- 2) Was effectiveness demonstrated in large studies with diverse populations or through multiple replications?
 - Look for two or more studies, studies that show impact with diverse populations, and studies done by independent researchers (aka not the developer of the model)
- 3) Did the study show significant and sustained effects?
 - Look for follow-up data showing that impacts were sustained at a minimum of 6 months post program.

If the answer is yes to all three of these questions then most likely the program you are reviewing falls in the green, evidence-based end of the continuum.

The EPISCenter represents a collaborative partnership between the Pennsylvania Commission on Crime and Delinquency (PCCD), and the Bennett Pierce Prevention Research Center, College of Health and Human Development, Penn State University. The EPISCenter is funded by PCCD and the PA Department of Human Services. This resource was developed by the EPISCenter through PCCD grant VP-ST-24368.



Another way to identify where a program falls on the continuum is to utilize a clearinghouse that has already done the review of the research and rated the program's evidence of effectiveness.

Rating Source	Area of Focus	Website
Blueprints for Healthy Youth Development	Child welfare, juvenile justice	http://www.blueprintsprograms.com
California Evidence-Based Clearinghouse for Child Welfare	Child welfare	http://www.cebc4cw.org/
Coalition for Evidence-Based Policy	Social policy	www.coalition4evidence.org
CrimeSolutions.gov	Criminal justice	http://www.crimesolutions.gov/
National Registry of Evidence-based Programs and Practice	Substance abuse, mental health	http://www.samhsa.gov/nrepp
Promising Practices Network	Child welfare, juvenile justice, social programs	http://www.promisingpractices.net/programs.asp
What Works Clearinghouse	Education	http://www.ies.ed.gov/ncee/wwc/
What Works in Reentry Clearinghouse	Criminal justice	http://www.whatworks.csgjusticecenter.org

One particularly useful clearinghouse is the **PEW Charitable Trusts Results First Clearinghouse Database**. This is a one stop shop for accessing the many lists of evidence-based programs.

1. Go To: <http://www.pewtrusts.org/en/multimedia/data-visualizations/2015/results-first-clearinghouse-database>
2. Type in the key words for the program or type of program you are looking for
3. Compare ratings across various clearinghouses to determine which programs are rated most highly, most frequently.
4. Dig deeper for more information by hovering over the colored rating dots and clicking on learn more!

APPENDIX C

Developing Goals and Measurable Objectives

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. This appendix provides information on developing goals and objectives. It also provides examples of well-written goals and measurable objectives.

GOALS

A goal is a broad statement about the long-term expectation of what should happen as a result of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

- Goals address outcomes, not how outcomes will be achieved;
- Goals describe the behavior or condition in the community expected to change;
- Goals describe who will be affected by the project;
- Goals lead clearly to one or more measurable results; and
- Goals are concise.

Example:

Unclear Goal	Critique	Improved Goal
Reduce incidents of violence in Pennsylvania.	This goal could be improved by <i>specifying an expected program effect in reducing a problem</i>	Reduce the number of incidents of interpersonal violence (Homicide, Aggravated Assault, etc.) where firearms are used by 10% over a two-year period through targeted group violence intervention strategies and collaboration with community-based partners.

OBJECTIVES

Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. Well-written objectives help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know” because it may prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2018, 75% of program participants will be *placed* in permanent housing.”

In order to be effective, objectives should be clear and leave no room for interpretation. **SMART** is a helpful acronym for developing objectives that are ***specific, measurable, achievable, realistic, and time-bound***:

Specific – Includes the “who” and “what” of program activities. Use only one action verb to avoid issues with measuring success. For example, “Outreach workers will administer the HIV risk assessment tool to at least 100 injection drug users in the population of focus” is a more specific objective than “Outreach workers will use their skills to reach out to drug users on the street.”

Measurable – How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the objective.

Example: By 9/18 increase by 10% the number of 8th, 9th, and 10th grade students who disapprove of marijuana use as measured by the annual school youth survey.

Achievable – Objectives should be attainable within a given time frame and with available program resources. For example, “The new part-time nutritionist will meet with seven teenage mothers each week to design a complete dietary plan” is a more achievable objective than “Teenage mothers will learn about proper nutrition.”

Realistic – Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, “Two ex-gang members will make one school presentation each week for two months to raise community awareness about the presence of gangs” is a more realistic objective than “Gang-related violence in the community will be eliminated.”

Time-bound – Provide a time frame indicating when the objective will be measured or a time by when the objective will be met. For example, “Five new peer educators will be recruited by the second quarter of the first funding year” is a better objective than “New peer educators will be hired.”

Example:

Non-SMART Objective	Critique	SMART Objective
Teachers will be trained on the selected evidence-based substance abuse prevention curriculum.	The objective is not SMART because it is not <i>specific, measurable, or time-bound</i> . It can be made SMART by <i>specifically</i> indicating who is responsible for training the teachers, how many will be trained, who they are, and by when the trainings will be conducted.	<i>By June 1, 2018, LEA supervisory staff</i> will have trained <i>75% of health education</i> teachers <i>in the local school district</i> on the selected, evidence-based substance abuse prevention curriculum.

Appendix D

Developing the Plan for Data Collection, Performance Assessment, and Quality Improvement

Information in this Appendix should be taken into consideration when developing a response to the criteria in Appendix C.

Data Collection:

In describing your plan for data collection, consider addressing the following points:

- The electronic data collection software that will be used;
- How often data will be collected;
- The organizational processes that will be implemented to ensure the accurate and timely collection and input of data;
- The staff that will be responsible for collecting and recording the data;
- The data source/data collection instruments that will be used to collect the data;
- How well the data collection methods will take into consideration the language norms and values of the population(s) of focus;
- How will the data be kept secure;
- If applicable, how will the data collection procedures ensure that confidentiality is protected, and that informed consent is obtained; and
- If applicable, how data will be collected from partners, sub-awardees.