




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: December 21, 2021

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

To: Non-Profit Organizations/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 new 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/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 is a request for clarification of the language used within the announcement, please email [RA-PCCD-OCJSI@pa.gov](mailto:RA-PCCD-OCJSI@pa.gov) and include *2021 SAEDR Categories 2 and 3* in the subject line.

Organizations interested in applying for funds to implement a new program are advised to apply for consideration under *2021 Substance Abuse Education and Demand Reduction (SAEDR), Categories 2 and 3* in PCCD's Egrants system no later than 11:59 on February 24, 2022.

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



## Office of Justice Programs

# 2021 Substance Abuse Education and Demand Reduction (SAEDR), Categories 2 and 3

## Fiscal Year 2021/22 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, 2022

### Recommended Egrants User Registration Date:

February 8, 2022

### Mandatory Egrants Application Deadline:

February 24, 2022

**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](mailto:RA-PCCD-OCJSI@pa.gov) with *2021 SAEDR Categories 2 and 3* in the subject line. All questions pertaining to this funding announcement must be received by close of business on **February 17, 2022**. 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](mailto:RA-eGrantsSupport@pa.gov).

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

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

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**Funding Announcement Title: 2021 Substance Abuse Education and Demand Reduction (SAEDR), Categories 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, 2022.
- **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](mailto: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 8, 2022 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.
  - Requesting items prohibited under Section 6: *Ineligible Program Activities and Expenses*.
  - Applying for more than one program in an application; submitting more than one application from a single applicant or for a single recipient agency; or applying to fund the continuation or expansion of an existing project.
  - The applicant or recipient agencies do not meet the eligibility criteria discussed in Section 4: *Eligible Applicants*.
- **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**

This funding announcement is to support ***statewide*** organizations engaged in the education of the public about the dangers of substance use and/or reduce demand for substances.

Local, county, and regional nonprofit organizations, please refer to PCCD's [Active Funding Announcements](#) to review available funding opportunities to support research-based or evidence-based approaches to reduce substance use or to provide resources to assist adults or youth and their families in accessing the services needed to reduce substance use behavior.

**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.

PCCD partners with a number of technical assistance providers to assist grantees in the successful implementation of funded projects. Grantees are required to participate with the technical assistance provider(s) designated by PCCD throughout the implementation of the funded project.

**2. Funding Availability:**

PCCD will accept applications with budgets not to exceed \$275,000 over a one-year project period to support the implementation of new projects. There are no cash or in-kind match requirements under this funding announcement.

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, applications approved at the June 8, 2022 Commission meeting will be for 12-month projects and have a start date of July 1, 2022 and an end date of June 30, 2023.

### 4. Eligible Applicants:

SAEDR Category Two and Category Three funding is available to eligible nonprofit **statewide** organizations within the Commonwealth of Pennsylvania which meet the criteria below (verification of eligibility is required prior to award).

- 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. Nonprofit statewide organizations may partner with governmental entities, including school districts, provided the nonprofit statewide organization is the applicant agency.

Applicant and recipient organizations must agree to collaborate with and accept technical assistance from the provider organization(s) PCCD designates. A statement agreeing to participate and collaborate with the assigned technical assistance provider(s) should be included in the *Project Design and Implementation* section of the application.

Further, applicants must be in good standing with PCCD to be eligible for these funds.<sup>1</sup> 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 appropriate to either Category Two or Category Three projects implemented by eligible statewide agencies meeting the criteria for eligible organizations. Project expansions or continuations of existing projects are not eligible for funding under this solicitation.

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<sup>1</sup> 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.

**Definitions:**

New Project: A program that has not previously been implemented by the applicant or recipient agency.

Expansion: A program the agency has implemented in the past and is proposing to serve new and/or additional target population(s)/community or geographical area(s).

Continuation: Funding or sustaining an existing program or one that was previously implemented.

Eligible Agency/Organization: Meet all criteria discussed in Section 4: *Eligible Applicants*.

Qualifying Category Two funded projects must support 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 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/or 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*.

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. Social media posts with graphics and/or text shall include the statement so that it is easily seen and read. Social media posts with audio shall include the statement 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.
- **Social Media** includes, but is not limited to, Facebook, Instagram, Twitter, YouTube, and TikTok.

**6. Ineligible Program Activities and Expenses:**

Funds are NOT available for:

- The continuation or expansion of an existing project (see definitions listed in Section 5);
- Routine supply purchases not integral to the implementation of the project;
- Funding personnel not shown to be directly integral to the program implementation;
- Food/refreshments at planning meetings;
- The provision of snacks/meals, refreshments for program participants unless it is an evidence or research-based program requirement; and
- Land acquisition or construction.

## 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. Organizations new to PCCD’s application process may wish to refer to the [PCCD Grant Guides](#). Please note: These guides are for a different funding stream, but the screens in Egrants are the same.
- b. Required Signed Documents – The documents listed below are required and must be submitted in the *Required Attachments* section of the Egrants application at the time of application.
  1. Signature Page (the [Submitting Signature Documents](#) guide provides step by step directions to upload this signature page into Egrants);
  2. Letter(s) of commitment from partnering agency/agencies participating in the implementation of the project;
  3. Letter(s) of support;
  4. Information showing the eligible organization has five or more consecutive years of experience carrying out substance use education and demand reduction or substance use treatment programs;
  5. The eligible organization’s drug-free workplace policy (applicant must attach or provide a link to the policies); and
  6. Information showing the eligible organization’s purpose is dedicated to the reduction of substance use (applicant must attach or provide a link to a Mission Statement, By-Laws, Strategic Plan, etc.).

If the recipient organization is an agency other than the applicant, documentation showing how each organization meets criteria 4,5, and 6 must be supplied for both organizations.

An electronic signature such as Adobe Sign is acceptable. Applicants must upload the signature page into 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, the applicant and/or recipient agency’s 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

Points will not be awarded for the completion of this required section. Utilize the following script and copy 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].



If the project discussed in the application is based on an evidence-based or researched-based-program, ensure you include the name of the evidence-based or research-based program in the completed *Executive Summary* section.

**b. Project Category and Organization Eligibility – 5 Points**

This section must include the category applied for under the funding announcement (Category Two or Category Three) and briefly show how the applicant, and recipient if different, organization(s) meet(s) the criteria specified in Section 4: *Eligible Applicants*. Points will be deducted if the application lacks the required documents specified in Section 7: *Required Egrants Sections/Documents*.

**c. Statement of Problem – Maximum 20 points**

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

- 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 the most recent data available which is specific to the geographic area the project will serve and compare this data to other available state, local, and/or national data elements.**
- Cite references and include supporting documentation where appropriate. Applicants may elect to consult and utilize data and information available via the resources below in addition to any other relevant and reliable data sources.
  - The Substance Abuse and Mental Health Administration [2019 National Survey of Drug Use and Health \(NSDUH\) Releases](#) page provides background regarding drug use nationally and includes a break-down of data by demographic characteristics (age, race, gender).
  - The [Philadelphia Division](#) page of the [United States Drug Enforcement Agency](#) site provides links to drug information, data and statistics, and publications.
  - [OpenDataPA](#) provides *estimations* of individuals with substance use disorder (not including alcohol use disorder) and overdose deaths by county. For the most recent data, refer to OverdoseFreePA, which is discussed below.
  - [The PA Department of Health Interactive Data Report](#) provides an interactive view of controlled substance prescribing and drug overdose trends at the state and county level.
  - The PA Opioid Overdose Reduction Technical Assistance Center’s – [OverdoseFreePA](#) provides data and connections to training and local resources

**d. 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:

- Describe the overall program and the specific components of the program that will be supported with grant funding.
- 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.
- Describe the geographic area the project will reach, the target population(s) the program will reach, and the number of individuals you anticipate reaching.
- 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.
- List the partner organizations necessary for the successful implementation of the program and discuss the specific roles of each organization. Identify plans for subcontracting any part of the project, including the roles each subcontractor will perform. \*
- Discuss how the proposed project supports an overall strategic plan or plans.
- Provide and discuss a timeline which includes descriptions of the activities to be completed and when.
- Describe internal quality assurance processes that will be used to monitor the implementation of this project.

\*Applicants are required to attach, to the *Required Attachments* section, letters of commitment to the program from partner organizations integral to the implementation of the program, to the referral of individuals to the program, and/or the delivery of services by the program. These letters should be individualized, detailing specifically what the individual or organization is committed to do and the function they will perform to support the implementation of the program. The information provided in these letters of commitment is considered part of the *Project design and Implementation* section.

**e. Impacts and 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.
- Provide the performance measures specific to the program goals you intend to track and report on as part of subgrantee quarterly reporting (see Section 9 *Performance Measures* of the funding announcement).

- Describe the data collection procedures.
  - What data will be collected?
  - How and when will the data be collected?
  - Who will be responsible for the collection of the data?
  - How and by whom will the data be analyzed?
- How, when, and at what frequency will the program impacts and outcomes be shared with collaborative boards, stakeholders, community members, and referral sources?
- How will fidelity to any program model(s) be monitored and evaluated?
  - What internal quality assurance processes will be used to monitor the implementation of this project?
  - What are the fidelity monitor's qualifications, specific to the program being implemented?

Applicant and recipient organizations must agree to collaborate with and accept technical assistance from the provider organization(s) PCCD designates. A statement agreeing to participate and collaborate with the assigned technical assistance provider(s) should be included in the *Project Design and Implementation* section of the application.

**f. Budget Details – Maximum 15 points**

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the implementation of the proposed project. This includes providing justification explaining why funding the budgeted items, activities, and personnel are integral to the success of the project. This justification should show the relationship between the budgeted expenditures and the proposed operation of the project. Budgets submitted with nonessential or excessive costs contained within will receive a deduction in scoring.

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

Any costs deemed by PCCD to be nonessential to the success of the project may be removed.

**All applications 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.

Budgets can include up to \$1,000 to defray the cost of up to two staff to attend the Commonwealth Prevention Alliance (CPA) Conference in June 2023. PCCD recognizes the amount listed may not be sufficient to cover all expenses to attend the CPA Conference. Funding is intended to encourage participation and alleviate the burden on grantees for the full costs to attend the event.

**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.

#### **g. 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. Letters of commitment showing support of sustainability through funding or other means, attached in the *Required Attachments* section of the application, will receive consideration as part of the *Sustainability* section.
- 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.
- PCCD looks for funded projects to make connections with appropriate stakeholders to coordinate with other existing projects and programs. Describe any existing connections you have with stakeholders and how these organizations will assist in sustaining the program after grant funding ends. If you do not currently have these connections, discuss the efforts you will make to establish such connections.

#### **9. Performance Measures:**

Under the *2021 Substance Abuse Education and Demand Reduction (SAEDR), Categories 2 and 3* 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. This includes the requirement of submitting quarterly program reports, including performance measures specific to the report period, and fiscal reports to PCCD via the Egrants system.

PCCD will provide successful applicants with basic performance measures appropriate to the funding initiative as a whole. These may include, but are not limited to:

- 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.

Applicants are required to develop additional performance measures specifically relating to the activities outlined in their application and the goals of the project and discuss these in the *Measurement of Program Outcomes* section of the Egrants application.

Successful applicants will be required to work with PCCD and/or the designated technical assistance provider in reviewing proposed measures and revise or augment them, if and when appropriate.

## 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 language, but are not permitted to answer any questions about project or expense eligibility or 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 *2021 Substance Abuse Education and Demand Reduction (SAEDR), Categories 2 and 3* in the subject line and submit it to [RA-PCCD-OCJSI@pa.gov](mailto:RA-PCCD-OCJSI@pa.gov).
  - Questions must be received by close of business on February 17, 2022. PCCD staff will post responses to all questions received by close of business on February 17, 2022.
  - 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 *2021 Substance Abuse Education and Demand Reduction (SAEDR), Categories 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](mailto: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 Thursday, February 24, 2022 by 11:59 PM.

The executed signature page (Page 2 of your application) must be uploaded to the *Main Summary* section of your application in Egrants. The [Submitting Signature Documents](#) guide provides step by step directions to upload the executed signature page.

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