Date: February 24, 2022

Subject: Support for Student Mental Health Needs

To: All Eligible Non-Profit Organizations, School Districts, and Other School Entities

From: Michael Pennington
               Executive Director

The Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of $2,500,000 of state Violence and Delinquency Prevention Programs (VDPP) Funds.

Funding is available for nonprofit organizations, school districts, and other school entities to propose programming and other services to address youth mental health needs that have become apparent during the COVID-19 pandemic. A listing of possible approaches is included in the funding announcement, but PCCD is seeking innovative ways to assist our youth with difficulties they may have experienced as a result of the COVID-19 pandemic. Available funds are awarded through the Office of Justice Programs (OJP), Unit of Violence Prevention Initiatives, and will support the implementation of programs, best practices, policy improvements, and other approaches that will provide youth with improved supports for their mental health well-being.

Applications are due in PCCD's Egrants System by Monday, March 28, 2022. These 24-month awards will be presented at the June 8, 2022 Commission meeting, and approved projects will begin on July 1, 2022. Please note that awards will be made to successful applicants contingent on the availability of VDPP funds in each fiscal year. For full application requirements, applicants are encouraged to read 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 for Pennsylvania's youth.

Office of Justice Programs

Support for Student Mental Health Needs
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Fiscal Year 2022/2023 Solicitation

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

Recommended **Egrants Agency Registration** Date:
March 1, 2022

Recommended **Egrants User Registration** Date:
March 8, 2022

Mandatory SAM Registration Deadline:
March 15, 2022

Mandatory Egrants Application Deadline:
March 28, 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-OJJDP@pa.gov with "Support for Student Mental Health Needs" in the subject line. All questions regarding this funding announcement must be received by close of business on March 24, 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.

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

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Stream: Violence and Delinquency Prevention Programs

TABLE OF CONTENTS

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Support for Student Mental Health Needs

Funding Stream: Violence and Delinquency Prevention Programs

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 **March 28, 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.

- **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** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. Administrative rejection of an application will occur for the following:

  o Requesting more funds than the maximum amount permitted per application in total. See Section 2: Funding Availability.
  o Submitting more than one application from a single applicant or for a single recipient agency. NOTE: An agency may not serve as the applicant on one application and serve as the recipient agency on another application.

- **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 included in the Egrants application. Applicants may also select other keywords that apply specifically to their application.

  Keywords: Community Based, Mental Health

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

1. **Overview:**

The impact of the COVID-19 pandemic has been especially felt by the youth of the Commonwealth. To address this situation, PCCD is announcing the availability of funding for innovative approaches to help support the mental health needs of students and their families.

Preliminary 2021 Pennsylvania Youth Survey (PAYS) data indicated that our youth reported an increase in mental health concerns (depression, self-harm, and suicidal ideation), and difficulty in dealing with remote learning and the corresponding isolation. Through this funding, we look to support local efforts to identify and implement approaches to help youth develop resiliency as we continue to recover from the impact of COVID.

With this application process, PCCD is looking for local communities to define the need that they want to address and to propose a locally based solution that will meet that need. Rather than limit the funding to specific programs, this solicitation seeks creative approaches to help youth recover.

Goals of this Funding:

- Increasing availability of trained support staff and other professionals to aid students dealing with mental health concerns through a variety of approaches.
- Identifying and addressing local needs for Mental Health Supports.
- Increasing partnerships within a community to better coordinate mental health services.

2. **Funding Availability:**

A total of up to $2,500,000 over two-years in state Violence and Delinquency Prevention Funding is being announced to support this initiative. PCCD expects to fund up to 20 grants with budgets not to exceed $150,000 over the 24-month project period.

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

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

3. **Project Dates:**

Contingent upon availability of funds, applications approved at the June 8, 2022 Commission meeting will be 24-month projects and have a start date of July 1, 2022 and an end date of June 30, 2024.

4. **Eligible Applicants:**

Eligibility of these funds is open to nonprofit agencies, School Districts, and other School Entities. Schools may, and are strongly encouraged to, partner with nonprofits on the implementation of eligible applicants' projects.

Note: Applications that can show a direct partnership between the applicant and the schools in the community will be looked upon favorably.

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 to apply.

5. **Eligible Program Activities and Expenses:**

Funding for proposed projects may be used to advance programs and practices that address youth mental health well-being in their local communities and/or schools districts. This funding announcement is soliciting ideas from applicants that will serve to address locally identified needs.

Potential ideas for applications include, but are not limited to:
- Training of staff on various models of mental health support programming.
  - NOTE: Training of Trainers (TOT) approaches are strongly encouraged to allow for sustainability of the programs after PCCD funding has ended.
- Tier II (Indicated) prevention and directed-intervention mental health supports, especially Group Therapy approaches.
- Mental Health/Suicide Prevention/Trauma Training Strategies.
  - These strategies could be geared towards general staff/family members/community agencies, etc.
- Youth Mental Health First Aid.
- Crisis Intervention Training for Youth (CIT-Y) coordinated between the local nonprofit and law enforcement/county service agencies.
- Mental Health Needs Assessments to assist schools and their surrounding communities identify gaps in needed services and how they can be addressed.
- Restorative practices to reduce conflict in schools and communities (for both school discipline referrals and juvenile justice involved youth, including Youth Courts).
- Bullying-prevention strategies, including addressing cyber-bullying.
- "Check-and-Connect" projects (or similar models) that aim to build connections between schools, first responders, and community services.
- Facilitation to assist youth in accessing mental health services in their community.
- Wellness/Mental health/suicide prevention awareness efforts or campaigns, particularly those that directly engage youth and family members.
- Validated screening or assessment tools to increase identification, monitoring, and improved outcomes for youth identified at risk or as having a mental health need.

All expenses related to the proposed projects must be described in the Justification box located in the Egrants Budget Detail section and be directly related to the project implementation.

6. **Required Egrants Sections/Documents:**

a. Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.

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[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.

b. <u>Required Signed Documents</u> – A successful application must be accompanied by the following:
   - The executed signature page (page 2 of the application)

   NOTE: While Letters of Support and Memorandums of Understanding (MOUs) supporting the project are not required, they are strongly encouraged to demonstrate partnerships that will increase the likelihood of successful implementation of the proposed project.

7. **Scoring:**

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

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

   a. **Executive Summary – No Points**

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

      The ___*name of applicant*__ is requesting $_____ to [*provide a single sentence or two of what you are seeking to implement with your grant funding*].

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

   b. **Applicant Overview – Maximum of 10 Points**
      This section provides information about the agency requesting funding and their experience with supporting youth.

      1. Describe your agency's history serving youth in your local community, the overarching goals you wish to achieve through this project, and the agency mission statement.

      2. Provide your specific experience with providing mental health and other similar pro-social supports for youth in your community that are relevant to responding to needs revealed during the COVID-19 pandemic.

   c. **Statement of Need – Maximum of 25 Points**
      This section provides information about the specific mental health support need(s) in your community that you plan to address with this funding.

      1. Describe the specific youth mental health issue(s) you are requesting funding to address in your community.
         a. Include detailed data from any available sources to support the identification of this need for supports and, if available, describe how this data compares to other similar areas.
      2. Discuss any other supports that exist in the community and why they may not have the capacity to address the identified need.

d. **Proposed Approach – Maximum of 40 Points**
   This section describes the plan you propose to address the need(s) identified in the Statement of Need Section.

   1. Provide a description of the approach you are proposing that will address the identified need(s).
   2. Describe the specific community to be served.
   3. How will the proposed project fit with existing practices and services already in place in the community?
   4. Discuss all the partnerships that will be necessary to successfully carry-out your proposed approach.
   5. Describe the status of existing relationships, as well as your plan for building new relationships that will be needed

e. **Plan to Measure the Impact of the Project – Maximum of 10 points**
   This section allows applicants to describe how they will determine the effectiveness of their proposed approach, as well as how they will determine the positive impact on youth that will be served.

   1. Describe how you will determine the impact of the project with the youth that will be served. Discuss any specific measurement tools that will be used.

f. **Budget Detail – Maximum of 15 points**
   This section describes the required budget items that are necessary for a successful implementation of the proposed project.

   The applicant must provide justification in the Budget Detail section explaining the relationship between the budgeted expenditures and the proposed operation of the project. <u>A sentence must be included for each line item in the Justifications section for each budget category. All costs must be broken out as separate line items that include the computations used to arrive at those amounts.</u> Any costs deemed by PCCD to be non-essential to the success of the project may be removed. If including a portion of agency costs, the proration must be explained and justified.

   All Applications Must:
   - Provide a two-year comprehensive budget consisting of one complete budget for each year for which funding is being requested.
   - 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 will not be offered during the summer.

   PCCD has final approval of all budgets. After the competitive process is complete, successful applicants should expect PCCD staff to engage with them in finalizing budgets, which could include the elimination or addition of budgeted items or a change in the overall amount requested. Submitted budgets that include non-essential costs will have points deducted from their score. Please refer to the PCCD Applicant's Manual for more information about eligible costs.

8. **Performance Measures:**

   Under this funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements, as prescribed by PCCD and federal or state guidelines.

   Successful Grantees will work with their assigned PCCD analyst to determine specific data that will need to be collected, analyzed, and reported to measure the impact of the project. Agreement to this requirement is assumed as part of the acceptance of funding.

9. **Competitive Bidding/Sole Source Procurement:**

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

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

10. **Administrative Requirements:**

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

   b. Fiscal Accountability:
      See the Fiscal Accountability page on PCCD's website for further information.

   c. Time and Effort Reporting:
      See the Time and Effort Reports page on PCCD's website for further information.

   d. Grant Payments:
      1. Payments will not be released until all applicable special conditions on the grant award have been satisfied.
      2. 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.
      3. ACH Payments:
         a. All payments to grant recipients will be made through ACH.
         b. Either before or at the time an application is submitted to PCCD, the applicant agency must register as a Non-Procurement Vendor with the Commonwealth of Pennsylvania.

e. Federal Transparency Act Certification:
This section is required for both state and federal funding streams. See the Federal Application Requirements page on PCCD's website for further information.

f. Reporting Requirements:
- Programmatic reports are due quarterly.
- Fiscal reports are due quarterly.
- Late submission of programmatic and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

11. PCCD Contact Information and Resources:

a. Staff Contacts:
Staff are only able to clarify the funding announcement and are not able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:
- E-mail your funding announcement questions to RA-PCCD-OJJDP@pa.gov with "Support for Student Mental Health Needs" in the subject line.
- Questions must be received by close of business on Thursday, March 24, 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.

c. PCCD Guidelines and Documents:
Applicants should be familiar with the Applicant's Manual, Standard Subgrant Conditions, and other documents common to PCCD's grant application process, all of which are available on the Grant Information page of the PCCD website. Additionally, grant application and administrative guides can be accessed on PCCD's website under the Funding link.

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

e. PCCD Webmaster:
Please address any technical problems you may have with the website or online forms to the PCCD Web Master.

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

12. Submission Information:

The application must be entered into Egrants **no later than Monday, March 28, 2022 by 11:59 PM.**

The executed signature page (page 2 of the application) must be uploaded to the Project Summary page of your application. A guide to assist you with this is available on our website at:

https://www.pccd.pa.gov/Funding/Documents/Signature%20Page_Award%20Letter%20Walkthrough.pdf.

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