




COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: October 20, 2016
Subject: Endowment Act – Programs Assisting Victims
To: Interested Parties
From: 
Derin Myers
Acting Executive Director

The Office of Research and Child Advocacy (ORCA) of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of state Endowment Act funds to support residents of the Commonwealth of Pennsylvania who have been child victims of sexual abuse.

The goal of the Endowment Act – Programs Assisting Victims solicitation is to support programs or projects in meeting the needs of adult and child victims/survivors of child sexual abuse within the Commonwealth. Funds may be used to increase programs and projects that assist adult and child victims/survivors of child sexual abuse and/or increase the use of innovative programs that reach victims of child sexual abuse who are underserved/unserved.

PCCD will award one-year grants with total budgets not to exceed \$50,000. Successful applicants will be eligible to re-apply for second year awards at 80% of their year one award. Applicant agencies may submit only one application under this solicitation.

Questions concerning the Egrants System should be made directly to the Egrants Help Desk at either (717) 787-5887 or you may call toll-free at (800) 692-7292 and select option 9 and then option 6 when prompted.

We look forward to receiving applications under this funding opportunity, and the possibility of working with you in developing and strengthening services for children in the Commonwealth.



Children's Advocacy Center Advisory Committee

Endowment Act – Programs Assisting Victims

Please Note: Allow adequate time to submit your application. You will be unable to submit your application if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants system.

Recommended Egrants Agency Registration Date:
November 23, 2016

Recommended Egrants User Registration Date:
November 30, 2016

Mandatory Egrants Application Deadline:
December 7, 2016

Applicants are encouraged to print a copy of this funding guideline, fully review it, and use it to assist them in the completion of their applications in Egrants. This guideline contains information that does not appear in the Egrants Funding Announcement.

PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to ra-pccd-cacac@pa.gov (Please put Endowment Act – Programs Assisting Victims in the subject line). All questions regarding this funding announcement must be received by close of business on December 5, 2016.

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.

Questions concerning the Egrants System should be made directly to the Egrants Help desk at (717) 787-5887 or (800) 692-7292, at the prompt select option 9 then option 6.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Children’s Advocacy Center Advisory Committee**

Funding Guidelines: Endowment Act – Programs Assisting Victims

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Children's Advocacy Center Advisory Committee**

Funding Guidelines for: 2017

Funding Announcement Title: Endowment Act – Programs Assisting Victims

Funding Available: Act 1 of 2013 (Endowment Act)

Submission Requirements for Applications:

- **Scoring** – All applications will be competitively reviewed and scored unless administratively rejected. Applications will be scored on the basis of the applicant's adherence to the Funding Announcement Guidelines and a timely submission in the PCCD Egrants system.
- **Due Date** - All applications must be submitted electronically through PCCD's Egrants system no later than Wednesday, December, 7, 2016 by 11:59 p.m., Eastern Time. **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** - Applications entered in Egrants by the deadline are not considered complete unless the required original Signature Page and any other required signed documents are also received at PCCD. Successful applications will be presented for consideration at the March 2017 Commission meeting.
- **Completeness** – PCCD has released multiple funding announcements pursuant to Act 1 of 2013, or the "Endowment Act." Each funding announcement is tailored to a specific category eligible for funding as listed under Section 3(b)(4) of the Act. An application submitted under this solicitation shall be specific to the category towards which the funding announcement is tailored and meet the requirements of the funding announcement.
- **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
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1. Overview:

[Act 1 of 2013](#), better known as the "Endowment Act," directs PCCD to distribute \$48 million in National Collegiate Athletic Association (NCAA) monetary penalties levied on the Pennsylvania State University (PSU) to the victims of child sexual abuse in the Commonwealth.

Act 1 states: "Unless otherwise expressly stated in the agreement, the funds may only be used within the Commonwealth for the benefit of the residents of this Commonwealth and on any of the following:

- (i) Programs or projects preventing child sexual abuse and/or assisting the victims of child sexual abuse.
- (ii) Multidisciplinary Investigative Teams established under 23 Pa.C.S. (relating to domestic relations).
- (iii) Child Advocacy Centers.
- (iv) Victim service organizations that provide services to children subjected to sexual abuse.
- (v) Training of persons who are mandated by law to report child sexual abuse or to treat victims of child sexual abuse."

This funding announcement is specifically for part of Category 1, or providing programs or projects assisting the victims of sexual abuse. Funding under this category is limited to supporting:

- Any program or project that assists child victims/adult survivors of childhood sexual abuse.
- Innovative programs or projects that reach victims/survivors of child sexual abuse which are underserved/unserved. Examples include, but are not limited to:
 - Serving adult male survivors of child sexual abuse.
 - Developing a pilot telehealth/telemedicine project for rural counties.
 - Supporting evidence-based programs to assist victims.

For the purposes of this funding announcement, the term "child" refers to an individual under 18 years of age, and "sexual abuse" refers to the definition of "sexual abuse or exploitation" under [23 Pa.C.S. §6303](#) (relating to definitions).

2. Funding Availability:

PCCD expects to release up to \$1,100,000 for a total of approximately 22 awards.

Maximum awards of \$50,000 are available for the initial year one project period. Successful applicants will be eligible to re-apply for second year awards at 80% of their year one award. Receipt of year one funding does not guarantee that an applicant will receive year two funding. To secure a year two award, applicants must demonstrate project impact and/or implementation progress. A separate funding solicitation will be released to guide grantees through what is required to gain second year funding. There is no cash or in-kind match requirement under this funding announcement. **Applicant agencies may submit only one application under this funding announcement.**

Award Letters will be mailed as soon as possible after the applications are approved and will also be available in Egrants.

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

PCCD will have approval of all final budgets. After the competitive process is completed successful applicants should expect PCCD staff to engage with them in finalizing budgets which could include the elimination or addition of budgeted items.

3. Non-supplantation:

Funding shall 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.

4. Project Dates:

Contingent upon availability of funds, applications approved at the March 2017 Commission meeting will be 12-month projects and have a start date of April 1, 2017 and an end date of March 31, 2018.

5. Eligible Applicants:

Eligibility for these funds is open to any for-profit entity, non-profit entity or unit of local government that assists child victims/adult survivors of child sexual abuse.

All programs receiving funding under this solicitation must meet victim service standards set by organizations with oversight of their operations, i.e., [Pennsylvania Commission on Crime and Delinquency \(PCCD\)](#), [Pennsylvania Coalition Against Rape \(PCAR\)](#), and/or [National Children's Alliance \(NCA\)](#). Therefore, sexual assault programs, children's advocacy centers, and centers providing comprehensive victim services seeking funding under this solicitation must demonstrate how they meet relevant statewide or national organizational standards in order to be eligible for funding.

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

6. Program Goals, Objectives and Anticipated Impact:

- a. The goal of the Endowment Act – Programs Assisting Victims (EA/PAV) is to support programs or projects in meeting the needs of child victims/adult survivors of child sexual abuse.
- b. Anticipated Impact:

These include, but are not limited to, the following:

- Increasing programs and projects that assist adult and child victims/survivors of child sexual abuse.

- Increasing the use of innovative programs or projects that reach victims of child sexual abuse which are underserved/unserved.

7. Eligible Program Activities and Expenses:

Funds for the proposed program must be used to support any/all/one of the following:

- Any program or project that assists adult and child victims/survivors of childhood sexual abuse.
- Innovative programs or projects that reach victims of child sexual abuse which are underserved/unserved. Examples include, but are not limited to:
 - Serving adult male survivors of child sexual abuse.
 - Developing a pilot telehealth/telemedicine project for rural counties.
 - Supporting evidence-based programs to assist victims.

Innovative programs or projects that reach victims of child sexual abuse which are underserved/unserved will be given priority consideration.

Applicants requesting funding to support therapy must implement evidence-based therapeutic models shown to be effective for children with histories of trauma. For purposes of this funding announcement, the term “evidence-based” is reserved for programs that have been tested in more than one scientifically rigorous study (such as randomized control trials) and have consistently been shown to work better than a placebo or no treatment/intervention. For more information about what constitutes an “evidence-based” program please refer to Appendix A. Examples of programs that are “well supported by evidence” can also be found at <http://www.cebc4cw.org/home/>.

All successful applicants seeking Trauma Focused-Cognitive Behavioral Therapy training will be required to work with the EPISCenter at Pennsylvania State University to coordinate trainings and technical assistance. All funded therapists under these funds will also be required to work toward certification through their respective developers. Successful TF-CBT applicants will be required to utilize the free Child PTSD Symptom Scale as a pre/post measure and the TF-CBT Brief Practice Checklist for fidelity verification. These instruments and other TF-CBT information (including cost information) can be found [here](#). Applicants seeking TF-CBT training are strongly encouraged to budget for the following two books for each clinician being trained: *Treating Trauma and Traumatic Grief in Children and Adolescents* and *Trauma-Focused CBT for Children and Adolescents: Treatment Applications*.

All travel costs must adhere to Federal GSA guidelines: <http://www.gsa.gov/portal/category/100120>

Training costs, included related training expenditures such as travel and lodging, are limited to no more than \$5,000. Under this initiative, training DOES NOT include conferences. Trainings funded under this solicitation should result in the person attending the training receiving certification or expertise. International trainings are prohibited.

8. Required Egrants Sections/Documents:

- a. Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents:
 - Signature page. Please note that the Signature Page is required to be signed and mailed directly to PCCD per the requirements under **Section 16: Mailing Information**; and
 - Any other signed documents as required under section 9(e).

9. Scoring:

The information PCCD is requesting must be submitted in the sections of the application specified below. Responses must be submitted within the response fields provided in Egrants. Each section in Egrants asks for specific information; therefore, do not repeat yourself in any section.

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

- a. **Executive Summary – EA/PAV– (Maximum 10 points)**
 - All applicants must describe your agency and its history with assisting adult or child victims/survivors of child sexual abuse.
 - Briefly state your project goals, major deliverables, and your anticipated impact/outcomes.
 - All applicants funded under an Endowment Act grant in 2016 should discuss accomplishments and challenges of your current funded project. Discuss why additional funding is needed.
- b. **Statement of Purpose – EA/PAV – (Maximum 25 points)**
 - Describe the problem/need that your project will address. If applicable, define the underserved/unserved victim population the project targets. Supporting data and facts must be provided and be specific to your project and relevant to the program and your proposed request. Include the number of adult and/or child victims/survivors of child sexual abuse served by your agency in 2015.
 - Discuss how services for adult and/or child victims/survivors of child sexual abuse are coordinated within the county/region and how this project supports the identified need within the county and does not duplicate current services provided.
 - Explain current funding gaps for the proposed project and how these funds will help fill that gap.
- c. **Project Description – EA/PAV – (Maximum 45 points)**

Provide a detailed description of the proposed project and how the project relates to the challenges defined in the purpose section. The following must be included in this description:

 - Discuss how the proposed project will address the goals and objectives of this funding announcement. Include how the project will only be used to serve adult and/or child victims/survivors of child sexual abuse.

- Describe the location of the proposed project and the target population to be served. Include the estimated number of individuals that will be served by your proposed project.
- Provide the expected impact or outcomes of the project; describe any potential barriers to achieving the desired outcomes and how you expect to address those barriers; and how data will be collected.
- Describe how the project specifically meets NCA standards, PCAR standards or PCCD Consolidated Victim Service Program Standards.
- If personnel costs are requested, provide specific details on the types of training these individuals will attend (e.g. [PCCD's Foundational Academy for Victim Service Providers](#), [Victim Advocacy in the CAC – National CAC](#), etc.).

Priority consideration will be given to quality projects that encourage regional and cross system coordination of services. Factors such as underserved populations, geographic diversity, grantee past performance, and available alternative funding sources will receive consideration by reviewers.

d. Budget Detail and Narrative – EA/PAV – (Maximum 20 points)

Describe each item to be supported with grant funds and include an explanation and justification of all budget items by category. Only budget for costs necessary and essential to implementing the proposed project. **All costs must be related to programs that assist child sexual abuse victims/adult survivors of child sexual abuse only.**

This section appears as two separate sections in Egrants and must be entered as such.

The Budget Detail must:

- Include a one-year comprehensive budget detail section; and
- Provide a clear description of all costs including salary and benefits for which grant funds will be utilized.
 - Example: Personnel – Number of hours per week x Rate per Hour x Number of weeks.

The Budget Narrative must:

- Provide an explanation of each budget item by category. Describe how many people will be assigned to the project – i.e., new hires or transfers of existing personnel; full or part-time; etc.
- Applicants should plan to assume the costs of awarded projects in order to sustain them once grant funds have expired. PCCD recognizes that some projects may be completed using only the awarded funds and may not require planning to sustain them. Applicants should stipulate if the project will require a sustainability plan or if the project will be completed at the end of the grant period. Applicants must include a brief sustainability plan for those projects that will not be completed at the end of the grant period.
- If asking for grant funding to support existing personnel, operating expenses (e.g. rent, utilities, etc.), or consultants please discuss how each

are currently funded so that PCCD can determine whether these funds would supplant existing funding sources.

- If your agency has applied for other federal, state, or local funds to support the same project requested under this solicitation, please list the type of funding that you have applied for and how much was requested. Please provide any additional information that you think would be beneficial for PCCD to know about these other requests.
- Applicants who have received any PCCD grant funding over the last two years must provide the following information:
 - List the grant ID number, project title, state and end date, and the amount of funding previously awarded.
 - Provide a summary of the activities and outcomes under each grant.

e. Required Attachments – EA/PAV

The following documents must be attached in the Required Attachment section in Egrants:

- Letters of Support: Applicants that provide letters of endorsement from other partners in their county demonstrating joint support will receive special consideration. Applicants proposing to implement statewide projects are not required to obtain letters from every county.
- Copies of the signed Memorandum of Understanding (MOU) or Interagency Agreement between the applicant agency and any other agency using any services listed in the application.

10. Ineligible Program Activities and Expenses:

The following program activities are not eligible for funding:

- a. Luxury items.
- b. Conference costs.
- c. Proposed projects not related to providing assistance to child victims/adult survivors of child sexual abuse who are residents of the Commonwealth of Pennsylvania.

11. Performance Measures:

Successful applicants are **required** to submit Quarterly Program Reports via the PCCD Egrants System. Award recipients will be required to report on performance measures that fulfill state guidelines for the use of the Endowment Act appropriation. These measures will be selected by PCCD Staff who will work with award recipients prior to April 1, 2017 on the types of data collection required for each program. Award recipients will be required to accept and report on these selected measures on a quarterly basis.

Award recipients may want to develop additional performance measures that are specifically related to the activities outlined in their application and may track and report all measures on a quarterly basis through 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: Endowment Act.

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 maximum open and free competition. Competitive bidding procedures must be used if the projected costs for products or services (items of a similar nature) exceed \$10,000. Procurement standards for use by grant recipients are described in PCCD’s [Applicant’s Manual](#) on page 15.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See PCCD’s [Applicant’s Manual](#), page 17, for Sole Source Procurement Justification Approval Criteria.)

14. Other Administrative Requirements:

- a. Egrants Registration: Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit a grant application. Be sure to allow enough lead time so your agency has enough time to work on your application 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:
 - i. 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.
 - ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your Application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to

the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).

- e. Federal Application Requirements (DUNS Number and SAM Registration): See the [Federal Application Requirements page](#) on PCCD's website for further information.
- f. Reporting Requirements: Programmatic Reports are due quarterly and must be submitted through the Egrants system. Fiscal Reports are due quarterly for all projects and must be submitted through Egrants.
- g. 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 be ineligible for funding.
- h. Information Technology 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 funded by PCCD are compatible with state and federal IT standards and requirements. Additional information regarding the 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:

- a. Staff Contacts: PCCD Program Staff will field questions to clarify the funding announcement. Questions must be sent by email to ra-pccd-cacac@pa.gov (Please put Endowment Act – Programs Assisting Victims in the subject line). In order for all applicants to benefit from the Q/A process, answers will be available to all parties by visiting [here](#) and selecting this funding announcement. All questions regarding this funding announcement must be received by close of business on December 5, 2016.
- b. Egrants Funding Announcement: The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for Endowment Act – Programs Assisting Victims.
- c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's [Applicant's Manual](#), Standard Subgrant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's website.
- d. Egrants Technical Questions: Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887. Please note: While Egrants will accept your application up until midnight of the due date, Help Desk staff will not be available after 4:00 p.m.
- e. PCCD Webmaster: Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

16. Mailing Information:

The application must be entered into Egrants **no later than Wednesday, December 7, 2016 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that could not be submitted electronically must be **received or postmarked by Wednesday, December 7, 2016** and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency
Attention: Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street
Harrisburg, PA 17110 **

*** Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.**

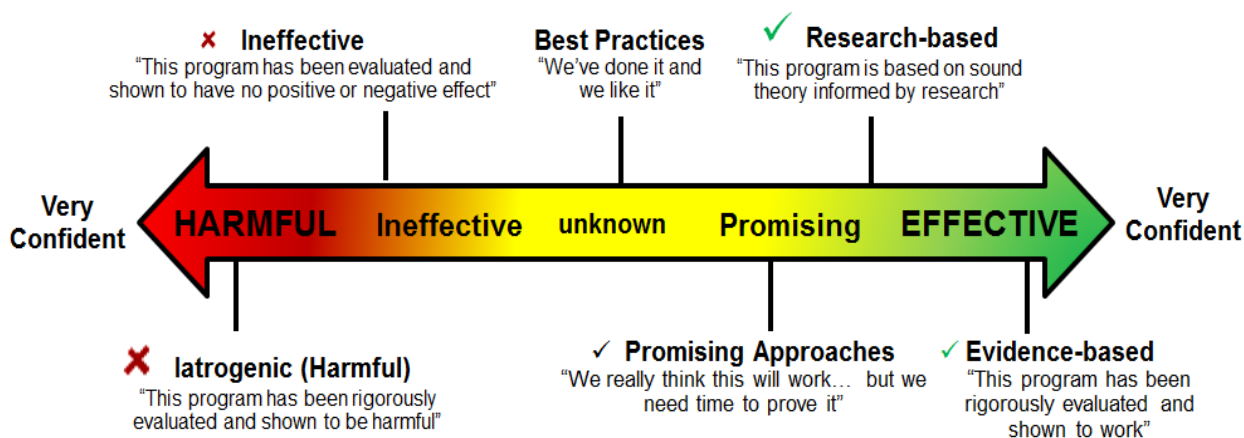
** Since staff is not available at this location on Saturday and Sunday, Applications should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked Wednesday, December 7, 2016.

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

Appendix A

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!

Please contact the EPISCenter for additional technical assistance: lcook@episcenter.org