



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: September 6, 2022
Subject: Coordinated Community Violence Intervention (CCVI) Strategies Pilot Grant Program
To: Interested Parties
From: Michael Pennington
Executive Director

A handwritten signature in blue ink, appearing to read "Michael Pennington".

The Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of federal funding to support the FY 2022 Coordinated Community Violence Intervention (CCVI) Strategies Pilot Grant Program.

The primary purpose of this grant program is to increase local coordination and collaboration to more effectively prevent, intervene, and respond to gun and group violence. CCVI Strategies Pilot Grants are designed to provide intensive investments and supports for collaborative community violence prevention and response strategies within focused service areas (defined as contiguous geographic areas).

A total of approximately \$15 million in federal funds is being announced for this initiative as part of PCCD's Violence Intervention and Prevention (VIP) initiative. PCCD expects to fund approximately five to eight grants not to exceed \$3,000,000 over the 32-month project period. Applicants must provide at least 25% in match funding (including in-kind supports).

Priority consideration will be given to proposed collaborative initiatives that would take place in ZIP code(s)/municipalities in the Commonwealth with the highest rates of gun violence, other violent crime, and other need-based factors.

Applications must be submitted in PCCD's Egrants system no later than 11:59 p.m. on Monday, October 31, 2022. For full application requirements, applicants are encouraged to carefully review the narrative funding announcement and use it as a guide to complete their applications in the Egrants system.

Questions concerning the Egrants system should be made directly to the PCCD 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, or by email at RA-egrantssupport@pa.gov.

All other questions regarding this funding announcement may be directed to PCCD staff at RA-PCCD_ExecutiveOfc@pa.gov.

We look forward to receiving applications under this funding opportunity, and the possibility of working with you in improving the safety of Pennsylvania's communities.



Coordinated Community Violence Intervention (CCVI) Strategies

Fiscal Year 2022-23 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:

Friday, October 21, 2022

Recommended [Egrants User Registration](#) Date:

Monday, October 24, 2022

Mandatory Egrants Application Deadline:

Monday, October 31, 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.

Applicants are strongly encouraged to utilize PCCD's [GENERAL APPLICATION GRANT GUIDES](#) on our website for assistance in navigating the Egrants registration and application process.

If you have a question seeking clarification of the funding announcement, questions should be sent via email to RA-PCCD_ExecutiveOfc@pa.gov with "CCVI Strategies" in the subject line. PCCD staff will post responses to the questions, as they are received, on [PCCD's Funding Announcement Q&A](#) webpage. 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

**Funding Stream: FY 2022-23 Violence Intervention & Prevention (VIP)
Coordinated Community Violence Intervention (CCVI) Strategies**

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Funding Announcement Title: 2022 CCVI Strategies

Funding Stream: 2022 Violence Intervention & Prevention (VIP)

Submission Requirements for Applications:

- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on Monday, October 31, 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 executed signature page, as well as any other required documents.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.
- **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.

Keyword: Coordinated CVI

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY





FY2022 Coordinated Community Violence Intervention (CCVI) Strategies Pilot Grants

1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the FY 2022 Coordinated Community Violence Intervention (CCVI) Strategies Pilot Grant Program. The primary purpose of this grant program is to increase local coordination and collaboration to more effectively prevent, intervene, and respond to gun and group violence.

According to the U.S. Department of Justice, [community violence intervention \(CVI\)](#) is an approach that uses multidisciplinary, evidence-informed strategies to reduce violence through tailored, community-centered initiatives. CVI strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation. These strategies also build/enhance relationships between community members and community resources to increase access to and use of services and supports that can save lives, address trauma, offer opportunity, and improve the conditions that drive violence (e.g., physical/environmental, social, economic, etc.).

Figure 1. CVI Guiding Principles¹

 Community-centered	 Equitable and inclusive	 Evidence-informed	 Effective and sustainable
The CVI approach must be informed by, and tailored to, community residents and stakeholders, and everyone involved must prioritize the needs of the community. This means social service partners are engaged to align and collaborate with residents and law enforcement partners in order to reduce violence and build community.	Care must be taken to guarantee the community members most affected and most disenfranchised are included in creating CVI solutions and benefiting from them.	Each CVI strategy should be built using evidence generated by multiple disciplines and a variety of methods. Evidence used to support a CVI program may include findings from research and evaluation as well as case studies, expert opinions, or documented lessons learned from the field. Ideally, a CVI program will engage in research and evaluation to help build the evidence base for what works.	CVI programs must demonstrate measurable impacts on violence and community wellbeing, and they must have access to resources that enable responses to new and ongoing challenges over time.

While tailored to the unique strengths and needs of particular communities, CVI approaches typically involve one or more of the following:

- Trusted, credible messengers and practitioners responsible for delivering intervention strategies;

¹ Adapted from [Community Based Violence Intervention and Prevention Initiative](#), U.S. Department of Justice, Bureau of Justice Assistance.

- Full partnerships with representatives of the affected community/ies who provide input and help shape the intervention’s approach;
- A focus on people with the highest risk of violence involvement in the near term;
- Data from multiple sources (e.g., law enforcement, social services, etc.) that are vetted for accuracy and attention to racial, ethnic, economic, and other biases;
- Trauma-informed and trauma-responsive practices focused on the impact of trauma on individuals and the broader population in historically underinvested communities;
- Facilitating partnerships and relationships among a wide range of public, private, and community stakeholders impacted by violence to prevent violence, strengthen community resilience, and build social capital/networks; and
- Driven by a commitment to racial, ethnic, and socioeconomic equity, recognizing the various social, demographic, economic, and system/structural factors that drive and perpetuate community violence, and bringing resources and responses directly to people and places with the greatest need.

The CCVI Strategies Pilot Grant Program is funded through the FY 2022-23 Violence Intervention and Prevention (VIP) appropriation. Pennsylvania law requires that VIP funding be used for grants and technical assistance to address community violence throughout the Commonwealth. Eligible activities include those allowed in Section 1306-B(j)(22) of the PA Public School Code (see “Eligible Activities” on page 10). The School Safety and Security Committee approved a 2022-23 VIP funding framework allocating \$15 million in VIP funds to support the CCVI Strategies Pilot Program.

The CCVI Strategies Pilot Program is designed to provide intensive investments and supports for collaborative community violence prevention and response strategies within focused service areas (defined as contiguous geographic areas). This includes:

- a) Supporting five to eight pilot projects and reduce rates of gun violence and other violent crime in highest-risk communities over a 32-month period focused on short-term intervention, mid-term prevention, and/or long-term transformation strategies;
- b) Piloting and evaluating effectiveness of CVI strategies deployed by local communities, including 1) Law Enforcement Programs; 2) Community-based Programs; and 3) School-based Programs;
- c) Improving coordination and linkages among community-based groups, law enforcement, social services, justice practitioners, public health, education, and other stakeholders to prevent and address violence;
- d) Increasing capacity of local communities to support evidence-based prevention, intervention, and response strategies; and
- e) Improving access to services, resources, and supports for individuals, families, and communities impacted by gun violence.

2. Resources for Prospective Applicants:

Interested applicants who are community-based nonprofit organizations are strongly encouraged, but not required, to review and complete a **“PCCD Grants Readiness Self-Assessment Checklist”**, available in the [“Applicant Resources” section](#) of PCCD’s “Funding” webpage. This document provides an overview of the minimum requirements nonprofit organizations should have in place in order to directly apply for and receive grant funding from PCCD, as well as recommended (but not required) practices for grantees.

In addition, interested applicants are invited to register for a **virtual webinar** on this funding announcement. The purpose of the webinar is to provide an overview of the CCVI Strategies Pilot Grant Program, PCCD’s application process, as well as answer technical questions from prospective applicants and provide clarity on funding announcement

instructions. Topics may include but are not limited to developing and submitting an application in PCCD's Egrants System, eligibility criteria, funding goals and priorities, and an overview of the program's evaluation requirements.

Note: While encouraged, participation in this informational webinar is not a requirement to apply for CCVI Strategies funding. In addition, no preference is given to applicants who register for or attend the webinar, and a recording of the webinar will be made available on PCCD's *Gun Violence Grants & Funding* webpage following the conclusion of the virtual session.

**CCVI Strategies Funding Announcement:
Webinar for Prospective Applicants**

Thursday, September 15, 2022
10:00-11:00 a.m. (ET)

Registration Link:

<https://www.surveymonkey.com/r/2022-CCVI-Strategies-Webinar>

3. Funding Availability:

A total of \$15 million in 2022-23 VIP funds is being announced to support this initiative. Eligible applicants may apply for **any amount up to and including \$3 million**. Applicants are strongly encouraged to only apply for the amount of funding needed to support project planning and implementation activities. Proposals will be scored, in part, on the reasonableness of the proposed budget, in addition to other criteria identified in this funding announcement.

Funding is available for the implementation of new projects as well as the expansion or enhancement of existing collaborative initiatives/programs. Note: These funds should not be used purely for continuation of existing programs.

Applicants must demonstrate that they have a comprehensive plan (or must include a planning period within their application) in order to apply for funding.

Applicants seeking funding to expand or enhance existing programs should provide information regarding the program's progress and accomplishments. Applicants should describe why funding is needed and how a grant will be used to reach new and distinct geographic areas (including neighborhoods) and/or new populations, if applicable.

For new projects that do not already have a comprehensive plan, applicants may budget up to 5 percent of their proposed budget to be used for planning purposes. Planning activities should include conducting an inventory/assessment of available services, resources, and programs currently available within the proposed service area(s) as well as a comprehensive needs assessment to identify gaps. This assessment will result in a community safety/action plan (or similar document) identifying CVI strategies aligned with local needs and priorities. This plan must be finalized and submitted to PCCD for review as part of a "Phase 2" Implementation Budget within 9 months of the project's start date.

Applicants must provide at least 25% in match funding (including in-kind supports). This can include resources (cash or in-kind) provided by the applicant and/or proposed project partners. Applicants must provide letters of support or other mechanisms documenting

ability to meet this requirement and demonstrating commitment of these partners to the proposed project.

PCCD expects to fund 5-8 grants with budgets not to exceed \$3 million. Award letters will be available in Egrants as soon as possible after the applications are approved. Please note: Total awards are contingent upon availability of funds in future fiscal years.

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

4. 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.

5. Project Dates:

Applicants may request funding to support activities over an up-to-32-month period. Projects will have a start date of February 1, 2023 and an end date of September 30, 2025 (unless activities are completed earlier). There should be no expectation that funding will be extended past this period.

6. Eligible Applicants:

Eligible applicants under this funding announcement include community-based organizations, institutions of higher education, municipalities, district attorneys, and counties. NOTE: Community-based organizations must be a registered 501(c)(3) in order to make direct application for funds under the CCVI Strategies Pilot Grant solicitation.

Applicants are **not required** to have a prior history with PCCD to be eligible. All applicants must register with PCCD's Egrants System, however, to submit their application and be eligible for consideration.

Additional PCCD Grant Opportunities Related to Violence Prevention

Note: This funding announcement is part of a broader set of funding opportunities announced by PCCD related to community violence intervention and gun violence prevention. Please see [Egrants](#) for more information regarding these solicitations. Recognizing the intersections of these grant programs as well as the need to ensure equitable access to limited funds, eligible applicants are strongly urged to carefully review all available funding announcements and determine which opportunity may be best for your specific organization/agency based on eligibility criteria, funding priorities, etc. If applicants are applying under multiple funding announcements (or if they are included as a proposed subrecipient in an application), the applicant **must** disclose that within each of their applications submitted to PCCD. In any case, the proposals should not be duplicative and must fund separate and unique activities.

7. Key Deliverables, Program Requirements, and Funding Priorities

A. Key Deliverables:

Eligible applicants can request up to \$3 million to implement key project activities (with consideration of size of proposed service area), including:

- i. Identifying a “lead” agency or organization responsible for spearheading the collaborative project (as well as an individual responsible for coordinating day-to-day activities);
- ii. Recruiting, hiring, and onboarding a full-time Coordinator position within the applicant agency to oversee day-to-day operations of the grant-funded project, including facilitating communication and progress on key deliverables with partners;
- iii. If one has not already been completed, conducting an inventory/assessment of available services, resources, and programs currently available within the proposed service area(s) as well as a comprehensive needs assessment to identify gaps; and
- iv. Develop a “community safety plan” or similar action plan that identifies and implements 2-3 strategies aligned with evidence-based violence reduction strategies that are responsive to needs identified through assessment and in consultation with project partners (including evaluation/research partners identified by PCCD). *(See page 10 for a list of eligible activities and examples of evidence-based and evidence-informed strategies.)*

B. Program Requirements:

1) *Cross-Sector Collaboration:*

Under this solicitation, applicants must demonstrate partnerships and working relationships with a wide range of community stakeholders. Required partners, where appropriate, include: 1) local law enforcement and justice-related stakeholders (police, district attorney’s office, public defender’s office, courts, probation/parole, etc.); 2) victim service providers; 3) education; 4) community and economic development; 5) workforce development; 6) health and human services; 7) arts/recreation/public spaces; 8) faith-based organizations; 9) youth-serving organizations; 10) other community-based organizations instrumental to preventing or responding to violence within a given service area.

Applicants should include relevant letters of support from these partners and should provide additional documentation of cross-sector coordination, such as through a Memorandum of Understanding (MOU) or a comprehensive plan to work with multidisciplinary partners to reduce violence.

Note: Partners demonstrating commitment to the project should be involved in the initial planning and assessment phase; depending on the results of the assessment, these entities may or may not be part of programmatic/implementation activities. In addition, entities serving multiple roles (e.g., youth-serving recreation org, community-based arts group, etc.) can fulfill multiple required partnership roles. The individuals representing partner entities should reflect the scope of the project’s proposed service area (for example, a chief of police should sign a letter of support if a project will focus on an entire jurisdiction; a district captain of a police department could indicate support for projects that are focused on a smaller area, such as neighborhoods or wards). Ultimately, the goal of these partnership requirements is to ensure that community violence prevention and intervention strategies supported through pilot grants are identified and deployed with necessary buy-in and resourcing from key stakeholders within a given community.

2) *Funding Match Requirement:*

Recognizing the need for long-term, system-wide responses, PCCD is requiring that proposed projects funded under the CCVI Strategies Pilot solicitation provide at least

25% in match funding (either cash or in-kind or a combination of both). As described above, applicants must provide letters of support or other mechanisms demonstrating commitment of these partners to the proposed project. More information about these types of matches, including examples of potential match sources, is below.

<p>Cash Match</p> <p>Also known as a “hard match”, this includes income from a source other than grant funds that is budgeted for the proposed project. This can include a cash contribution, and can come from the applicant’s own funds (general revenue), cash donations from non-public third parties (i.e., partner organizations), or from other grants*. When used to augment/expand the project, cash expenses for items like personnel, facilities, and supplies may be considered cash match (if they do not meet criteria for supplantation).</p> <p>A cash match contribution can only be applied to the 25% match requirement once it is expended on a cost or activity identified in your Project Work Plan/application. Examples of cash match sources include, but are not limited to:</p> <ul style="list-style-type: none">o Cash donations;o Local/state*/federal government grants or appropriations;o Foundation grants;o Corporate contributions. <p>*Note: PCCD funds cannot be used as a match for another PCCD grant, including CCVI Strategies Pilot Grants.</p>
<p>In-Kind Match</p> <p>Also known as a “soft match”, an in-kind match is a non-cash contribution of value, resources, or materials provided by the applicant or third parties (e.g., project partners). In-kind match is typically the calculated value of personnel, goods, and services, and can include both direct and indirect costs. Examples of in-kind match sources include donated office supplies, equipment, professional services, and volunteer time. In general, value of in-kind match sources/contributions should be determined by fair market value.</p>

NOTE: Grantees receiving funding through the CCVI Strategies Pilot Grant Program must maintain documentation to support all match supports that are claimed, whether cash or in-kind. This can include, but is not limited to, the following:

- o Signed timesheets and/or attendance records for volunteer time;
- o Documentation of how monetary value of volunteer/donated personnel/labor time was calculated;
- o Training agenda, course description, cost, sign-in sheet, training agreement, etc.; and/or
- o Purchase orders, packing slips, paid receipts and invoices, donated supplies, etc.

C. Funding Priorities:

Priority consideration will be given to proposed collaborative initiatives that would take place in ZIP code(s)/municipalities in the Commonwealth with the highest rates of gun violence, other violent crime, and other need-based factors. Funded projects should utilize approaches that have demonstrated promise in preventing and reducing

community violence and must include multiple cross-sector partners. (See “Evidence-based & Evidence-informed CVI Strategies” section below for more information.)

8. Eligible Program Activities and Expenses:

VIP funding, including funds under this CCVI Strategies solicitation, may be used for eligible activities listed in Section 1306-B(j)(22) of the PA Public School Code. Those are programs designed to reduce community violence², including:

- (i) Increasing access to quality trauma-informed support services and behavioral health care by linking the community with local trauma support and behavioral health systems.
- (ii) 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.
- (iii) 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.
- (iv) Fostering and promoting communication between the school entity, community, and law enforcement.
- (v) Any other program or model designed to reduce community violence and approved by the committee.

Evidence-based & Evidence-informed CVI Strategies:

As described previously, the CCVI Strategies Pilot Program is designed to provide intensive investments and supports for collaborative community violence prevention and response strategies within focused service areas (defined as contiguous geographic areas). This includes:

- a) Supporting five to eight pilot projects and reduce rates of gun violence and other violent crime in highest-risk communities over a 32-month period focused on short-term intervention, mid-term prevention, and/or long-term transformation strategies;
- b) Piloting and evaluating effectiveness of strategies deployed by local communities, including 1) Law Enforcement Programs; 2) Community-based Programs; and 3) School-based Programs;
- c) Improving coordination and linkages among community-based groups, law enforcement, social services, justice practitioners, public health, education, and other stakeholders to prevent and address violence;
- d) Increasing capacity of local communities to support evidence-based prevention, intervention, and response strategies; and
- e) Improving access to services, resources, and supports for individuals, families, and communities impacted by gun violence.

Examples of evidence-based/evidence-informed CVI strategies that can be supported under this solicitation are described below:

² For the purposes of this funding announcement, ‘community violence’ is defined as intentional interpersonal violence (e.g., gun violence, group-related violence) in areas of Pennsylvania with high-violence crime rates using Uniform Crime Report offense data or similar local crime statistics.

Figure 2. Types of Anti-Violence Investments³

Intervention (Short-Term)	Prevention (Medium-Term)	Transformation (Long-Term)
<ul style="list-style-type: none"> • Strategies addressing violence happening now • Focus on interruption and intervention of violence, as well as addressing immediate impacts (crisis response) • Targets efforts to specific people and groups most likely to be victims and/or perpetrators of violence • <i>Results in <1 year to 3 years</i> 	<ul style="list-style-type: none"> • Focus on addressing factors that put youth and others at risk of future violence involvement • Examples: Mentoring, wraparound supports + services, diversion programs, reentry services, after-school programs, trauma-informed care, upstream prevention programs, etc. • <i>Results in 5 to 10 years</i> 	<ul style="list-style-type: none"> • Goal of transforming communities so they are no longer prone to violence • Focus on addressing long-term impacts + community-wide improvements (e.g., neighborhood revitalization, education and youth development, workforce development, etc.) • <i>Results in 15 to 20 years</i>

Note: This list of programs and models is for reference purposes only. Programs not specifically identified in these examples can still be presented to the SSSC for consideration. Regardless of the strategy or strategies selected, applicants must be able to demonstrate why the strategy was selected for the target area/population(s) and provide evidence indicating the strategy is likely to reduce violence.

In addition,

- Funds may only be used to pay for expenses directly related to the conduct, management, and coordination of the project.
- Administrative costs are allowable (see “Indirect Costs” on page 12); however, applicants are strongly encouraged to only budget for costs necessary for project planning and implementation.

Note: PCCD recognizes that offering meals, incentives, and participant supports can help increase participation among clients/individuals engaged in services. Therefore, VIP funds (including CCVI Strategies Pilot Grant funds) may be used to purchase meals or snacks, items or activities used as program/participant incentives, and participant support items, provided that these incentives are used to encourage these outcomes (e.g., rewards for participants meeting certain documented milestones, celebrating program completion, etc.). In all cases, there must be a direct and documented link to grant-funded activities. PCCD will determine whether each expense is appropriately explained and justified and will have final approval of all budget requests. In addition, PCCD requires that grantees who utilize grant funds to support purchases of gift cards and similar incentives to comply with documentation requirements prescribed by PCCD.

9. Ineligible Program Activities and Expenses:

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

- a. Physical security/infrastructure costs (such as security cameras, building modifications, and other “hardening” strategies);⁴
- b. Construction;

³ Adapted from Philadelphia Office of City Controller (Aug. 2021 [report](#)). This categorization was originally developed by David Muhammad of the National Institute for Criminal Justice Reform during a [2019 presentation](#). It echoes the tiered classifications for violence reduction strategies broadly used in the [public health field](#).

⁴ Note: Applicants may request funding to support expenses related to Crime Prevention Through Environmental Design (CPTED), such as greening, clean-up, lighting, etc.

- c. Land acquisition;
- d. Lobbying and political contributions;
- e. Food/refreshments at planning meetings;
- f. Vehicle purchases;
- g. Honoraria or bonuses; and
- h. Any expenses that fall significantly outside of the scope of the funding announcement.

Funding cannot be used for costs incurred prior to the official start date of the award.

In general, physical security/infrastructure costs (such as security cameras, building modifications, and other “hardening” strategies) are not eligible activities under this solicitation. Applicants may request funding to support expenses related to Crime Prevention Through Environmental Design (CPTED), such as greening, clean-up, lighting, etc.

10. Indirect Costs

While PCCD strongly encourages applicants to propose only costs absolutely necessary to support direct implementation of project activities, indirect costs are allowable under this funding announcement.

PCCD allows subgrantees to recover indirect costs in one of two ways:

- a) Federally approved indirect cost rate: PCCD allows subgrantees to apply an indirect cost rate approved by their federal cognizant agency to their PCCD subgrant project. OR
- b) 10% *de minimis* rate: PCCD allows subgrantees that have never received a federally approved indirect cost rate to apply a *de minimis* indirect cost rate of 10% of modified total direct cost (MTDC)⁵ to their PCCD subgrant project. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, use of the *de minimis* rate must be in compliance with 2 CFR 200.414; therefore, local governments may not elect to use the 10% *de minimis* rate.

For additional information, please see page 28 of [PCCD’s Applicant’s Manual](#).

11. Additional Requirements

- PCCD may ask additional questions and request further information from applicants as part of the proposal review and vetting process.
- Selected grantees must attend virtual ‘onboarding’ meetings and other orientation activities as prescribed by PCCD and its VIP Technical Assistance partner(s).
- Projects awarded CCVI grants will also be expected to work closely with technical assistance and research/evaluation partner(s) identified by PCCD. **Each CCVI project will be part of an evaluation process designed to capture site-specific and cross-site outcomes, conducted by a third-party entity selected by PCCD.** Grantees will be expected to provide quarterly performance data as well as other information that may be necessary to facilitate this evaluation. Note: PCCD’s selected evaluation partner(s) will cover costs associated with direct

⁵ Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000.

participation in these required evaluation activities. In addition, applicants may include costs related to data collection within their proposed project budgets.

12. 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 Signed Documents – A successful application must be accompanied by the following:
 - The executed Signature Page (page 2 of the application).

13. Application Procedures:

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. **Applicant Overview: Capacity & Coordination – (Maximum 25 points)**
 - i. ***Lead Agency/Organization ("Project Lead"):*** Under this solicitation, an applicant must serve as the "lead" agency or organization responsible for spearheading the project. The applicant should describe their agency or organization, including its mission, history, organization/agency type, and its capacity to coordinate CVI efforts. This should include a description of the experience, current staffing, partnerships, and community buy-in and supports that will be leveraged for the proposed project. Applicants should demonstrate their experience and plan for staffing and coordinating proposed activities.
 - ii. ***Project Lead's Coordinator Role:*** Applicants should describe their planned process for recruiting, hiring, and onboarding a full-time Coordinator position within the first quarter of grant activities, including how that individual will facilitate communication and coordination with project partners, as well as other key stakeholders. Applicants should also detail any additional personnel or consultants/contractors that will be hired/contracted/paid to support project activities.
 - iii. ***Project Partners:*** Please identify the individuals and organizations who will serve as project partners supporting planning and/or implementation efforts. (Note: Letters of commitment/support or other documentation of awareness and willingness to partner with applicant/project lead are required for all listed project partners as part of the grant application.)
- b. **Target Area & Population(s) – (Maximum 20 points)**
 - ***Project Location:*** Where will project activities primarily take place? Why was this specific location/geographic area chosen as the focal point for coordinated community violence intervention strategies? What is the applicant's history working with and in this community?

- **Target Population(s):** Identify and describe the project’s target population(s), including the process the applicant used or will use to identify the target population, to include individuals and their family members who are at highest risk of violence involvement, whether as victims or perpetrators or both. If possible, provide an estimate of the number of high-risk individuals who would be reached or served by the project.
- **Description of Community Need:** Describe any currently known need(s) in the proposed geographic area where project activities will take place, including why coordinated approaches to violence prevention and intervention are needed. This should include a description of:
 - Current/existing violence (e.g., homicides, shootings, aggravated assaults) in the targeted area;
 - Identification of potential factors driving or contributing to that violence;
 - Any available qualitative or quantitative data that supported those trends or underlying factors; and
 - Any known service gaps or areas where additional coordination and/or resources are needed.

c. **Project Description – (Maximum 40 points)**

- **Planning & Needs Assessment:** Please describe whether planning activities have occurred with project partners to date, or if this will take place in the early phase of the proposed project period. (Note: Planning costs may not exceed 5% of the total project budget and should not exceed 9 months of the proposed project timeframe.)
- **Identifying & Implementing CVI Strategies Based on Documented Community Needs & Priorities:** Applicants should address how they will use CCVI Strategies Pilot Grant funds to enhance coordination of violence prevention and intervention efforts, including minimizing duplication of services within the proposed service area/community. Further information provided in this section depends on whether the applicant is requesting funds to implement a previously developed/identified community safety plan or coordinated CVI partnership, or if the applicant is requesting funds for a new initiative (i.e., a planning and assessment period is needed):
 - **EXISTING INITIATIVES:** For an applicant proposing an enhancement of an existing partnership initiative, this should include describing how the organization’s existing plan took into account availability of programs, services, and resources within the proposed geographic area. Applicants must provide documentation of the assessment and planning process, such as providing a copy of a recently completed community-based needs assessment, strategic plan, community safety plan, or similar materials in the “Required Attachments” section of Egrants.
 - **NEW INITIATIVES:** Alternatively, in the case of a new partnership initiative, how will the applicant and partners take stock of existing programs and services as part of a planning/needs assessment phase? Please be as specific as possible, including referencing information provided in the Project Work Plan regarding who (staff/partners) will support specific planning and needs assessment activities, when those activities will take place, and when a final Project Work Plan will be developed identifying the specific CVI strategies responsive to local needs and priorities. (Note: Planning period may not exceed 9 months from the project’s start date.)

All applicants, regardless of which project type they are proposing, should also address how they have or will involve individuals impacted by violence, including system-impacted and/or people who are currently or were formerly system-involved within the project's design, planning, and implementation.

- **Plan for Hiring/Onboarding/Training Key Personnel:** For new positions that will be created and hired if a grant is awarded, please describe the process and criteria for recruiting, selecting, hiring, and onboarding those staff/consultants. As part of this discussion, applicants should describe any current workforce or staffing challenges they are experiencing, as well as strategies they have used to recruit and/or retain employees. Applicants should also describe any training, professional development, and support that will be provided to these key personnel, including how the project will prioritize support for overall wellbeing of staff (e.g., mental health/counseling services, activities promoting wellness and addressing trauma, etc.). How will the project ensure cultural competence of staff/consultants, including current/past/ongoing experience working in the proposed service area and/or with target population(s)?
- **Applicants Currently Receiving PCCD Funds:** If applicable, entities that have previously received PCCD funding to support gun violence reduction and/or violence intervention and prevention efforts must articulate the impact of those initiatives and distinguish how proposed new activities would differ from (or build upon/expand) currently/previously funded projects.
- **Project Work Plan (Required Attachment):** All applicants must develop and attach a short, one-page Project Work Plan that identified the project's goal(s) and objectives. This Plan should also identify the specific activities that will take place in each stage of the project, including who will be responsible for completing those activities (staff, partners), and start and end dates for each activity.

d. **Budget Detail – (Maximum 15 points)**

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

NOTE: As described previously, applicants may request funding under this solicitation to support new coordinated initiatives, including planning and needs assessment efforts that will inform the CVI strategies to be deployed using grant funds. **Applicants seeking funding to support new initiatives should provide a detailed budget for all costs associated with planning and initial coordination as well as “placeholder” estimates for the types of expenses they anticipate needing grants funds to support in the project's implementation phase.** PCCD will work closely with selected projects who fall into this category upon initial approval and onboarding to ensure budgets meet necessary PCCD criteria. All grantees meeting this criteria will also be asked to submit final “implementation budgets” following the conclusion of the planning and assessment period.

1. The Budget Detail should include an up-to-32-month comprehensive budget.
2. Each category of the budget (i.e., personnel or supplies and operating expenses) has a section labeled “Justification”. In that section, please clearly and concisely describe how each cost was determined (or estimated) and why that cost is necessary for the successful implementation of the project.
3. An applicant's Budget should address key deliverables and activities of the project, including:

- a. Fulfillment of required grantee orientation and other grants management activities, virtual 'onboarding' meetings, and other orientation activities as prescribed by PCCD and its VIP Technical Assistance partner(s). *(Note: PCCD staff recommend budgeting for approximately 5-10 hours for orientation and onboarding activities, as well as for staff time commensurate with involvement in grants administration (e.g., program reporting, evaluation and technical assistance activities, fiscal reporting and oversight, etc.).*
- b. Description of how the 25% match requirement will be met (either cash or in-kind). Applicants will be required to enter line items in their Budget Detail calculating the amount and source(s) of match funds (cash or in-kind). If using an in-kind match, please clearly label that in the Budget Detail and other relevant application sections, as appropriate.

14. Required Attachments:

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

1. Resumes/CVs of key personnel.
2. A position description/summary of key responsibilities for the required full-time Coordinator role.
3. Project Work Plan identifying key activities necessary to meet the project's goal(s) and objectives, including identifying responsible staff/partners and start and end dates for each activity.
4. Letters of support/commitment or similar documentation (i.e., MOUs) for all named project partners.
5. If applicable, a copy of a recently completed community-based needs assessment, strategic plan, community safety plan, or other documentation of community-level needs and proposed strategies to prevent and address violence.
6. Evidence of non-profit status, if applicable (i.e., IRS 501(c)(3) determination letter).

In addition, while not required, applicants are strongly encouraged to utilize the "Attachments" section in Egrants to upload other relevant materials that can supplement information provided within the application, such as program reports, community event flyers, testimonials/letters of support from additional community stakeholders, etc.

15. Performance Measures and Evaluation:

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 are encouraged, but not required, to include performance measures that are specifically related to the activities outlined in 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.

Successful applicants will also be **required** to submit Quarterly Fiscal and Program Reports via the PCCD Egrants System while the awarded grant remains open.

Successful applicants must also provide information and updates to PCCD staff and related entities (e.g., evaluation/research partner) on a more frequent basis to ensure timely

deliverable of key outcomes, as needed. In addition, the applicant must be willing to fully cooperate with PCCD and its evaluation partner with program-related assessments or evaluation efforts, including the collection and reporting of additional information or data needed to determine site-specific as well as cross-site program performance and outcomes.

16. 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).

17. 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](#) on PCCD's website for further information. If you need assistance with this process, please contact the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

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:

- Programmatic reports are due on a quarterly basis.
- Fiscal reports are due quarterly.
- Late submission of programmatic and fiscal reports may delay payments.
- All reports must be submitted through the Egrants system.

18. Anticipated Funding Timeframe

The anticipated timeline for this funding announcement, which is subject to change at the discretion of PCCD, is as follows:

CCVI Strategies Funding Announcement opened in Egrants	September 6, 2022
Webinar for Interested Applicants	Thursday, Sept. 15, 2022, 10:00-11:00 a.m. (ET), Microsoft Teams Live (virtual). Register to attend this webinar: https://www.surveymonkey.com/r/2022-CCVI-Strategies-Webinar
Written Questions Due	Thursday, October 27, 2022
Grant Application Responses Due in Egrants	Monday, October 31, 2022 by 11:59 PM
Anticipated Date for Selection Announcement	TBD - January 2023
Anticipated Grant Start Date	February 1, 2023
Anticipated Full Implementation Date	No longer than 32 months from anticipated grant start date

19. PCCD Contact Information and Resources:

a. Staff Contacts:

This funding announcement provides necessary information to submit a CCVI Strategies proposal to PCCD. Please note that PCCD staff cannot assist the applicant or its partners with the actual preparation of the application and are not able to answer any questions about how a potential applicant should respond to any particular section. Questions concerning this funding announcement should be directed as follows:

- E-mail funding announcement questions to RA-PCCD_ExecutiveOfc@pa.gov with "CCVI Strategies Grants" in the subject line.
- All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.
- Questions should be received by close of business on **Thursday, October 27, 2022.**

b. Egrants Funding Announcement:

Log into the Egrants system and search under the "Funding Announcement" tab for **Coordinated Community Violence Intervention.**

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.

20. Submission Information:

The application must be entered into Egrants **no later than Monday, October 31 by 11:59 p.m., Eastern Time.**

The executed signature page (page 2 of the application) must be uploaded to the Project Summary section of your application. A guide to assist you with this is available on our website at [Signature Page Instructions](#).

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