



Date: June 15, 2022

Subject: Victim Advocacy – School District of Philadelphia

To: Interested Parties

From: Michael Pennington  
Executive Director

A handwritten signature in blue ink that reads "Michael D. Pennington".

The Office of Safe Schools Advocate (OSSA) of the Pennsylvania Commission on Crime and Delinquency (PCCD) announces the availability of state funds to support students and their families who are victims of violence within the School District of Philadelphia.

This grant will be considered a cooperative agreement with PCCD being very involved with the grantee related to provision of advocacy supports. The successful applicant will work closely with the Safe School Advocate.

The activities associated with the Victim Advocacy – SDP project include:

- a. Provide assistance and support to the OSSA, and providing information on support services offered by the district attorney's victim-witness provider and through local community-based victim service agencies;
- b. Support the parent or guardian and/or the student victim through the SDP disciplinary process; and
- c. Assist the parent or guardian of the victim in providing input to the school district and the appropriate juvenile or criminal justice authority to ensure the victim's safety on school property when the perpetrator of an act of violence is returning to school after placement under a consent decree, adjudication of delinquency, or conviction of a criminal offense.

A total of \$375,000 in state funds is being announced to support this initiative. PCCD expects to fund one (1) applicant over a three-year project period.

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, or by email at [RA-egrantssupport@pa.gov](mailto:RA-egrantssupport@pa.gov).

We look forward to receiving applications under this funding opportunity, and the possibility of working with you in strengthening victim advocacy services for children and families within the School District of Philadelphia.



## Office of Safe Schools Advocate

### Victim Advocacy – School District of Philadelphia

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#### Fiscal Year 2022 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:**

July 1, 2022

**Recommended [Egrants User Registration](#) Date:**

July 8, 2022

**Mandatory Egrants Application Deadline:**

July 15, 2022

**This funding guideline contains information not appearing in the Egrants application. Applicants are advised to 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: [carkuntz@pa.gov](mailto:carkuntz@pa.gov) with "Victim Advocacy – School District of Philadelphia" in the subject line. All questions regarding this funding announcement must be received by close of business on July 8, 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](mailto:RA-eGrantsSupport@pa.gov).

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
Office of Safe Schools Advocate**

**Funding Stream: Office of Safe School Advocate Appropriation**

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Safe Schools Advocate**

**Funding Announcement Title: Victim Advocacy – School District (SD) of Philadelphia**  
**Funding Stream: Office of Safe School Advocate Appropriation**

**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 July 15, 2022.
- **Technical Assistance** – Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** – An application submitted in Egrants by the deadline is not considered complete until PCCD has received the original signature page, as well as any other required documents.
- **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.

Keywords: School Safety

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Safe Schools Advocate**

**1. Overview:**

In 2011, the Pennsylvania Commission on Crime and Delinquency (PCCD) established the Office of the Safe Schools Advocate (OSSA) within the School District of Philadelphia pursuant to the requirements of [Section 1310-A](#) of the Pennsylvania Public School Code of 1949.

The primary objective of Victim Advocacy - School District of Philadelphia (SDP) is to support students and their families who are victims of violence. The successful application will work closely with the Safe School Advocate. This grant will be considered a cooperative agreement with PCCD being very involved with the grantee related to provision of advocacy supports.

The activities associated with the Victim Advocacy – SDP project:

- a. Provide assistance and support to the OSSA, and providing information on support services offered by the district attorney’s victim-witness provider and through local community-based victim service agencies;
- b. Support the parent or guardian and/or the student victim through the SDP disciplinary process; and
- c. Assist the parent or guardian of the victim in providing input to the school district and the appropriate juvenile or criminal justice authority to ensure the victim's safety on school property when the perpetrator of an act of violence is returning to school after placement under a consent decree, adjudication of delinquency, or conviction of a criminal offense.

The anticipated impact resulting from this solicitation is that students who are victims of violence in the SDP will be provided with essential services that will benefit them in the aftermath of an act of violence. Possible benefits could include increased stability, increased assistance throughout the disciplinary process and any criminal investigations, and increased access to life-stabilizing services which will assist in restoring them to their pre-victimization state.

Funding under this announcement is limited to supporting the aforementioned goals and objectives under OSSA in the SDP.

**2. Funding Availability:**

PCCD expects to fund one grant with a budget not to exceed \$125,000 per year, over a three year project period.

An award letter will be available in Egrants as soon as possible after the application is 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, the application will be approved by August 15, 2022. This will be a 12-month project and have a start date of September 1, 2022 and an end date of August 31, 2023. Year-end reviews and renewals of the application will occur on an annual basis.

### 4. Eligible Applicants:

Eligibility for these funds is open to organizations that provide direct services to crime victims and may be operated by a non-profit organization or public (governmental) agency, or a combination of such agencies or organizations. Applicants must meet all the following requirements:

a. Type of organization:

i. Victim service organizations whose principle mission is to provide services to crime victims.

**OR**

ii. A public or non-profit organization that has a component whose principle mission is to provide services to crime victims. These organizations are eligible if the funds are used to expand, or enhance, the delivery of crime victim services.

A "component" is defined as follows: a specific program within the organizational framework of an agency, whose principal purpose is to provide direct services to victims of violence. The program is under the administrative structure of an established organization and the program's goals and objectives reflect how it expands or enhances services to victims of violence.

b. Have a record of providing direct services to crime victims in a cost-effective manner. Applicants must be in good standing with PCCD to be eligible for these funds.<sup>1</sup> The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants may not be required to have a prior funding history with PCCD to be eligible.

### 5. Eligible Program Activities and Expenses:

Funds for the proposed program shall be used to support Victim Advocacy Assistance – School District of Philadelphia by working within the Office of Safe Schools Advocate in the School District of Philadelphia.

The eligible program activities are outlined, but are not limited to the goals and objectives listed in Section 1, the Overview of this Funding Announcement.

All expenses must be described in the Justification box located in the Egrants Budget Detail section. PCCD has approval of all final budgets.

### 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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<sup>1</sup> This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, State and Federal funding guidelines, and acceptable risk rating as determined by PCCD.

- b. Required Documents – A successful application must have the following attached:
- The executed Signature Page (page 2 of the application).
  - A copy of the therapist’s professional license is required if you intend to hire a therapist.
  - Job descriptions for all personnel.
- c. Recommended Supporting Documentation
- Reference materials used to support project evaluation activities.
  - Forms to provide procedural services.
  - Letters of Support from law enforcement, other victim services agencies, and community stakeholders. Letters of support must be current.

## 7. 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. Applicant Overview – (Maximum 35 points)

Applicants must provide the following information:

1. Provide an overview of your organization, including organization type, mission statement, and eligibility under this funding announcement.
2. Describe the organization’s history and experience working in collaboration with government agencies (federal, state, local), education institutions, and other partners (law enforcement, health and human services, etc.) to support developing and/or implementing victim assistance services.
3. Provide an overview of your organization’s experience and qualifications designing and implementing effective victim service programs, including a description of the organization’s capacity to undertake this project, such as the staff that will be dedicated to the project, their background, and experience.
4. Describe the organization’s ability to facilitate logistical planning related to working under the auspices of the Office of Safe Schools Advocate within the School District of Philadelphia.
5. State your willingness to work with PCCD, OSSA, SDP’s victims advocate, and other victim service providers.
6. Share examples of experience the applicant has had within the last five (5) years providing victims assistance services.
7. Share examples of experiences the applicant has had within the last five (5) years providing working with school-aged youth.

### b. Proposed Approach – (Maximum 30 points)

This section must:

1. Include information regarding how your organization would work with other organizations, agencies, and schools to provide victim services.
2. Describe how the proposed project will be accessible to individuals with disabilities, individuals who are deaf or hard of hearing, and persons with limited English proficiency.
3. Describe any anticipated barriers to implementation and identify potential solutions.

4. Describe the method proposed to provide services to individuals that have been a victim of violent crime associated with the school district of Philadelphia.

**c. Project Timeline and Plan – (Maximum 10 points)**

This section must provide information on Project Timeline and Plan over a 1-year period. Include information on how your organization will work with the O SSA and SDP to develop a systemic approach to victim services in the School District of Philadelphia with the inclusion of community-based organizations/agencies.

**d. Roles and Responsibilities – (Maximum 10 points)**

This section must:

1. Describe the attributes that your organization looks for in an employee. Include the background and experience one would need to fulfill a position that will work with youth in the school setting and their family members.
2. Identify a Project Lead/Manager who will be the primary point of contact and responsible for ensuring successful completion of key aspects of the project.
3. Clearly identify which deliverables/tasks will be done by whom (i.e., a project lead vs. other staff, consultants, etc.).

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

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the proposed project. This includes providing the projected line item costs and the computations used to arrive at those amounts. The applicant should provide justifications or explanations for any budgeted costs that may not be clear to the reviewer. In general, eligible program activities and expenses will include:

- Budget Detail – a 12-month comprehensive budget.
- Each category section of the budget (i.e., personnel, equipment, supplies and operating expenses, consultants, etc. ) has a section labeled “Justification”. In that section, please clearly and concisely describe how each cost was determined and why that cost is necessary for the successful implementation of the project.
- Applicants’ Budgets should address key deliverables and activities of the project.

**Note:** PCCD has final approval of all budgets. After the competitive process is completed, the successful applicant should expect PCCD staff to engage with them in finalizing their budget. PCCD will work with the successful applicant on their budget to ensure alignment with grant requirements and meeting project objectives through budget modifications, if necessary.

**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.



## 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:

- 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.

- 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.

## **11. PCCD Contact Information and Resources:**

a. Staff Contacts:

Staff are only able to clarify the funding announcement and are not be 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-OSSAPhiladelphia@pa.gov](mailto:RA-OSSAPhiladelphia@pa.gov) with "Victim Advocacy Assistance – SDP" in the subject line.
- Questions must be received by close of business on July 8, 2022.
- All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A page](#) of the PCCD website.

b. Egrants Funding Announcement:

Log into the Egrants system and search under the "Funding Announcement" tab for Victim Advocacy Assistance – School District of Philadelphia

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](mailto:RA-eGrantsSupport@pa.gov).

e. PCCD Webmaster:

Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

f. Reporting Potential Fraud, Waste and Abuse:

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

## **12. Submission Information:**

The application must be entered into Egrants **no later than July 15, 2022 by 11:59 PM.**

The Signature page, any required attachments and any additional required information should be submitted in Egrants. 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](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.