



## Addressing Youth Substance Use and Mental/Behavioral Health Concerns

### Funding Announcement Q&A Tracker

Funding Announcement Link:

<http://www.pccd.pa.gov/Documents/Funding%20Announcements/SOR%20III%20-%20AYSU%20M-BH%20Concerns%20FA%20-%20FINAL%201-11-23.pdf>

About this Document:

This guide will provide an overview of questions and answers regarding the **Addressing Youth Substance Use and Mental/Behavioral Health Concerns** funding announcement and application process, which opened on Friday, January 13, 2023. Responses will be provided as staff is able to process questions through Wednesday, February 22, 2023.

Questions?

Please contact PCCD staff at [RA-PCCD-OJJDP@pa.gov](mailto:RA-PCCD-OJJDP@pa.gov) with SOR Mental Health – Substance Use Disorder in the subject line.

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## 1. Eligible Applicants

- a) *We are planning on apply for this funding. If we apply for this, does it exclude us from applying for other PCCD funding opportunities?*

**Answer:** Unless specifically prohibited in the funding announcement, an agency may apply for any open PCCD announcement that is relevant to their work. All applications are scored competitively under the funding announcement that it was submitted.

- b) *We would like to partner with another non-profit who is also applying for this grant. Are we able to do this and if so, is there a specific way we should apply?*

**Answer:** Yes, you can partner with other agencies to implement the proposed project. You can either setup the other agency as a recipient agency to receive pass through funding, with you as the applicant, or include them as a consultant under your budget.

- c) *We are a medical school with a behavioral health program. Are we eligible?*

**Answer:** Institutions of Higher Education are not included as School Entities under PA Public School Code, Section 1301-B; therefore, you are eligible to apply.

## 2. Egrants

- a) *We are looking into this grant and need some help trying to apply this is our first-time using e grants is there someone who can show us an outline or how to properly present and send a e grant? Thank you for your time and concern.*

**Answer:** You may refer to some [Grant Guides](#) for assistance in completing your grant application.

This information provides the following:

- General Grant Application Guides & Walkthroughs
  - Grant Administration Guides
  - eGrants Guides with Walkthroughs & Forms
1. All Users must register as new users into Egrants, following our [Keystone Login User Registration Walkthrough](#) guide beginning on Page 15 if they have an existing account in Keystone Login. Otherwise, follow the steps beginning on page 11 if they do NOT have a Keystone Login account.
  2. Follow the Egrants On-line [Role Request Walkthrough guide](#) to request access to your organization.
  3. If you have never applied or registered your Agency, use the following guide & form:

[Egrants New Agency Registration Guide \(PDF\)](#)

A guide to registering a new agency with Egrants.

## [Egrants Agency Registration Request Form \(PDF\)](#)

Registration form and instructions for new Egrants agencies.

### 3. Submission Information

- a) *To assess our organization's fit for this funding opportunity can you share if PCCD prefers funding evidence-based programs versus Student Assistance Program (SAP) services? If funding is considered for SAP services, can it support enhanced training opportunities?*

**Answer:** Due to the competitive nature of the application process, PCCD is not able to provide specific guidance as to how an applicant should respond to the announcement. You should review the information in the funding announcement and respond in the most appropriate manner possible.

- b) *The RFP references the PAYS survey however it doesn't seem to include Philadelphia data. Is there somewhere else we can find it?*

**Answer:** While PAYS Data is recommended, it is not required. During the last administration, the School District of Philadelphia did not participate in PAYS; therefore, other data can be submitted, in lieu of PAYS.

### 4. Nonprofit Checklist

- a) *Under the Nonprofit Checklist, an employee dishonesty insurance policy is mentioned. **Does an employee dishonesty insurance policy need to be purchased before receiving grant funds?** Or will an insurance application or other materials suffice until grant funding is approved? Our organization does not have this insurance policy, but we will purchase one for this grant when necessary.*

**Answer:** YES, an employee dishonesty insurance policy needs to be purchased before receiving grant funds. It does not need to be purchased in order to submit the grant, but it will be needed prior to funds being released.

- b) *I am preparing an application for Catholic Charities for PCCD funds. They are a non-profit organization, but they submitted an application in November 2022. Do I need to fill out the Non-Profit Agency Checklist section or can I just put in the grant number of the previous application? I wasn't sure if "in the past year" meant in the past 365 days or in 2023.*

**Answer:** You only need to submit it once per 365 days.

- c) *With regards to the non-profit checklist, we have the insurance certificate but it does not specifically name the parties by name but refers to directors & officers liability (\$1M per claim) Is that acceptable as it relates to: **Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater***

**Answer:** Yes, that is acceptable.

## 5. Memorandum of Understanding (MOU's)

- a) *Our organization is very interested in applying for this grant and using funds to collaborate with our School District schools with various student workshops. The grant states that we must submit an MOU with collaborating schools with our grant proposal which is due 2/24/23. All MOU's presented to the district must be approved by their school board which does not meet until 2/27/23, after the grant deadline. The district can provide a letter of support for this proposal; however, the MOU will not be submitted in time. We are happy to send the MOU once received but would like to ensure this is acceptable in advance.*

**Answer:** Yes, please submit the letter of support with a notice that the full school board will review the LOS on 2/27 and, if approved, will provide the required MOU.

- b) *Please direct me as to where and how often we upload a MOU.*

**Answer:** You should upload it to the required attachments section.

- c) *I have a question on where to obtain the SCA letter of support for our project. I am also looking for a sample letter that we can use to make sure we incorporate any and all language in the letter that is necessary under the grant guidelines.*

**Answer:** There is no template. Please reach out to the SCA directly, in the areas served, to complete the letters of support.

## 6. Competitive Bidding/Sole Source Procurement

- a) *Our organization would like to request permission to hire a consultant for our grant through non-competitive procurement. It appears prior approval from PCCD is encouraged for this procurement process. Cost of services would be over the \$10,000 micro purchases level.*

*Can you tell me what is required for this request and where to submit?*

**Answer:** As stated in the Funding Announcement, 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, which can be found here: <https://www.pccd.pa.gov/Funding/Documents/Applicants%20Manual/Applicant%27s%20Manual%20-%20Current%20Version.pdf>

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 Page 10 of 11 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).

- b) *With regards to the Procurement Section, we are the agency who is performing the work. There are no other vendors. We employ the site professionals who do the work at the school. How should we be filling out this section? We answered no to #1 and yes to #2. Do we need to complete any other sections?*

**Answer:** If you are the applicant and the professionals are employees, then you should answer no to #1 and yes to #2. If you will be using consultants to perform the work, the answers should be yes to question 1 and 2 and questions 3 and 4 would need to be completed as well.

## 7. Eligible Program Activities and Expenses:

- a) *Would an application to fund new implementations of CBITS and BB be considered for review under this RFP?*

**Answer:** Due to the competitive nature of the funding announcement, PCCD is unable to respond to questions about how a potential applicant should respond. Please review the guidelines included in the announcement for information about program eligibility.

- b) *The announcement says that funds are available for prevention as well as early intervention. Would the salary of a person who serves as a part-time mobilizer for Communities that Care, and part-time after-school program coordinator be an allowable expense? Would such a position be eligible under this funding announcement?*

**Answer:** Due to the competitive nature of the funding announcement, PCCD is unable to respond to questions about how a potential applicant should respond. Please review the guidelines included in the announcement for information about program eligibility.

## 8. Budget Detail/Section

- a) *Am I to assume that I need to reduce the amount of the budget to match the request?*

**Answer:** There is no match required under this funding announcement. In your budget section, you should only include line items that are being requested from PCCD under these funds. If you are providing matching funding, you can discuss that in your project description but do not need to include specific line items in the budget section.