



Request For Applications

Safer Communities Project

Implementing Community Violence Intervention Projects to Reduce Trauma in Communities Impacted by Gun Violence

Issued by:
Millersville University of Pennsylvania

Publication Date: March 4, 2024
Application Deadline: April 15, 2024; 4:00 P.M. EDT

Completed applications must be submitted as a .pdf document and must be received by Millersville University at safer.communities@millersville.edu by 4:00 pm EDT on April 15, 2024.

Safer Communities Project RFP

Table of Contents

	Page
RFP Sections	
Section I General Information	1
Section II Post Award	3
Section III Work Statement and Description	4
Section IV Eligibility and Reporting Requirements.....	9
Section V Selection of Applications.....	10
 Appendix	
Appendix Pennsylvania Department of Human Services Regional Map	
 Addendum	
Addendum Question and Answers Regarding the RFA	

Section I General Information

I.1 General Statement

This Request for Applications (RFA) provides interested applicants with sufficient information to prepare and submit applications for consideration by Millersville University of Pennsylvania (hereinafter University) for implementing and having evaluated a community violence intervention (CVI) program focusing on peer-to-peer mental health support services.

I.2 Issuing Office

This RFA is being issued by the Issuing Office listed below. The Issuing Office is the sole point of contact for this RFA. Please refer all inquiries to:

Safer Communities, Division of University Relations and Strategic Initiatives
safer.communities@millersville.edu .

From the Publication Date of this RFA until a determination is made regarding the selection of applications, all contacts concerning this RFA must be made through the Issuing Office. Only information supplied by the Issuing Office, including responses to questions regarding the RFA, should be used in preparing proposals.

I.3 Calendar of Events

Description	Date
Publication Date	March 4, 2024
Preproposal Webinar	March 21, 2024; 2:00 P.M. EDT
Deadline for Questions	April 1, 2024
Submission Date/Time	April 15, 2024; 4:00 P.M. EDT

I.4 Description of the Organization

- A. The [State System of Higher Education](#) (State System) was established by statute on July 1, 1983.
- B. In accordance with Title 62, Commonwealth Procurement Code, the State System facilitates a competitive bidding and contracting process and is responsible for identifying strategic contracting opportunities and establishing best value contracts in partnership with its Offerors.

I.5 Instructions for Application Preparation

A. Applications

1. Applications must be emailed as a pdf to safer.communities@millersville.edu and include the organization's name, mailing address, email, and phone number with the proposal.
2. Applications should be written in 12-point font and not exceed 25 pages single spaced including budget table and budget justification.

3. Applications must consist of a complete response to the requirements outlined herein and shall be submitted to the Issuing Office no later than the required proposal Submission Date/Time listed above. Late proposal submissions will not be permitted.
 4. Applicants should include a link to the organization's nonprofit notation (e.g., Guidestar profile) or supporting documentation demonstrating registered 501c3 status.
 5. Application contents may become contractual obligations if and when a contract is executed.
 6. The applications, as submitted, must remain valid during the entire solicitation, award, and contract finalization process.
- B. **Questions.** Applicants may email questions regarding the RFA to safer.communities@millersville.edu. Responses to questions will be posted as an addendum to the RFA and will become part of this RFA.
- C. **Addenda.** If it becomes necessary to revise any part of the RFA, addenda will be posted at Millersville University's Safer Communities Project Grant Information webpage at [Safer Communities Project - Grant Information | Millersville University](#) . Information contained at this website is current and accurate. It is the applicant's responsibility to check this website periodically to obtain any changes to the solicitation. Applicants must acknowledge all addenda in their proposal response. Applicants who fail to submit a complete application will be deemed nonresponsive.
- D. **Preproposal Webinar.** A nonmandatory preproposal Zoom webinar will be held on Thursday, March 21, at 2:00 p.m. EDT. The meeting link will be posted on the Safer Communities Project webpage and can be accessed at: [https://millersville.zoom.us/j/95590351236?tk=esPjX42YbpgWLBN1y1T0Ddh5wpeAljQt_cWVaOZxZ_4.DQYAAAQWQaEBhBZRVIRWMXhvSFFjR2ZCWVBzYIRaN2JnA.AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uuid=WN_VBThJoVJQGu-l47Pe_Kohg](https://millersville.zoom.us/j/95590351236?tk=esPjX42YbpgWLBN1y1T0Ddh5wpeAljQt_cWVaOZxZ_4.DQYAAAQWQaEBhBZRVIRWMXhvSFFjR2ZCWVBzYIRaN2JnA.AA&uuid=WN_VBThJoVJQGu-l47Pe_Kohg) with webinar ID 955 9035 1236. For individuals who are unavailable to attend the webinar, a recording of it will be accessible at The Safer Communities Project Grant Information webpage. The purpose of this webinar is to provide an overview of the project, proposal requirements, and evaluation-related activities.
- E. **Incurring Costs.** The University is not liable for and will not reimburse any costs or expenses incurred by Applicants in the preparation or submission of their proposals or for attendance at any conferences or meetings in preparation for this RFA.
- F. **News Releases.** News releases or public statements or promotions of any kind pertaining to this RFA or any resulting contract may not be made without the State System's prior written approval, and then only in coordination with the Issuing Office.
- G. **Contractor integrity Provisions.** As part of any resulting contract, successful applicants will agree to abide by the Commonwealth's Contractor Integrity Provisions. It is essential that those who seek to contract with the Commonwealth of Pennsylvania (Commonwealth) observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

- H. **Contractor Responsibility Program.** Organizations currently under suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the federal government are not eligible. Additionally, organizations that are tax delinquent with either the Pennsylvania Department of Revenue or the Pennsylvania Department of Labor and Industry are not eligible. Applicants must acknowledge if they are currently under suspension or debarment, or if they owe delinquent taxes.

Section II Post Award

II.1 Contract Award

The University anticipates awarding 10 to 15 grantees whose applications best meet the financial, technical, and programmatic requirements of this grant.

II.2 Contract Terms

- A. An applicant selected through the competitive process will be required to sign a contract. Grantee terms and conditions may be included as an addendum.
- B. The University anticipates executing contracts in June 2024 with the term of the first year of the agreement expiring at the end of the 12-month period. An amendment to extend the term may be viable subject to the availability of funds.

II.3 Disclosure of Proposal Contents and Open Records

- A. The proposals of a successful applicant may become part of the contract award resulting from this RFA.
- B. All responses to procurement opportunities and resulting contracts are subject to Pennsylvania's Right-to-Know Law, 65 P.S. §67.101 et seq. (Act 3 of 2008). The Right-to-Know Law permits requestors to inspect and/or copy any record prepared, received, or retained in connection with a transaction, business, or activity of a public office or agency that is not subject to the enumerated exemptions under the law.
- C. Should an applicant's response become the subject of a Pennsylvania Right-to-Know Law request, the Issuing Office will notify the Applicant to identify or confirm all trade secrets or confidential and proprietary information that is included in the Applicant's proposal. The University will then determine whether the claimed trade secret or confidential and proprietary information is subject to disclosure under applicable law and grant or deny the request accordingly. Should the request be denied and the requestor appeal that denial, the University will notify the Applicant of the appeal and the Applicant's opportunity to request to participate in the appeal as a party of interest. The University will not represent the interests of the Applicant in any appeal, nor will the University compensate or reimburse any expenses of the Applicant in connection with a request of information under the Right-to-Know Law.

Section III Work Statement and Description

III.1 Background and Purpose

The United States Department of Health and Human Services (HHS) has made provisions for an increase in partnering with community-based, violence prevention and intervention organizations to provide mental health support services to people who have been impacted by gun violence. Often, these organizations employ survivors of gun violence to provide peer-to-peer mental health support services. Pennsylvania convened a group of clinical mental health service providers together with community-based organizations to better understand the differences and needs of each group. This convening revealed that the community-based organizations provide a variety of mental health-related support services to Pennsylvanians experiencing gun violence. These services are provided by peers, not clinical service providers. Furthermore, the community-based organizations' peer-to-peer programs are not covered by Medicaid, which requires evidence of program outcomes.

The Commonwealth of Pennsylvania has placed a high priority on preventing gun violence and providing services to victims of gun violence and thus seeks to expand the Medicaid reimbursement criteria to include nonprofit, community-based violence prevention organizations implementing peer-to-peer mental health support services. Millersville University of Pennsylvania (University) was selected by the Pennsylvania Department of Human Services (DHS), Office of Mental Health and Substance Abuse (OMHSAS), to lead the Safer Communities Project (SCP). Through this project, the University will provide OMHSAS with recommendations for expanding Medicaid criteria to include services provided by nonclinical, nonprofit, community-based organizations to victims of gun violence using the evidence of programmatic outcomes and the services creating these results. This expansion in Medicaid will result in criteria for allowing nonprofit organizations to be reimbursed for these services. Several other states have these Medicaid services in place, and DHS seeks to expand the State's Medicaid program to also include these services.

Through a competitive RFA process, the University will identify, select, and grant awards to nonprofit, non-clinical, community-based organizations implementing community violence intervention (CVI) programs focused on peer-to-peer mental health support services to identify the outcomes from the programs to formulate recommendations to OMHSAS for expanding Medicaid criteria to include these services. Additionally, the project will assess each Grantee's capacity to document and report these outcomes in the future to make recommendations for evaluation capacity building and training that will support organizations' abilities to meet new criteria and access Medicaid reimbursement in the future.

The University has contracted with an external, professional evaluation team to conduct the evaluation activities with grantees to identify the outcomes and services, along with identifying the evaluation capacity needs of the organizations. The evaluation team will work with each grantee to gather information about their peer-to-peer mental health support services program's impact and communicate the outcomes for its clients, communities, partners, and the organization.

III.2 Grant Evaluation-Related Activities and Data Confidentiality

Grantees are the experts of their programs. To center this expertise, the external evaluation team will use a collaborative method called Collaborative Outcomes Reporting (COR). This method uses a participatory approach to support the community organizations identifying their program outcomes and involves them in the process to document those outcomes. The collaborative process begins with the evaluation design and each grantee identifying a staff person to act as the Evaluation Liaison responsible for gathering and sharing existing program data with the external evaluation team and acting as a community liaison for the evaluation team. The grantee and their designated Evaluation Liaison will be involved in data collection:

Document and Data Review: The Evaluation Liaison will gather existing program data available from the grantee organization and share it with the evaluation team. For example: past reports, program materials and descriptions, number of clients served, a roster of client and staff contact information, demographics of past clients, past surveys or anecdotal data if available, contact information for partners, and other programmatic data that might be available.

Communication: The Evaluation Liaison will help to notify clients and staff of the evaluation and the importance of participating. The evaluation team will provide materials about the evaluation to share.

Interviews and Focus Groups: The external evaluation team will select interviewees and focus group participants from grantee rosters and contact lists using a sampling method. The Evaluation Liaison and grantees will provide suggestions for locations and logistics to conduct interviews or focus groups in their region. If needed, they will connect the evaluation team to translation or other resources.

Survey: The Evaluation Liaison will review and help disseminate a survey to all current and past participants once outcomes are refined through interviews and focus groups. The survey will be distributed online and in-person (pen-and-paper or device at point of service).

Evaluation Capacity Assessment: The Evaluation Liaison and grantees will actively take part in the capacity assessment to map current policies, procedures, and historical data related to data collection and reporting on the program. This could be past surveys, reports, and requirements from funders. The external evaluation team will also conduct interviews with key personnel and front-line staff to determine the expectations, current practices around data collection and reporting, challenges and lessons learned, and resource needs around program evaluation. Part of this process will be to catalogue the systems used to collect, store, and analyze the data. All the information gathered will be analyzed and summarized, culminating in a Monitoring, Evaluation, and Learning (MEL) Capacity Assessment report. Grantees will co-shape the recommendations for future evaluation capacity building to the State.

Final Report: grantees will receive a copy of the final report.

The evaluation team will keep interview, survey, and focus group data in an encrypted, password protected cloud storage system. Client and participant rosters shared with the evaluation team by grantees will be kept in the same protected cloud storage system. Only the four members of the evaluation team will have access to the data. The names of clients, participants, and staff taking part in interviews, focus groups, and the Evaluation Capacity Assessment will be replaced by unique identity numbers generated by the evaluation team. Personal identifiers and unique identity codes will not be published or presented in reports.

Individual and organizational data will be combined with other responses for the analysis. Grantees, the State, and Millersville University will not have access to the lists of interviewees or focus group participants. Participant rosters will be destroyed by the evaluation team at the completion of the project.

III.3 **Mandatory In-person and Virtual Meetings**

Grantees will be required to participate in all in-person and virtual meetings.

Grantees will participate in a two-hour virtual Grantee Convening meeting once the awards have been made. **(June 2024)**

Grantees will participate in a one-day Outcomes Scoping Workshop held in-person at Millersville University to collaboratively develop the key evaluation questions and jointly identify the outcomes common across their organizations and the services they believe produce those outcomes. **(July/Aug 2024)**

Grantees will participate in a one-day Summit Workshop I held in-person at Millersville University. Grantees will provide feedback and contribute to the interpretation of research findings. **(Spring 2025)**

Grantees will participate in a two-hour virtual Summit Workshop II. This workshop will present the findings and recommendations from the evaluation and the capacity assessment. Grantees will provide feedback included as part of the report. **(Fall 2025)**

III.4 **Narrative Statement, Budget, and Budget Justification with Scoring Criteria**

In order to be considered for an award, an applicant must respond to all sections of the narrative statement including completing the budget table and budget justification. Applicants will be scored and awarded based on completeness and quality of responses to each of the sections (A through E).

A. Governance Structure and Staffing Plan (25 points):

(1) Describe the organization's governance structure and how the structure will ensure program deliverables will be achieved and funding requirements will be followed. (2) Describe the staffing plan for the Safer Communities Project. Specify the name, title, phone number, and email address for each staff member who will fill each of the following positions:

The **Project Manager** (10-20% FTE) manages the overall project including supervising staff, ensuring deliverables are achieved within the scope of the project, ensuring expenses are within budget, attending required meetings, and submitting quarterly programmatic reports.

The **Financial Manager** (10-15% FTE) manages financial records, tracks expenses, submits invoices, and ensures charged expenses are allowable and within the scope of the project.

The **Evaluation Liaison** (30-40% FTE) a staff member interested in learning how to assess program results, has experience with the organization's existing information systems and processes, and understands the peer-to-peer mental health support services program; their role will be to collaborate with the evaluation team on evaluation and capacity assessment-related activities.

The **Peer-to-Peer Support Worker(s)** (100% FTE) implements the program, scheduling and providing individual and/or small group mental health support services to people in the community who have been impacted by gun violence, and documenting services provided.

(2) Include in each listing the amount of time the person will devote to the project and include an explanation of how they will ensure their responsibilities are fulfilled. The Project Manager and the Financial Manager can be the same person or different people on staff. The Evaluation Liaison and the Peer-to-Peer Support Worker position should each be filled by other staff members.

B. Program Description (40 points).

(1) Describe the nonclinical, community-based organization's community violence intervention (CVI) program focused on peer-to-peer mental health support services for victims of gun violence and the services that are provided. Programs may include screening and assessment services, individual and/or small group mental health support, crisis intervention, conflict mediation, and case management. *Programs implemented by staff who can bill for Medicaid are ineligible; in the program description please specify that the staff who implement the program are currently ineligible to bill through Medicaid.* (2) Specify if services are provided to individuals, small groups, or both and the frequency and duration that the individual or group accesses the services; (3) Describe how many clients on average are served on an annual basis; (4) Describe how people with lived experience of gun violence and trauma are selected to become peer-to-peer support workers; and (5) Describe if the program partners with other organizations, identify the other organizations, describe their roles, and describe the history of working together. If the program does not partner with other organizations, describe how the organization successfully implements its program independent from other organizations.

C. Program Connection with the Local Community (10 points)

Describe the community that is served through the CVI program focused on peer-to-peer mental health support services. Include (1) geographic information such as the city(ies), town(s), and/or neighborhood area(s) served; (2) demographic information of clients including age range, race and ethnicity, and language(s) spoken; (3) how the program focuses on individuals at highest risk of experiencing gun violence; and (4) how the program is culturally responsive to the specific needs of the community being served.

D. Demonstration of Community Need (15 points).

Provide data from multiple sources illustrating the prevalence of gun-related violence in the county and/or community(ies) being served by the peer-to-peer program. Homicide, suicide, and/or firearm-related violence data from sources such as the Pennsylvania Department of Health Vital Statistics ([EDDIE \(pa.gov\)](http://eddie.pa.gov)), [county-level firearm death rates](#), local hospital firearm-related data, Uniform Crime Report (UCR) data, and other data sources can be used to demonstrate the community has a high rate of gun violence. Describe historic, recent, and current gun violence trends in the targeted area, noting if gun-related violence incidents have increased in recent years.

E. Budget Table and Budget Justification (10 points).

The University anticipates executing contracts in June 2024 with the term of the first year of the agreement expiring at the end of the 12-month period. An amendment to extend the term may be viable subject to the availability of funds. An applicant may apply for a total budget of up to \$250,000 for the entire project, but may not exceed \$150,000 in total expenses in the first 12-month period. Provide a narrative description of the proposed budget including an explanation of how the figures were calculated. Please also be sure to complete the required budget table listed below.

Budget Categories			Total Anticipated Budget
	June 2024 – May 2025	June 2025 - Dec 2025	June 2024 - Dec 2025
Personnel			
Project Manager % FTE	\$	\$	\$
Finance Manager % FTE	\$	\$	\$
Evaluation Liaison % FTE	\$	\$	\$
Peer-to-Peer Support Worker 100%	\$	\$	\$
Personnel Total	\$	\$	\$
Benefits (specify % benefits)			
Project Manager	\$	\$	\$
Finance Manager	\$	\$	\$
Evaluation Liaison	\$	\$	\$
Peer-to-Peer Support Worker	\$	\$	\$
Benefits Total	\$	\$	\$
Travel			
Mileage # of miles x \$0.67/mile	\$	\$	\$
Lodging # of rooms x # of nights x \$	\$	\$	\$
Per Diem	\$	\$	\$
Travel Total	\$	\$	\$
Other Direct Costs			
Subcontracts	\$	\$	\$
Total Direct Costs (Personnel, Benefits, Travel, Subcontracts)	\$	\$	\$
Indirect Cost	\$	\$	\$
Total Budget (Total Direct and Indirect)	\$	\$	\$

Budget Justification

Personnel: Provide salary and percentage of time for Safer Communities Project staff being charged to this grant. Please note the following percentages of staff commitment to the project: Project Manager (10-20% FTE), Financial Manager (10-15% FTE), Evaluation Liaison (30-40% FTE), and Peer-to-Peer Support Worker(s) (100% FTE). These percentages of staff salaries may be charged to this grant or a separate funding source.

Benefits: Provide a description of calculation of staff benefits. Include percentage of benefits for each staff member based on percentage of staff time being charged to this grant.

Travel: Include separate line items for lodging, mileage, and per diem. Calculations should include per day travel expenses for the Project Manager, Evaluation Liaison, and Peer-to-Peer Support Worker to attend the one-day Outcomes Scoping Evaluation meeting and the one-day Summit I meeting in Lancaster, Pennsylvania. The project funding can also pay for lodging, mileage, and per diem expenses for one client to attend either or both one-day in-person meetings. Any travel expenses paid for through this grant must follow Pennsylvania State System of Higher Education (PASSHE) travel regulations. This includes staying at the Holiday Inn at 26 E. Chestnut Street in Lancaster, requesting the Millersville University rate. Mileage rate for a personal vehicle is \$0.67/mile. Per diem for meals when traveling to both one-day meetings is reimbursed as \$13 (breakfast), \$15 (lunch), and \$26 (dinner). If local mileage reimbursement is needed for the Peer-to-Peer Support Worker, include this calculation in the Budget Justification as well and include the amount in the travel line item of the budget.

Subcontracts: Grantees may establish subcontracts with partner organizations essential for conducting the CVI program focused on peer-to-peer mental health support services. If providing funds to a subcontractor provide a detailed description of services being paid through the subcontract including the calculations for the budgeted amount. Services provided by subcontractors must not currently be eligible for billing through Medicaid.

Indirect: Grantees may allocate a reasonable amount of funds to cover indirect expenses such as office-related expenses. Please include calculations for the determined indirect cost.

Section IV

Eligibility and Reporting Requirements

IV. To be eligible, applicants must meet the following criteria:

Be a 501c3 organization in good standing in the State of Pennsylvania.

Be a current provider of nonclinical, community-based peer-to-peer individualized and/or small group mental health support services for survivors of gun violence that will be implemented continuously throughout the grant period.

Be able to allocate staff for project management, fiscal management, data stewardship, and program implementation.

Be ready and willing to actively participate in the evaluation as a collaborative partner and to submit timely, accurate programmatic and financial reports.

Be able to provide contact information for current and past staff, past clients, and partners of the program dating back at least one year.

Please note, programs implemented by staff who are already able to bill for Medicaid are not eligible

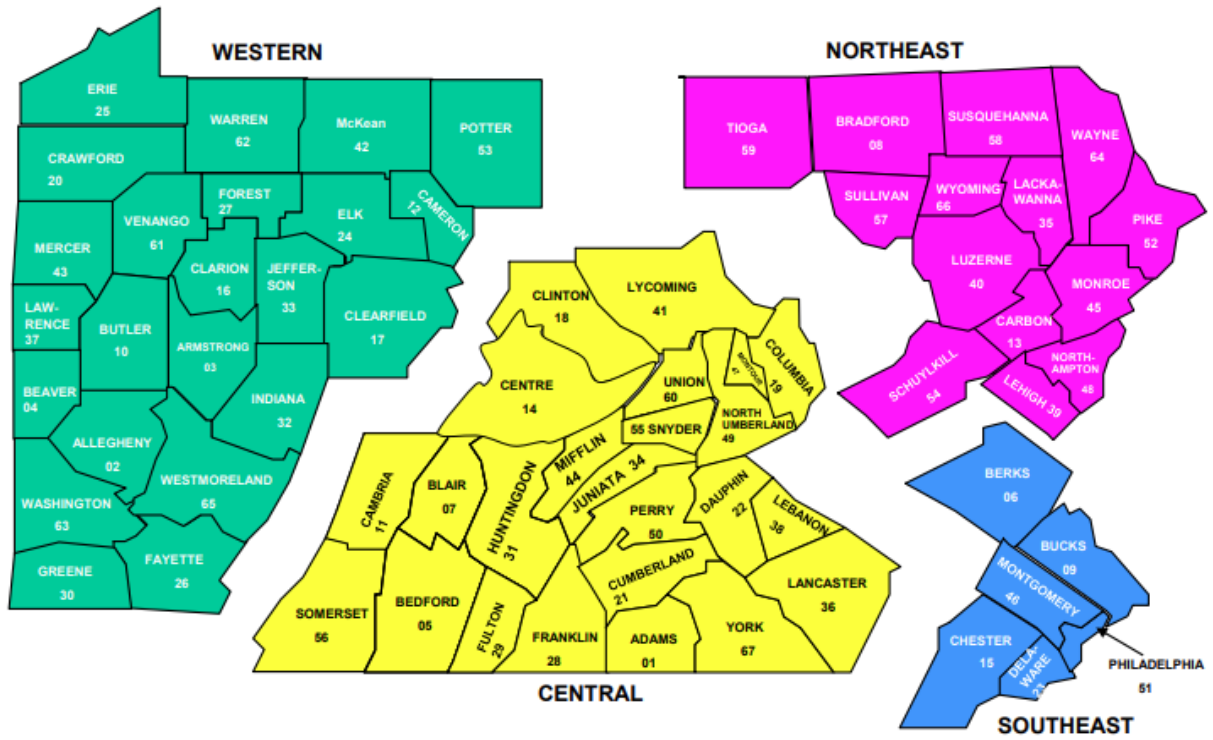
Grantees will be required to submit quarterly programmatic reports to the University at safer.communities@millersville.edu . Grantees will email monthly or quarterly invoices with receipts for reimbursement of prior month or prior quarter to the University at safer.communities@millersville.edu and accounts.payable@millersville.edu .

Section V Selection of Applications

V. Selection of Applications

Applications will be reviewed and scored by a team of grant reviewers using an objective, scoring rubric with the highest scoring eligible applicants being awarded. Grant reviewers will score and recommend applicants that most closely meet the requirements of this RFA and the needs stated in the RFA. As outlined in the University's Interagency Agreement with DHS, the University will award at least one, non-profit in each DHS region, provided at least one eligible applicant applies from each region (see Appendix). Organizations not in Alleghany and Philadelphia counties will be prioritized.

Appendix



Addendum

Questions and Answers Regarding the RFA

What organizations are eligible to apply for the Safer Communities Project RFA?

To be eligible, Applicants must meet the following criteria:

Be a 501c3 organization in good standing in the State of Pennsylvania.

Be a current provider of nonclinical, community-based peer-to-peer individualized and/or small group mental health support services for survivors of gun violence that will be implemented continuously throughout the grant period.

Be able to allocate staff for project management, fiscal management, data stewardship, and program implementation.

Be ready and willing to actively participate in the evaluation as a collaborative partner and to submit timely, accurate programmatic and financial reports.

Be able to provide contact information for current and past staff, past clients, and partners of the program dating back at least one year.

Please note, programs implemented by staff who are already able to bill for Medicaid are not eligible.

Is this the first time Millersville University is administering this grant?

This is the first grant that Millersville University is administering on behalf of the Pennsylvania Department of Human Services and for community gun violence prevention and intervention programming. The University has administered federal and state grants in other areas.

Is a nonprofit hospital with a peer-to-peer mental health support services program eligible for this funding?

DHS specified the purpose of this grant is to evaluate peer-to-peer mental health support service programs implemented by community-based organizations. Hospitals are not eligible for this grant.

Can an organization apply and subcontract the mental health support services?

To be eligible an applicant must be a current provider of nonclinical, community-based peer-to-peer individual and/or small group mental health support services for survivors of gun violence that will be implemented continuously throughout the grant period. These services cannot be performed by a subcontractor. However, a potential grantee may partner with a subcontractor in this project. If an applicant proposes to work with a subcontractor, the subcontractor must meet the eligible criteria prescribed in the RFA including their program must not be eligible for Medicaid reimbursement. The subcontractor's roles and expenses (if applicable) must be clearly described in the application. Documentation of the subcontractor's 501c3 status must also be included in the application.

What is meant by the term "nonclinical" in the RFA?

"Nonclinical" means programs that are implemented by people with lived experience of gun violence supporting people who recently experienced gun violence. This project will evaluate programs implemented by peers. The funding is not available for programs implemented by licensed clinicians (e.g., licensed clinical social workers, counselors, psychologists, etc.). Please keep in mind one of the primary purposes of this project is to provide the Pennsylvania Department of Human Services with recommendations for expanding Medicaid billable services to include peer-to-peer programs.

Our organization implements a program (e.g., exercise programs, leadership development programs, etc.) that has a mental health benefit for our clients who have been impacted by gun violence. Is our program eligible?

To maintain equity to access of information throughout the RFA process, we are not able to provide responses about an individual organization's programs. Please note, to be eligible an applicant must be a current provider of nonclinical, community-based peer-to-peer individual and/or small group mental health support services for survivors of gun violence that will be implemented continuously throughout the grant period. Programs that will be funded through this initiative have peer-to-peer workers who have experienced gun violence meeting with other people who have recently experienced gun violence. The peer-to-peer outreach worker provides services to individuals and/or small groups, services such as screening, crisis support, conflict mediation, and helping clients get connected with licensed mental health professionals. Programs must have a mental health focus. Programs like an exercise program or a leadership development type of program may have a mental health benefit but are not specifically mental health-focused and thus are not eligible for this funding.

Can the clients served by an organization include adolescents?

Organizations serving adolescents (as well adult) clients are eligible for this grant. For evaluation purposes, the evaluators would talk with the adolescents' parents. The evaluation protocol would include parental assent if there were a need for any sort of involvement with adolescents directly.

When the evaluation is completed, will an individual grantee be able to use the finished evaluation results to show the efficacy of their own programs?

The evaluation will not be evaluating each organization's program individually. The evaluation design will be evaluating the outcomes across programs. Part of the capacity assessment will include equipping organizations to collect data and document the impact of their programs to then use in applying for future funding.

Will a grantee be able to use the completed data to improve credibility when applying for future funding?

An organization will be able to speak to the outcomes that are identified and validated through this project, have a better understanding of what the outcomes are, and going forward be better equipped to measure the outcomes. An aspect of this project is to provide the State with recommendations about what the State can do to help community-based organizations build their capacity to document outcomes and pursue new funding. At the conclusion of this project it is anticipated that the community-based organizations will be better equipped to conduct the evaluation funders are requiring.

Does 30% - 40% of the evaluation liaison's time needs to go to working with the evaluation team?

A grantee should plan to have 30% to 40% of the evaluation liaison's time dedicated to the Safer Communities Project. This position's time will not be devoted to exclusively working directly with the evaluation team. Some of the position's time for this project will include collecting data and other tasks.

How many organizations will be awarded and what is the anticipated funding amount?

The University anticipates awarding grants to 10 to 15 nonprofit organizations throughout Pennsylvania. The University anticipates executing contracts in June 2024 with the term of the first year of the agreement expiring at the end of the 12-month period. An amendment to extend the term may be viable subject to the availability of funds. An applicant may apply for a total budget of up to \$250,000 for the entire project, but may not exceed \$150,000 in total expenses in the first 12-month period.

Will Millersville University select programs and organizations throughout Pennsylvania or does the University have certain cities in mind? Is there a potential that more than one organization from the same city will be awarded?

There are not certain cities preselected for this project. The intended distribution of grantees is across the four DHS regions (as shown on a slide in the webinar and the Appendix in RFA). There may be more than one organization from a particular city awarded. Millersville University is working with a directive from DHS that the University not just funnel the money to the two urban centers of Pittsburgh and Philadelphia because there are many dollars and multiple programs that are already directed at gun violence prevention and intervention services in these regions. DHS wanted to make sure that there was more of an emphasis on areas that may be left behind in other funding sources. There is no requirement prohibiting two organizations within the same city from being awarded. The priority is across the four DHS regions and in communities outside of Philadelphia and Allegheny counties.

Are organizations in Philadelphia (and Alleghany) counties eligible for this grant?

The Pennsylvania Department of Human Services has specified parameters for this grant for prioritizing organizations that are outside of Philadelphia and Allegheny counties. Millersville University will follow the guidance established by DHS. The guidance does not prohibit organizations in these counties from applying and being awarded, but the prioritization is for community-based organizations in other areas of the state. With the anticipation of there being 10 to 15 grantees, there is a reasonable chance that an organization from these counties may be awarded. It depends on a number of factors including the number of eligible applications submitted as well as the geographic distribution of applicants across the state, taking into account the four different DHS regions (as shown on a slide in the webinar and the Appendix in the RFA).

What is the total dollar amount available to grantees for the total project period?

The total dollar amount available to grantees for the total project period is: \$2,907,200.

Is the funding for peer-to-peer mental health support services program? Is a grantee responsible for budgeting for the evaluation? Can an applicant include 30% to 40% of the evaluation liaison's salary in the budget section of the application?

Yes, the funding is to support the peer-to-peer mental health support services program. A grantee is not responsible for budgeting for the evaluation. The grantee can budget for 30-40% of the evaluation liaison's position. The organization is responsible for funding the evaluation, just the grantee's staff time (project manager, financial manager, evaluation liaison, and peer-to-peer worker). As the grantees, the organizations are being paid to deliver their programs and ensure the organization's evaluation liaison is able to work with the evaluators.

With regard to the four positions specified in the RFA (Project Manager, Financial Manager, Evaluation Liaison, and Peer-to-Peer Support Worker(s)) must these positions be currently filled at the time of the proposal submission or can they be vacant and filled after the proposal submission?

To be eligible, an applicant must be a current provider of nonclinical, community-based peer-to-peer individualized and/or small group mental health support services for survivors of gun violence that will be implemented continuously throughout the grant period. Consequently, each position must be filled by a person with the relevant program knowledge and experience for the position to ensure expertise and continuity of program implementation. For example, a position could be filled by an individual who is familiar with and has been doing the work on a voluntary basis. Applicants should name the individuals who will be filling the four positions in the Staffing Plan portion of the application and provide a description of how each individual will ensure their position's responsibilities for this project will be fulfilled. The people must also be available to attend June and July 2024 meetings as specified in the RFA.

May an applicant include in their proposed budget non-cash incentives (eg gift cards) for participants (current and former clients, not staff) who complete surveys and/or participate in interviews or focus groups?

Yes, an applicant may include in their proposed budget non-cash incentives such as gift cards for up to \$30 per client for completing surveys, interviews, and/or focus groups. Please keep in mind each focus group will include five to seven former clients.

Is there a maximum amount of funding that can be proposed for indirect expenses in the budget?

While there is not a specific maximum amount allowable for indirect expenses, the proposed amount should be a reasonable amount of the overall budget and should follow the organization's indirect policy. Applicants must include budget justification figures demonstrating how the proposed indirect expenses were calculated. Millersville University may require a potential grantee to reduce proposed indirect amounts if a grantee is selected through the competitive application process, but the proposed indirect amount is not justified and/or reasonable.

What are examples of indirect costs?

Indirect Costs are expenses that have been incurred for purposes common to a number of specific programs, but which cannot be identified and charged directly to such programs relatively easily. Examples of expenses that can be covered by indirect include photocopying, heating, lighting, and janitorial services. Typically, an organization calculates indirect based on a percentage of FTEs paid for by a project.

Is it permissible to include licensing fees in the proposed budget?

No, the project will not pay for licensing fees.

Does this grant require a match?

No, the grant does not require a match.

When is the proposal due and where should it be submitted?

Applications must be received by 4:00pm EDT on Monday, April 15, 2024
at safer.communities@millersville.edu.