



FY2024-25 Violence Intervention and Prevention (VIP) Funding Funding Announcement Q&A Tracker

Funding Announcement Link:

<https://www.pccd.pa.gov/criminaljustice/GunViolence/Pages/Grants-and-Funding.aspx>

About this Document:

This guide will provide an overview of questions and answers regarding the [Violence Intervention and Prevention \(VIP\) Funding](#) and application process, which opened on Monday, September 9th, 2024. Responses will be provided as staff is able to process questions through close of business, Wednesday, October 30th, 2024.

Questions?

Please contact PCCD staff at ra-cd-vipgrants@pa.gov with VIP FA in the subject line.

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1. Eligible Applicants

- a) *My agency has received VIP funding in the past and/or has current funding. Am I eligible to apply under VIP? What if it's for a separate program?*

Answer: Entities that have previously received funding are eligible to apply. Additionally, entities that have previously received PCCD funding to support violence prevention/reduction efforts (including current/past VIP grantees) will be asked to articulate the impact of those initiatives. Current/past grantees will also be asked to distinguish how proposed activities would differ from (or build upon/expand) previously funded projects and/or explain why funding is needed to continue services/programming.

- b) *I am an eligible applicant under both the VIP and BOOST funding announcements and am trying to decide which funding announcement to apply under – VIP or BOOST? How do I decide?*

Answer: It is incumbent on the applicant to determine which funding announcement to apply under. As stated in the VIP funding announcement, while PCCD strongly encourages eligible applicants seeking funding for prevention-focused projects to apply through the BOOST solicitation, PCCD will not penalize applicants who submit through the VIP Tracks. We encourage you to read through all the funding announcement materials to determine which funding announcement fits your project best.

- c) *Are Intermediate Units (IUs) eligible to apply for the recently announced VIP funding?*

Answer: Intermediate Units (IUs) are not considered to be eligible to make direct application for VIP funds. However, nothing precludes an Intermediate Unit from receiving services from an eligible applicant or being included as a recipient agency within the funding request of an eligible applicant to provide specific goods, activities, and/or services related to implementation of the proposed project.

- d) *My organization operates multiple, different programs under the same 501(c)(3) umbrella. Should I submit one application? Can my application include multiple programs?*

Answer: Eligible applicants may only submit one application under this funding announcement (e.g., you couldn't submit multiple, separate proposals). An application can support multiple project activities/programs eligible under VIP. We encourage you to read through the entire funding announcement in full, but you can find the eligible programs and activities on page 5.

- e) *My nonprofit's mission and program do not specifically focus on reducing violence, but we provide quality out-of-school-time programming in the affected zip codes. Can we apply?*

Answer: As stated in the funding announcement, applicants seeking funding for upstream prevention programming are strongly encouraged to seek funding through the new [BOOST Grant Program](#). However, eligible applicants seeking funding for prevention-focused projects applying under the VIP track will not be penalized. Programming must align with the eligible programs and activities that can be found on page 5.

f) *Are we, the District Attorney's Office, considered one entity with the rest of the City, or can we apply separately as our own agency, if another City agency also submits an application (for a separate project)?*

Answer: District Attorney's offices are considered a separate applicant from their host county/municipality and as such nothing precludes the District Attorney's Office or county/municipality from submitting separate and distinct applications via SurveyMonkey under the VIP solicitation. Please note, however: In the event a district attorney's office is recommended for approval for VIP funding by the School Safety and Security Committee, the County must act as the fiduciary agent and be the official applicant and direct recipient of funding since PA Statute requires all payments to any agency under the jurisdiction of a county be made payable to the county on behalf of the agency.

g) *My organization has not received funding in the past from PCCD, but we have received funding from other sources, including other public funding sources, for other initiatives. Are we eligible to apply under VIP Track 1 - Expansion/Enhancement Grants for Established Programs?*

Answer: Organizations are not required to have been funded by PCCD to be eligible for funding. As stated on page 2 of the funding announcement, organizations with existing, established programs and entities with demonstrated impact and higher levels of organizational capacity and experience managing grants funds are eligible to apply under VIP Track 1. In the SurveyMonkey initial request form, you will be asked to provide prior funding information for similar project activities.

h) *For VIP Track 2: Start-Up Grants, if an organization has received prior funding, can we still apply? What if the program has been around for more than 2 years?*

Answer: Organizations that have received prior funding and/or are requesting funds to support a program that has been around for more than 2 years are strongly encouraged to apply under Track 1: Expansion/Enhancement Grants for Established Programs.

i) *Are non-public schools eligible to apply for BOOST or VIP?*

Answer: Non-public schools are not eligible to make direct application under BOOST or VIP. Each funding announcement provides information on the types of entities who are eligible to make direct application for grant funding under each solicitation. Nothing precludes a non-public school from being included as a proposed partner or subrecipient within an eligible applicant's VIP or BOOST proposal.

j) *We've received funding from a federal funding source for our program. Are we still eligible to apply?*

Answer: Yes. Prior awards from other sources do not preclude the applicant from pursuing an application under VIP. Applicants will be asked to identify any prior/potential funding source(s) that have supported or would support similar programs, services, and/or activities. A prior award may be taken into consideration during the review process and the applicant must clearly

justify the need for additional resources within their funding request and Proposal Narrative. Per state law, VIP Grant funds must be used to supplement, not supplant/replace, existing funding.

- k) *We are applying for an existing program that had an initial planning period then officially launched in February 2023. Which track should we apply under?*

Answer: It is incumbent on the applicant to determine which track their proposal fits under. We encourage you to read through all the funding announcement materials to determine which funding announcement and track best fits your project best.

- l) *Could you please clarify whether we can submit applications for all three grant opportunities, or if we are required to choose just one?*

Answer: As stated in the funding announcements, eligible applicants for BOOST Grants who are also eligible under the FY2024-2025 VIP Grants or CCVI funding may only submit one application to PCCD. You cannot submit an application under all three funding announcements.

- m) *I recognize that any one organization is not permitted to apply for more than one of the PCCD VIP grants - BOOST, VIP, or CCVI. However, is it permissible for an agency to be listed as a sub-grantee/partner/sub-contractor on more than one grant proposal? (for example, on a BOOST proposal for one organization and on a VIP proposal for another organization-?)*

Answer: Yes. Nothing precludes an organization from being included as a recipient agency within the funding requests of multiple eligible applicants.

2. Budget/Allowable Grant Expenses

- a) *Would this grant cover CCTV cameras?*

Answer: Grant funding can support expenses associated with direct project activities, including supplies and equipment. The eligible program activities and approaches must align with what's outlined on page 5, Section 6 ("Eligible Program Activities and Approaches"). Please note that, in general, physical security/infrastructure costs (such as security cameras, building modifications, and other "hardening" strategies) are not allowable under the VIP solicitation. Please see page 9, Section 9 ("Ineligible or Limited Program Activities & Expenses") for additional details.

- b) *Our organization seeks to write in the competitive funding announcement for VIP Track 2 in support of a local BIPOC community organization as the recipient agency and they would be the passthrough entity. The budgetary guidelines indicate specific thresholds based on the applicant's current annual actual operating expenditures. Are we correct that we may write based on the applicant's operating expenditures (ours), not the passthrough organization?*

Answer: The maximum budget amount should be based on the actual expenditures of the applicant agency or, if utilizing a fiscal sponsor to make application for your organization, the actual expenditures of the recipient agency implementing the project should be used to determine the maximum budget amount.

c) *What is the maximum pay rate for a consultant?*

Answer: Procurement of all contracted services must adhere to PCCD's procurement standards which can be found in [PCCD's Applicant's Manual](#) beginning on page 17. With respect to contracts awarded to individuals/independent consultants, for costs to be allowable, the following requirements must be met: A contractual arrangement for consulting services shall be written, formal and consistent with the subgrantee's usual practice and policies for obtaining such services. Compensation for individual consultant services should be awarded in light of their reasonableness and consistency with that paid for similar services in the market place. The maximum rate for consultants is \$650 (excluding travel and subsistence costs) for an eight-hour day (\$81.25 per hour). An eight-hour day may include preparation, evaluation, and travel time, in addition to the time required for actual performance. Prior approval by PCCD and written justification from the subgrantee is required for consultant compensation over \$650 per day. Additional information regarding contracts with individual/independent consultants can be found in [PCCD's Applicant's Manual](#) beginning on page 26.

d) *For the funding amount we can submit; my business didn't have any expenditures from July 1st, 2023 to June 30th, 2024. Can we apply for the max amount?*

Answer: Unfortunately, since your organization has had no expenditures since its inception, your organization is not eligible to apply.

e) *I have a question regarding the VIP expansion grant. When you say no more than 50% of total operating expenditures – do you mean total for the entire organization or total spending on the PCCD funded program we are enhancing?*

Answer: Maximum award amounts are based on an applicant's current annual actual operating expenditures (not actual or budgeted revenue or budgeted expenditures) for the entire organization.

3. Awards & Funding

a) *How does PCCD handle payment? Is it reimbursement only?*

Answer: Per Commonwealth guidelines, PCCD reimburses actual expenditures incurred. PCCD does not provide grant funds upfront. To request reimbursement, grantees are required to submit [fiscal reports](#) in Egrants which provide line-item detail on actual grant expenditures. Fiscal reports are required at least quarterly and can be submitted more frequently to assist organizations with cash flow, if needed. Reimbursement cannot occur until the fiscal report is reviewed and approved by PCCD.

4. SurveyMonkey/Application Requirements

a) *Does the 15-page limit for the narrative application include references/citations?*

Answer: No. If the applicant decides to include references/citations, those will not be counted against the 15-page limit.

b) *Can multiple files be uploaded?*

Answer: Yes. The [PDF of the SurveyMonkey Questions](#) shows the options for uploading documents/links in the SurveyMonkey electronic submittal form, and notes the maximum file upload size per field (16 MB) and other file format restrictions.

c) *How many letters of support are required?*

Answer: The number of communications/letters of support is dependent on the application; communications/letters of support are required for any named project partners to the proposed project.

d) *Who should we address letters of support to?*

Answer: The letters can be addressed to Mike Pennington, Executive Director, of PCCD. PCCD's address is: 3101 North Front Street, Harrisburg, PA 17110.

e) *We operate three sites across the state. How do we respond to the SurveyMonkey question regarding project location?*

Answer: For question 6. Geographic location, you can select one of the counties where programming is located then add additional detail in question 7. Geographic Area(s). You can also add additional detail utilizing the Attachments and in the Proposal Narrative.

f) *Is there a scoring Rubric we can refer to for VIP Track 1 applications?*

Answer: All information related to priority consideration and application components can be found in the funding announcement. Applicants should answer each question thoroughly.

g) *If we include a timeline of activities table or list of staff - may those be single spaced or must all tables also be double spaced?*

Answer: There are no formatting requirements for additional attachments.

h) *Since some questions ask about enhancing and expanding our project, could you provide any guidance on how best to address these, given that our focus is on continuing an existing initiative?*

Answer: Due to the competitive nature of the funding, PCCD cannot weigh in on how to answer certain questions; do your best to answer the questions for your specific project.

i) *The application specifies double-spacing and 12-point font for the narrative. Does this formatting requirement also apply to content within charts/graphs included in the narrative?*

Answer: PCCD recommends including charts/graphs as additional attachments.

- j) *Section 1, question 23: Program evaluation: How do you currently measure the impact of your program? Can multiple choices be chosen from the list of options below the above question?*

Answer: Yes. Applicants can check all that apply.

- k) *[My agency] is one of the five agencies receiving the annual legislatively directed funding from the commonwealth budget to conduct the Balanced and Restorative Justice program, a State Delinquency Prevention (State DP) program. Does this funding qualify as "Prior/Potential Funding for Similar Project Activities" under Question 10, 2024-25 VIP SurveyMonkey Questions? If yes, should it be categorized as Violence and Delinquency Prevention Programs (VDPP) or as Other PCCD funds (please specify): [text field], with a more detailed explanation to be presented in Questions 12 and 13?*

Answer: Yes. Applicants are encouraged to be as transparent as possible on prior, current, or potential funding that have supported or would support similar programs, services, and/or activities to reduce potential for redundancy.

- l) *One of our faculty will be applying for the VIP Track 1 funding and our question is - Would it be a conflict of interest for our institution to submit a proposal and also write a letter of support for a local organization that will be applying for a VIP grant for one of their programs?*

Answer: No. Eligible applicants can submit a proposal and provide letters of support on another eligible applicant's funding request.

- m) *Is the explanatory narrative portion of the budget also required to be double spaced, like the Proposal Narrative? Or may it be single spaced?*

Answer: The budget narrative can be single spaced.

5. Technical Assistance

- a) *We are a University applying under Track 2. We do not feel we will need significant technical assistance. Will there be a significant commitment required to receive technical assistance?*

Answer: Though approved VIP Track 2 applicants will be required to participate in technical assistance and coaching supports provided by VIP Technical Assistance providers, PCCD understands that the needs will vary by organization. The exact requirements will be worked out with PCCD if your organization is approved for funding.

6. Project Period

- a) *Is March 1, 2025 the start of Year 1 of the funding term? Or do we lay out a funding plan in line with the start of our fiscal year (July 1)? Or should it match the start of the state's fiscal year? Basically I just need to know the start date of "Year 1" so I can fill out the table accordingly.*

Answer: The project periods vary depending on the VIP track. Track 1: March 1, 2025 – February 29, 2028 and Track 2: March 1, 2025 – August 31, 2026.