



## Office of Justice Programs

# 2025 Substance Abuse Education and Demand Reduction (SAEDR) Categories 2 and 3

## Fiscal Year 2025 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.

**Prior to starting an application in Egrants, your agency must be registered in Egrants, and at least two individuals from your agency must register as Egrants users and have Egrants user roles for your agency.**

**Every agency must also have at least one person with the e-signature role in Egrants.**

**Please refer to the [Getting Started in Egrants](#) page on our website for Egrants registration information and guides.**

**Release Date:**  
December 18, 2025

**Egrants Application Deadline:**  
February 23, 2026

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 staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: [RA-PCCD-OJJD@pa.gov](mailto:RA-PCCD-OJJD@pa.gov) with "2025 Substance Abuse Education and Demand Reduction (SAEDR) Categories 2 and 3" in the subject line. All questions regarding this funding announcement must be received by close of business on [February 17, 2026](#). 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 Justice Programs**

**Funding Stream: Substance Abuse Education and Demand Reduction (SAEDR)**  
**Categories 2 and 3**

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**Funding Announcement Title: 2025 Substance Abuse Education and Demand Reduction (SAEDR) Categories 2 and 3**

**Funding Stream: Substance Abuse Education and Demand Reduction (SAEDR)**

**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 **Monday, February 23, 2026**.
- **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, 8:00 AM to 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).
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. Specific reasons for rejections include but are not limited to:
  - Submitting more than one application from a single applicant or for a single recipient agency may result in all applications being administratively rejected.
  - Requesting more than the allowed amount.
  - Failure to demonstrate in application that the applicant is an eligible statewide organization as defined in this funding announcement.
- **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:** SAEDR Category 2 or SAEDR Category 3; Evidence-Based; Research-Based; Substance Abuse Education and Prevention

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs**

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Substance Abuse Education and Demand Reduction (SAEDR) Categories 2 and 3. 18 Pa.C.S. § 7508.1 (relating to Substance Abuse Education and Demand Reduction Fund) establishes PCCD's responsibility for administration of the SAEDR Fund. These funds exist to support projects designed to educate the public about the dangers of substance abuse and/or reduce demand for these substances. The Act mandates the use of SAEDR funds to award grants in specifically defined categories to eligible organizations.

**Category Two:** The goal of SAEDR Category 2 funding is to educate youth, caregivers of youth, and employers about the dangers of substance use; and increase the awareness of the benefits of a drug-free Pennsylvania through media-related efforts that may include public service announcements, public awareness campaigns, and media literacy. Special consideration will be given to projects that focus on the use of opiates within the Commonwealth.

The objectives and anticipated impacts:

- Increase awareness among youth and employers related to the dangers of substance use; and
- Decrease substance use problems.

**Category Three:** The goal of SAEDR Category 3 funding is to educate employers, unions, and employees about the dangers of substance use in the workplace and provide comprehensive drug-free workplace programs and technical resources for businesses. This includes, but is not limited to, training for working parents to keep their children drug-free.

The objectives and anticipated impacts:

- Increase awareness in the workplace of the dangers of substance misuse.
- Increase the resources available to employers to improve their comprehensive drug-free workplace programs.
- Improve employee attendance.
- Decrease workplace incidents attributable to substance misuse.
- Increase in knowledge of targeted populations and a reduction in the number of individuals that misuse and abuse substances.

PCCD partners with several technical assistance providers to assist grantees in the successful implementation of funded projects. Grantees are required to participate with the technical assistance provider(s) designated by PCCD throughout the implementation of the funded project.

**2. Funding Availability:**

PCCD expects to fund up to three Category 2 and three Category 3 Substance Abuse Education and Demand Reduction (SAEDR) projects to support this initiative. Budgets for each project may not exceed \$300,000 over a 24-month project period.

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

### **3. Project Dates:**

Applications approved at the June 10, 2026 Commission meeting will be 24-month projects and have a start date of July 1, 2026, and an end date of June 30, 2028.

### **4. Eligible Applicants:**

Per 18 Pa.C.S. § 7508.1, an applicant for Category 2 and 3 funding must be a statewide organization that meets all of the following requirements:

- (1) Possesses five or more consecutive years of experience carrying out substance abuse education and demand reduction or substance abuse treatment programs.
- (2) Maintains a drug-free workplace policy.
- (3) Has as its purpose the reduction of substance abuse.<sup>1</sup>

A statewide organization is an organization that demonstrates the capacity to operate and deliver programs or services in multiple regions across the Commonwealth of Pennsylvania and whose mission, scope of work, and organizational infrastructure is explicitly focused on serving a statewide population. Applicants must meet at least two of the following criteria to be considered a statewide organization:

- **Geographic Reach:** The organization currently operates programs, provides services, or has partnerships in five or more Pennsylvania counties spanning at least three distinct regions of the Commonwealth (e.g., Northwest, Central, Southeast).
- **Staffing or Affiliate Structure:** The organization employs staff, contractors, or maintains active affiliations across multiple counties or regions within the state.
- **Programmatic Impact:** The organization has implemented initiatives, campaigns, or service delivery models with demonstrable outcomes across a broad cross-section of Pennsylvania communities, not limited to a single locality.
- **Recognition or Designation:** The organization has received prior funding or designation from a Pennsylvania state agency as a statewide provider or lead agency for services related to substance use prevention, education, or treatment.
- **Statewide Constituency:** The organization's membership, service recipients, or target audience includes individuals or groups from across the state and is not confined to a single municipality or region.

Organizations applying under this funding announcement must clearly document how they meet the criteria for a statewide organization in their proposal narrative and attach relevant supporting materials, such as program service maps, annual reports, or partnership documentation.

Additionally, organizations must also meet **all the following** criteria:

- **History of Statewide Implementation:** Applicant must show documentation of capacity to deliver this project on a statewide scale.
- **Experience Implementing Substance Use Education and Demand Reduction or Substance Use Treatment Programs:** Applicant must have five or more

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<sup>1</sup> Please note that local nonprofit organizations focused on local SAEDR projects (not statewide) should refer to the state Substance Abuse Education and Demand Reduction (SAEDR) Category One funding announcement.

consecutive years' experience implementing substance use education and demand reduction or substance use treatment programs. Applicant must attach documentation, such as a project history, in Egrants as verification of experience.

- **Maintain a Drug-Free Workplace Policy:** Applicant must attach or provide a link within Egrants to a current policy as verification of the requirement.
- **Agency Purpose Dedicated to the Reduction of Substance Use:** Applicant must attach or provide a link within Egrants to a current Mission Statement, By-Laws, Strategic Plan, etc., as verification of purpose.

**Applicants that do not meet all the above criteria will be administratively rejected.**

Applicants are strongly encouraged to work in concert with other substance abuse reduction efforts existing in the Commonwealth; however, they are not required to do so.

Governmental entities are not eligible to receive direct awards of SAEDR funds. Local school entities (as defined in the PA School Code) are considered governmental entities and are therefore not eligible applicants for these funds. Statewide nonprofit organizations may partner with governmental entities, including school entities, provided the statewide nonprofit organization is the applicant agency.

Applicant and recipient organizations must agree to collaborate with and accept technical assistance from the provider organization(s) PCCD designates. A statement agreeing to participate and collaborate with the assigned technical assistance provider(s) should be included in the Project Design and Implementation section of the application. Specific technical assistance requirements will be developed with each awarded applicant based on the design of the project and prior agency experience. Acceptance of technical assistance will be a condition of all awards.

Applicants must be in good standing with PCCD to be eligible for these funds.<sup>2</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 are not required to have a prior funding history with PCCD to be eligible.

Applicants submitting more than one application under Category 2/3 from a single applicant, or for a single recipient agency, will be administratively rejected.

**5. Eligible Program Activities and Expenses:**

Applications require current and active collaboration in prevention programming by both the applicant and recipient agency (if the applicant and recipient agency are not the same) and community stakeholders. The application must include a description of the current collaboration efforts of the statewide nonprofit agency.

Funds for the proposed program shall be used to implement a new project using an existing research or evidenced-based program that has not previously been implemented by the applicant or recipient agency or an expansion, defined as a program that the agency has implemented in the past and is proposing to serve new and/or additional target population(s)/community or geographical area(s), of an existing project focusing on youth

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<sup>2</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.

and/or adult communities. If proposing an expansion applicants must clearly demonstrate the project will be in a new service area.

**Category 2:** Funds for the proposed program must serve to educate youth, caregivers of youth, and employers about the dangers of substance use and increase the awareness and benefits of a drug-free Pennsylvania through public service announcement campaigns.

**Category 3:** Funds for the proposed program must serve to educate employers, unions, and employees about the dangers of substance use in the workplace and provide comprehensive drug-free workplace programs and technical resources for businesses including training for working parents to keep their children drug-free.

SAEDR supported program graphics, text, audio, and visual materials designed for any training and/or advertising programs must be reviewed and approved by PCCD. In accordance with Act 90 of 2015 of the Commonwealth of Pennsylvania, all media advertising paid for with PCCD grant funds must contain the statement *Paid for with Pennsylvania Taxpayer Dollars*.

In the case of print advertising, the statement shall be included so that it is easily seen and read. In the case of broadcast advertising, the statement shall be included as an audio tagline so that it is easily heard. Social media posts with graphics and/or text shall include the statement so that it is easily seen and read. Social media posts with audio shall include the statement as an audio tagline so that it is easily heard.

To further clarify:

- **Media Advertising** includes broadcast advertising and print advertising.
- **Print Advertising** includes print and electronic newspaper advertising, print and electronic magazine advertising, and billboard advertising. The term does not include advertising in the classified section of a newspaper.
- **Broadcast Advertising** includes television, radio, and other audiovisual advertising.
- **Social Media** includes, but is not limited to, Facebook, Instagram, Twitter, YouTube, and TikTok.

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

## **6. Ineligible Program Activities and Expenses:**

The following are not eligible for funding and may be cause for administrative rejection:

- a. A continuation of services defined as funding or sustaining a currently implemented program or one that was previously implemented.
- b. Development of a new program or curriculum.
- c. Support for existing Communities that Care sites or support to begin new CTC implementation.
- d. Agency expenses and personnel not shown to be directly integral to program implementation.
- e. Routine supply purchases not integral to the implementation of the project.
- f. Land acquisition or construction.
- g. Lobbying and political contributions.
- h. Honoraria or bonuses.
- i. Food/refreshments unless it is a requirement of the evidence or research-based program that is to be implemented.
- j. Promotional items including, but not limited to, clothing and commemorative items

such as pens, mugs/cups, folders/folios, lanyards, and conference bags.

k. Any expenses that fall outside the scope of this funding announcement.

PCCD reserves the right to require that approved SAEDR applicants remove items from the project's proposed budget that are deemed ineligible.

## **7. 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:
  - Letter(s) of support from relevant organizations or individuals.
  - Letter(s) of commitment from partnering agency/agencies participating in the implementation of the project.
  - Documentation of five or more consecutive years of carrying out substance use education and demand reduction or substance use treatment programs.
  - Documentation of a drug-free workplace policy.
  - Documentation of dedication to the reduction of substance use as evidenced by applicants Mission Statement, By-Laws, Strategic Plan, etc.
  - If the recipient organization is an agency other than the applicant, documentation must be supplied for both organizations.

## **8. Scoring:**

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. Executive Summary – Not Scored**

All applicants should fill out the following script and paste into the executive summary section:

The name of applicant is requesting \$\_\_\_\_\_ to [provide a single sentence or two of what you are seeking to implement with your grant funding].

These funds will be used for the following: [provide bullet points of what the funds will be used for].

### **b. Budget Detail - Maximum of 15 points**

In this section, the applicant must provide a reasonable and accurate budget that is directly related to the implementation of the proposed project. This includes providing justification explaining why funding the budgeted items, activities, and personnel are integral to the success of the project. This justification should show the relationship between the budgeted expenditures and the proposed operation of the project.

Budgets submitted with nonessential or excessive costs contained within will receive a deduction in scoring.

- Provide a comprehensive budget consisting of one complete budget for each year for which funding is being requested.
- Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.
- List each benefit as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
- Adjust personnel hours and time dedicated if the project is offered on a part-time basis or is not offered the entire year.
- Budgets can include up to \$1,000 per year to defray the cost of up to two staff to attend the Commonwealth Prevention Alliance (CPA) Conference.
- Any costs deemed by PCCD to be nonessential to the success of the project may be removed.
- All costs must be shown as separate line items that include the computations used to arrive at those amounts.

After the competitive review process is completed, successful applicants should expect PCCD staff to engage with them in finalizing budgets which could include a requirement for the elimination or addition of budgeted items or a change in the overall amount requested. Please refer to the PCCD [Applicant's Manual](#) for more information about eligible costs.

c. **Applicant Overview - Maximum of 15 points**

This section provides reviewers with an overview of the organization, including organization type, mission statement, and documentation of eligibility under this funding announcement. Applicants should describe the category they are applying for (Category 2 or 3), and how they meet the following eligibly criteria:

In addition to any of the eligibility requirements included in 18 Pa.C.S. §7508.1, applicants must meet at least two of the following criteria to be considered a statewide organization:

- **Geographic Reach:** The organization currently operates programs, provides services, or has partnerships in five or more Pennsylvania counties spanning at least three distinct regions of the Commonwealth (e.g., Northwest, Central, Southeast).
- **Staffing or Affiliate Structure:** The organization employs staff, contractors, or maintains active affiliations across multiple counties or regions within the state.
- **Programmatic Impact:** The organization has implemented initiatives, campaigns, or service delivery models with demonstrable outcomes across a broad cross-section of Pennsylvania communities, not limited to a single locality.
- **Recognition or Designation:** The organization has received prior funding or designation from a Pennsylvania state agency as a statewide provider or lead agency for services related to substance use prevention, education, or treatment.
- **Statewide Constituency:** The organization's membership, service recipients, or target audience includes individuals or groups from across the state and is not confined to a single municipality or region.

Organizations applying under this funding announcement must clearly document how they meet the criteria for a statewide organization in their proposal narrative and attach

relevant supporting materials, such as program service maps, annual reports, or partnership documentation.

Additionally, organizations must also meet **all the following** criteria:

- **History of Statewide Implementation:** Applicant must show documentation of capacity to deliver this project on a statewide scale.
- **Experience Implementing Substance Use Education and Demand Reduction or Substance Use Treatment Programs:** Applicant must have five or more consecutive years' experience implementing substance use education and demand reduction or substance use treatment programs. Applicant must attach documentation, such as a project history, in Egrants as verification of experience.
- **Maintain a Drug-Free Workplace Policy:** Applicant must attach or provide a link to a current policy in Egrants as verification of the requirement.
- **Agency Purpose Dedicated to the Reduction of Substance Use:** Applicant must attach or provide a link to a current Mission Statement, By-Laws, Strategic Plan, etc. in Egrants as verification of purpose).

Organizations applying under this funding announcement must clearly document how they meet all four criteria above in their proposal narrative and attach relevant supporting materials. Applicants that do not meet all four criteria above will be administratively rejected.

d. **Statement of Problem - Maximum of 20 points**

This section establishes the identified problem the applicant is seeking to address, and how the problem was identified.

- State the problem this project is proposing to address and how it was identified. Provide supporting data/facts/figures specific to the project and relevant to the problem and request. Include the most recent data available which is specific to the geographic area the project will serve and compare this data to other available state, local, and/or national data elements.
- Cite references and include supporting documentation where appropriate. Applicants may elect to consult and utilize data and information available via the resources below in addition to any other relevant and reliable data sources.
  - The Substance Abuse and Mental Health Administration [2024 National Survey of Drug Use and Health \(NSDUH\) Releases](#) page provides background regarding drug use nationally and includes a break-down of data by demographic characteristics (age, race, gender).
  - The [Philadelphia Division](#) page of the [United States Drug Enforcement Agency](#) site provides links to drug information, data and statistics, and publications.
  - [OpenDataPA](#) provides *estimations* of individuals with substance use disorder (not including alcohol use disorder) and overdose deaths by county. For the most recent data, refer to OverdoseFreePA, which is discussed below.
  - [The PA Department of Health Interactive Data Report](#) provides an interactive view of controlled substance prescribing and drug overdose trends at the state and county level.

- The PA Opioid Overdose Reduction Technical Assistance Center's – [OverdoseFreePA](#) provides data and connections to training and local resources.
- [The Pennsylvania Youth Survey](#) (PAYS) provides information on school students in the 6th, 8th, 10th, and 12th grades to learn about their behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs, and violence.
- The Prevention Learning Portal's [Locating Community-Level Data in Pennsylvania](#) resource provides behavioral-health specific data sources that can be accessed across the Commonwealth. The PLP also offers a free eCourse on these topics and takes the user on a deeper dive to unfold the behavior challenges experienced in communities.

**e. Project Design and Implementation - Maximum of 30 points**

This section shows the applicant has reviewed the program goals, objectives, and anticipated outcomes of the project and has established a plan to achieve anticipated outcomes. Address the following items in this section:

- Describe the overall proposed approach and its specific components that will be supported with grant funding.
- Specify how the chosen approach will address the identified problem.
- Describe the specific region that your project will serve.
- Describe the targeted population(s) that the approach will reach, and the number of individuals you anticipate reaching.
- Describe the implementation plan for the proposed project.
  - Provide a detailed project timeline, including descriptions of the activities to be completed, and timeframes for implementation.
  - Staffing
    - Define roles and responsibilities of each person funded under this initiative.
    - Define whether you will be utilizing existing staff or hiring/contracting new staff to implement the project.
  - Describe partnerships and stakeholder engagement that will take place within this project. This could include but is not limited to community involvement and youth and family voice.
  - Describe internal quality assurance processes that will be used to monitor the implementation of this project.

**f. Impacts and Outcomes - Maximum of 10 points**

This section establishes that the applicant has a clear understanding of the intent of the project and has a reasonable method to measure its success and impact, i.e., how will you know if you have been successful? Address the following in this section:

- Discuss the expected immediate impact of the project.
- Discuss how the effects of the project will be assessed and how the overall impact will be gauged.
- Provide the performance measures specific to the program goals you intend to track and report on as part of subgrantee quarterly reporting.
- Describe the data collection procedures.
  - What data will be collected?
  - How and when will the data be collected?
  - Who will be responsible for the collection of the data?
  - How and by whom will the data be analyzed?

Applicants are required, within the Egrants application, to confirm they accept the requirement to work with the technical assistance provider(s) designated by PCCD during the grant period.

**g. Sustainability - Maximum of 10 points**

An integral part of the project implementation process is the understanding that planning for the sustainability of the program, beyond grant funding, is essential. These efforts should be initiated at the start of the project. Applicants must address the following:

- Describe the anticipated long-term impact of the project.
- Identify how the invested approaches will continue to benefit the Commonwealth over time.
- Identify the key individuals within your organization who are responsible for sustainability planning. Describe the specific steps these individuals will take to secure the necessary funding and community support needed to sustain the program.
- Describe any existing connections you have with stakeholders and how these organizations will assist in sustaining the program after grant funding ends. If you do not currently have these connections, discuss the efforts you will make to establish such connections.

**9. 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. This includes the requirement of submitting quarterly program reports, including performance measures specific to the report period, and fiscal reports to PCCD via the Egrants system.

All applicants will be required to develop additional performance measures specifically relating to the activities outlined in their application and the goals of the project. Awarded applicants will work with their PCCD analyst and the assigned technical assistance provider to develop these measures and will be required to report them as part of the quarterly program report. Development of the performance measures will occur within the first month after funds are awarded.

**10. 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).

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

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

a. Staff Contacts:

Staff are only able to clarify the funding announcement and are not permitted to answer any questions about how a potential applicant should respond to any section.

Questions regarding this funding announcement should be directed as follows:

- E-mail your funding announcement questions to [ra-pccd-ojjdp@pa.gov](mailto:ra-pccd-ojjdp@pa.gov) with "2025 Substance Abuse Education and Demand Reduction (SAEDR) Categories 2 and 3" in the subject line.
- Questions must be received by close of business on February 17, 2026.
- 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 [Funding Announcement Title].

c. PCCD Guidelines and Documents:

Applicants should be familiar with the [Applicant's Manual](#), grant application and administrative guides, and other documents common to PCCD's grant application process, all of which are available on the [Funding and Grants Process](#) page of the PCCD website.

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.

### **13. Submission Information:**

The application must be entered into Egrants **no later than February 23, 2026, by 11:59 PM**.

Successful applicants will be required to sign the grant contract following PCCD's review of the application and after any identified issues are resolved. Applicants will receive an automated notification from Egrants when their grant contract is ready to be signed.

**The grant application must be electronically signed within Egrants. To electronically sign the application, at least one person from your organization must have the E-signature role in Egrants. Please use the link below to access instructions which explain how to request the E-signature role.**

[E-signature Access Request Instructions](#)

[E-signature Access Request Form](#) (This must be attached to your access request in Egrants)

***Please note that you cannot request the e-signature role on behalf of someone else.***