




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

**DATE:** May 10, 2022

**SUBJECT:** 2022-23 PACTT - Pennsylvania Academic and Career/Technical Training  
Competitive Funding Announcement (Non-Affiliates Only)

**TO:** Administrators and Chief Executive Officers of Privately-Operated Residential  
Facilities, Community-Based Service Providers, and Juvenile Probation Office  
Providers that are not currently PACTT Affiliates

**FROM:**   
Michael Pennington, Executive Director  
Pennsylvania Commission on Crime and Delinquency

  
Russell Zemanek, Welfare Program Executive  
Bureau of Juvenile Justice Services  
Department of Human Services

The Pennsylvania Commission on Crime and Delinquency (PCCD) and the Department of Human Services (DHS), Bureau of Juvenile Justice Services (DHS/BJJS) are announcing the availability of state funds. This is a competitive solicitation that is limited to privately operated residential facilities, community-based providers, and juvenile probation offices seeking to improve services for delinquent youth receiving academic and career/technical training services.

All such providers listed above, that are not currently PACTT Affiliates, are considered eligible to apply for these funds. The goal of this funding announcement is to provide a fiscal incentive for residential, community-based, and/or juvenile probation office service providers to qualify to become PACTT Affiliates.

The PACTT Project Standards are built on the Balanced and Restorative Justice principle of offender competency development. These funds support providers augmenting and enhancing their services to better align with the PACTT Project Standards. The goal for each of the award recipients is to work through the 12 months of the project period with the BJJS PACTT Staff to meet the benchmarks to become a PACTT Affiliate. Upon completion of this goal, the new affiliates become eligible for future targeted funding announcements for PACTT mini-grants to establish and/or enhance academic and/or vocational services. Such services will allow juveniles access to workforce development programs, and promote academic competency development for youth to catch-up and advance in school to the highest possible level of academic achievement.

Maximum awards are set at \$20,000 and applications are due June 24, 2022. PCCD is pleased to partner with DHS/BJJS in this unique opportunity to provide funds to assist with this important work. We look forward to receiving applications under this solicitation, and the possibility to work with you in providing services for Pennsylvania's youth.



## Office of Justice Programs – Juvenile Justice Unit

# 2022-23 PACTT Competitive Funding Announcement (Non-Affiliates Only)

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## Fiscal Year 2022/23 Solicitation

**Please Note:** Allow adequate time to submit your application. You will be unable to submit your application if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants System.

**Recommended Egrants Agency Registration Date:**  
May 20, 2022

**Recommended Egrants User Registration Date:**  
May 27, 2022

**Mandatory Egrants Application Deadline:**  
June 24, 2022

**Applicants are encouraged to print a copy of this funding guideline, fully review it, and use it to assist them in the completion of their applications in Egrants. This guideline may contain information that does not appear in the Egrants Funding Announcement.**

**QUESTION/ANSWER SERVICE:**

Questions about this funding announcement must be sent by email to [RA-PCCD-OJJDPA@pa.gov](mailto:RA-PCCD-OJJDPA@pa.gov) (Put "2022-23 PACTT Competitive" in the subject line). For all potential applicants to benefit from this Q&A process, all applicants are strongly encouraged to register. Registered applicants may submit questions related to this announcement at the link above. Only applicants that register to participate in the Q&A will receive regular emails containing all questions and all answers submitted in relation to this announcement. Registration will remain open until June 23, 2022; questions will not be accepted after 4:00 p.m. on this date. Answers will be emailed regularly to registered individuals through close of business on June 24, 2022.

**Questions concerning the Egrants System should be made directly to the Egrants Help Desk by phoning either (717) 787-5887 or (800) 692-7292.**

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
Office of Justice Programs – Juvenile Justice Unit**

**Funding Guidelines: 2022-23 PACTT Competitive Funding Announcement  
(Non-Affiliates Only)**

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs – Juvenile Justice Unit**

**Funding Guidelines for: Fiscal Year 2022**

**Funding Announcement Title: 2022-23 PACTT Competitive Funding Announcement  
(Non-Affiliates Only)**

**Funding Available: Juvenile Justice Reinvestment Funds**

**Submission Requirements for Applications:**

- **Scoring** – All applications will be competitively reviewed and scored. Applications will be scored based on the applicant’s adherence to the funding announcement guidelines, and a timely submission in the PCCD Egrants System. It is recommended that applicants fully review the funding announcement to ensure compliance with these guidelines.
- **Due Date** – All applications must be submitted electronically through PCCD’s Egrants System no later than Friday, June 24, 2022 by 11:59 p.m. Eastern Time. **Note:** The Egrants Help Desk is available to assist with questions Monday through Friday until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **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 until 4:00 PM and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** – Applications entered in Egrants by the deadline are not considered complete unless the signature page and any other required signed documents are also received by PCCD.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** – If PCCD returns an application for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD for the requested funding to be awarded.
- **Non-supplantation** – Funding must not be used to supplant/replace state, federal, or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.
- **Keywords** – Applicants are required to select “Keywords” from the dropdown menu located on the Main Summary screen in Egrants. The required keywords are below. Applicants may also select other keywords that apply specifically to their application.

Keywords: Juvenile Justice

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Justice Programs – Juvenile Justice Unit**

**1. Overview:**

The Pennsylvania Department of Human Services (DHS), Bureau of Juvenile Justice Services (BJJS), and the Pennsylvania Commission on Crime and Delinquency (PCCD) are partnering to release funding made available through the Justice Reinvestment Initiative to advance academic and career/technical training among adjudicated youth receiving services from residential facilities, community-based providers, and juvenile probation departments that are **not** currently Pennsylvania Academic and Career/Technical Training (PACTT) Affiliates, but can demonstrate the desire and ability to become an Affiliate. These funds are made available to assist these service providers in gaining PACTT Affiliate status.

The Juvenile Court Judges' Commission, the Department of Education (PDE), Council of Chief Juvenile Probation Officers, Council of Children, Youth & Family Services, the Department of Labor and Industry, Department of Human Services (DHS), and PCCD have joined together to form an Executive Steering Committee (ESC) to provide guidance to BJJS as it builds upon PACTT's accomplishments and further develops the job readiness, academic, and employability skills for system-involved youth.

It is important that applicants understand that the DHS cannot guarantee that, in the future, these funds will be available. Therefore, it is critical that applicants review these guidelines and adhere to what is being requested. The PACTT Initiative is thriving, and DHS would like to offer this solicitation to non-affiliated providers to initiate the affiliation process and generate future PACTT Affiliates.

Funds are being made available by the ESC, DHS, and PCCD to privately-operated residential and community-based providers as well as juvenile probation offices that are **not** currently PACTT Affiliates. Funds would be used by providers to develop programs in the following PACTT service areas that adhere to PACTT Standards in order to gain affiliate status:

- a. Core Programming;
- b. Academic Instruction;
- c. Work Related Services; and
- d. Job Skills Training.

**For more information on the PACTT Service Areas: Elements of Participation see Appendix A, page 18.**

**2. Funding Availability:**

Approximately \$160,000 in DHS/BJJS Juvenile Justice Reinvestment Funds are available to support projects among residential facilities, community-based providers, and juvenile probation departments. These funds may result in eight awards of up to \$20,000 each.

There is no cash match requirement for these funds. Award letters will be available in Egrants as soon as possible after the applications are approved. PCCD and

DHS/BJJS are not liable for costs incurred prior to the official start date of the award.

### **3. 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.

### **4. Project Dates:**

Contingent upon availability of funds, approved applications will have 12-month project periods with a start date of October 1, 2022, and an end date of September 30, 2023.

### **5. Eligible Applicants:**

- a. All residential facilities, community-based, and/or juvenile probation office providers that **are not currently PACTT Affiliates and serve primarily adjudicated delinquent youth** are considered eligible to apply for these funds.
  - i. Applicants must demonstrate that they are interested in becoming a PACTT Affiliate by attaching to their application a signed and dated letter of intent. This letter must be on agency letterhead and signed by a representative of the provider with the authority to enter into a contract.
  - ii. Applicants that are not a juvenile probation office must provide a letter of support from a referring probation office stating that it supports the agency becoming affiliated with PACTT and refers youth to the program. A minimum of one letter is required, yet it is recommended that additional letters from referring probation offices be provided.
  - iii. Any applicant that has received these funds in the past, but is not a current PACTT Affiliate, is required to provide a summation of the impact of the prior award(s) and the steps they have made, or will make, to regain Affiliate status.

**Only one application may be submitted per non-affiliated provider.**

- b. Providers are regarded as separate and distinct sites/facilities. This allows multiple applications to be submitted from more than one established provider.
  - i. For example, ABC, Inc. has four individual sites that operate independently of each other, each could apply for these funds.
  - ii. However, ABC, Inc. would not be permitted to submit one combined application for funds for all four of its sites.

### **6. Program Goal, Objectives, and Anticipated Impacts:**

- a. The goal of this PACTT funding announcement is to provide funding for up to eight (8) residential, community-based, and/or juvenile probation office service providers to qualify to become PACTT Affiliates. Funds may be used

by award recipients to achieve the required benchmarks that qualify a provider for PACTT Affiliate status, to establish a program that does not currently exist and meets PACTT Standards, or to augment and enhance an existing program currently offered by the applicant while bringing that program into alignment with PACTT Standards.

b. Objectives of the PACTT Initiative:

- Increase the number of PACTT Affiliates among residential, community-based, and/or juvenile probation office service providers for youth in the juvenile justice system.
- Provide youth with the opportunity to participate in workforce development and job skills training programs that promote economic self-sufficiency.
- Provide youth with the opportunity to participate in quality academic programming.
- Provide youth with the opportunity to receive work-related experience.
- Increase the likelihood of successful reentry into the community, home school, and/or workplace through transitional planning.

c. Anticipated impacts include, but are not limited to, the following:

- Enhance the ability of residential, community-based, and/or juvenile probation office service providers to achieve PACTT Affiliate status and thereby improve the services offered to youth in the juvenile justice system.
- Youth will increase their level of job readiness, academic skills, and/or employability skills.
- More youth will experience successful reentry after placement as measured through provider partnerships with Juvenile Probation Departments that are supervising youth reentry.
- The risk level of youth in education and employment will decrease.
- Increase the number of youth participating in vocational, career, and technical training opportunities.

**Proposed applicants are encouraged to review Appendix B, Program Activities and Expenses, for more information.**



## 7. Eligible Program Activities and Expenses:

### a. Program Activities

Funds are being made available to providers that work with youth and are under the supervision of a juvenile probation office to support their efforts to become and maintain an affiliation with PACTT.

It is the goal of PACTT that applicants seek to develop sustainable programs that will benefit youth currently enrolled in their program as well as those who will be enrolled in the future. Thus, it is strongly recommended that programs place an emphasis on ensuring the sustainability of the programs it develops with grant funds.

**Applicants must ensure that the proposed program and related expenses are directly related to the area(s) of PACTT affiliation (Academics, Job Skills Training, or Work-Related Services) that the agency seeks to obtain.** Expenses that are unrelated, or which the applicant does not make a logical connection, will not be approved.

**Proposed Applicants are encouraged to review Appendix C, General Grant Related Activities and Eligible Areas for more information.**

Examples of eligible expense categories can be found in **Appendix D** and are within the following categories:

#### i. Sustainable Expenses:

The applicant's overall budget should be comprised of, **at a minimum, 60%** sustainable expenses. Sustainable expenses include nonexpendable equipment that is tangible property having a useful life of more than two years after the end of the grant period and will be available to youth admitted to the program in the future.

#### ii. Non-Sustainable Expenses:

The applicant's overall budget may include up to **a maximum of 40%** for non-sustainable expenses. Generally, non-expendable expenses include any materials that are expendable equipment or are consumed during the project.

#### iii. Personnel and Other Expenses:

**Within the 40% of non-sustainable expenses, the applicant may include up to half, which would be a maximum of 20% of the overall budget, for personnel and other expenses.** This category includes expenses related to consultants, additional hours for existing personnel, part-time personnel, fringe benefits, contractors, and other items that don't logically fit in one of the other categories.

#### iv. Data Entry Expenses:

The applicant's overall budget may include up to **a maximum of 10%** for personnel and other expenses related to entering data and generating reports from the PACTT database. This category includes expenses related to additional hours for existing personnel, part-time personnel, and fringe benefits. **However, the data entry requirement does not apply until the program has been formally Affiliated with PACTT.**

#### **b. Expenses**

PCCD will determine whether the budgeted expenses are appropriately explained and justified. If any expenditure appearing in the **Budget Detail** justification section is not fully explained and justified, applicants may be required to provide an explanation and/or justification of the item(s). Applicants may be asked to adjust final budgets before awards are made. Indirect or administrative costs are not eligible expenses.

#### **c. Limitations**

Funds may not be used for land acquisition or construction. In some cases, minor repairs, modifications, or renovations to existing space that will enhance the provision of PACTT related services may be allowable.

Funds may not be used for routine equipment purchases unless these are shown to be integral to the project.

Funds may not be used for public or other types of transportation unless these are shown to be integral to the project and are demonstrated to not be available through other sources.

Funds may not be used for the purchase or lease of vehicles. In some cases, renovations to an agency owned vehicle may be considered if it is used for an entrepreneurial project operated by youth. Equipment such as a tow behind trailer that protects or is used to move equipment and are part of a vocational, career, or technical training program will not be considered a vehicle for this section.

Funds may not be used to purchase heavy construction equipment such as skid loaders, backhoes, excavators, cranes, or bulldozers. In some cases, smaller construction equipment may be allowable if youth will be trained to use it.

Financial support for personnel is limited to the time spent working on such activities that will further the provider's progress to become a PACTT Affiliate. Agencies becoming affiliated with PACTT are not eligible for financial support for personnel as part of their non-competitive or innovation grants.

### **8. Required Egrants Sections/Documents:**

- a. Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your application in Egrants until all sections are marked as "Complete."
- b. Required Signed Documents
  - Letter of Intent for the agency to become a PACTT Affiliate signed by the agency's administrator;
  - Letter of Intent for the agency to become a PACTT Affiliate signed by the agency's school administrator, if pursuing academic affiliation;
  - Commitment Letter(s) from partnering entities, if applicable;
    - For applicants/programs that are not operated by a local Juvenile Probation Office, a Letter of Support from a Juvenile Probation Office that states that it refers youth to the program is required.
  - Signature Page (page 2 of the Application).
- c. In addition to the budget and programmatic sections identified, the following standard sections must be completed in Egrants:
  - a. Approval Checklists;
  - b. Main Summary Information;
  - c. Procurement Details;
  - d. Required Attachments;
  - e. Private Non-Profit Agency Checklist;
  - f. State Funding Announcement Certifications;
  - g. Federal Transparency Act Certification
  - h. Fiscal Accountability; and
  - i. Required Signed Documents as listed above in **Section 8, b.**

When all standard sections are complete and all required attachments have been uploaded to your application, change the status of the section to "Complete" in Egrants. Remember to click the "Submit" button.

## 9. Scoring:

The following application sections in Egrants have a point value associated with them and will be scored as described below.

**Please Note:** The information PCCD is requesting must be submitted in the text boxes within Egrants that are provided for each section of the application; do not attach your responses as Word Documents to the sections. Please provide only what is asked; to do otherwise will add unnecessary length to your application.

The Egrants System will time out after **20 minutes of inactivity**. Any information entered after Egrants has timed out will not be saved by the system. Please review each section of the application prior to submitting the application to ensure that all the required narrative is included.

The maximum number of characters allowed for each text box is listed next to the question. Applicants are strongly encouraged to ensure that the character limit for each response is NOT exceeded. Please attach any required attachments in the "Required Attachments" Section. Scoring will be based on a maximum score of **100 points** using the following criteria:

- a. Executive Summary – This section is worth a maximum of 5 points.**  
This section will provide reviewers with a brief overview and description of the applicant agency and what the applicant agency intends to achieve with these funds.

- i. All applicants should fill out the following script and paste it into the Executive Summary section:

1. The **name of agency** is requesting \$\_\_\_\_\_ to **[provide a single sentence or two of what you are seeking to do with your grant funding]**. These funds will be used for the following: **[provide a short summary or bullet points of what the funds will be used for]**.

**Please note:** The responses in this section will be used in Commission grant summaries, posted publicly on PCCD’s website, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

- b. Impact Statement – This section has no point value.**

Provide a brief **Impact Statement** – This is required for any applicant that was previously, but is not currently, a PACTT Affiliate and received a prior award(s) under the PACTT Initiative.

The **Impact Statement** must include:

- A concise description of what your agency/organization did with the funds received in the past; no longer than three sentences for each award;
- How many youth were served per previous award;
- How many youth received a certification, include types of certifications; and
- Among the youth served, indicate the number of instances (one per youth) in which your agency incorporated aftercare or reentry planning with the referring probation department.

- c. Nonaffiliates Project Design – This section is worth 35 points.**

This section will provide reviewers a description of your current relationship with the PACTT Initiative, why you seek affiliate status, and what you will do with the funds if awarded.

- i. Explain your agency’s position in relation to the current PACTT Initiative; include:
- Length of prior Affiliate membership (if any), and anticipated date of Affiliate application or re-application.
  - What your agency currently does that meets PACTT Standards and/or what it needs to do to meet PACTT Standards.
    - Please note: All proposed applicants, residential, and non-residential agencies must provide services identified in PACTT “Core Programming” section, and can also, based on the services being provided by the proposed affiliate, select one or more of the following areas:
      - Academic Instruction;

- Job Skills Training; and
    - Work Related Services.
  - What type(s) of PACTT affiliation the agency will be seeking.
  - Please see Appendix A – PACTT Elements of Participation for more information.
- ii. Explain why your facility/agency is seeking PACTT Affiliate status:
- Provide a timeline that shows steps to be taken to become a PACTT Affiliate and approximate dates for completion of these steps; and
  - Goals your agency will establish under the PACTT Initiative.
- iii. Describe the referral process, if applicable:
- Who will be eligible for the services offered?
  - Who (which stakeholders) will refer youth to your program?
  - How will youth be selected to participate?
- iv. Of the youth served by your agency over the past two years, what percentages are estimated to have been receiving services from:
- Juvenile Probation (JPO);
  - Children and Youth (C&Y);
  - Both JPO and C&Y.
- v. Provide the target population for this project and the estimated number of youth to be served, if applicable:
- Include race, age, and gender.
  - Include information regarding the geographic location (urban, rural).
  - Include county name(s) and school district(s), if applicable.

**NOTE:** It is recommended that applicants target moderate and/or high-risk youth and utilize a risk, need, and responsivity approach for the services funded under this initiative.

**d. Sustainability Plan – This section is worth a maximum of 20 points.**

- i. PACTT seeks to support programs that are working with youth involved with the juvenile justice system in a manner that will have a positive impact on the youth currently in a program, as well as those that may be admitted in the future. To accomplish this, PACTT seeks to prioritize funding of programs that will be sustainable. Please explain your agency’s sustainability plan related to this grant proposal:
- As outlined in Section 7, what is the percentage of the applicant’s overall budget that is for:
    - a. Sustainable items
    - b. Non-sustainable expenses
    - c. Personnel and other expenses
    - d. Data entry expenses
  - As the amount of PACTT grant funds the applicant is eligible for decreases, how will you maintain your proposed project?

- How will you maintain your proposed project when you are no longer eligible for PACTT grant funds?
- If the applicant’s sustainability plan includes seeking additional funds or an increase in reimbursement from probation, please include a letter from probation indicating that they are open to discussing a rate increase.

**e. Nonaffiliates Impacts/Outcomes – This section is worth a maximum of 20 points.**

This section will provide reviewers with information describing how your agency will determine the impact of your project. This section should include a clear and concise description of the benefits of your proposed project, if it is selected for funding.

- i. Describe the accomplishments you anticipate after becoming PACTT Affiliated.
- ii. If applicable, describe any data collection procedures that would help to measure the impact of your proposed project:
  - What data will be collected?
  - How will data be collected?
  - How will data be analyzed?

**NOTE:** All award recipients are required to participate in the data collection activities set forth under the PACTT program in conjunction with the County Commissioners Association of Pennsylvania and Research for Action. Failing to participate in the Research for Action program will result in suspension of grant funding.

**f. Budget Detail – This section is worth a maximum of 20 points.**

This section will provide reviewers with information about the proposed budget line items and explains why the items are essential and necessary to the project. Describe each item and explain and justify each budgeted item by category. Only essential costs directly related to the project will be funded

**Note:** Simply indicating that an item is essential and necessary is not a sufficient justification. The justification section should include the name of each item and how it will be used to support the implementation of the project. Do not include calculations in the justification section.

The **Budget Detail** must:

- Include a 12-month comprehensive Budget Detail section covering each item for which funding is being requested; and
- Provide a clear description and calculation of all costs. Salary and benefits for additional hours for existing personnel or pro-rated hours for existing personnel and/or the hiring of part-time personnel may be eligible for these funds.
- Indirect and/or administrative costs are not eligible for these funds.

The **Budget Justification** must:

- Include a complete narrative that fully justifies all items to be supported with grant funds and how each item will be utilized;
- Provide a clear and concise description of how each expenditure contributes to the provider becoming Affiliate-ready;
- Describe the costs associated with training and materials, if applicable; and
- Describe how personnel related expenses, if funds are used for this purpose, will be sustained at the conclusion of the grant period. If these personnel related expenses will not be continued, please explain why.

**Note:** Expenses cannot be bundled together to provide a single cost. All items must be listed separately showing a cost per item and the total number of each item to be purchased. All high-cost items must be accompanied by a quote from the trainer, manufacturer, or company from which the purchase will be made. Attach quotes in the **Required Attachments** Section of the application.

#### **10. Additional Program Implementation Requirements:**

Funded grantees are expected to commit to a quality implementation of their project and to participate in the data collection activities set forth under the Research for Action program in conjunction with the County Commissioners Association of Pennsylvania. DHS/BJJS will monitor the progress of all approved applicants to determine when PACTT Affiliate status has been achieved.

The intent of this grant is to provide support to agencies seeking to gain PACTT affiliation. It may be necessary for agencies to adjust their program to meet PACTT criteria.

Grant recipients will be required to submit an application requesting PACTT affiliation prior to the end of the grant period.

As requested by the project's Executive Steering Committee, grantees will be required to utilize the PACTT database to generate standardized reports. Upon review of the report by the grantee, these reports will be submitted to PCCD for posting on its website for public viewing.

**Program Technical Assistance** will be provided to all approved applicants by DHS/BJJS and PCCD staff. All approved applicants will be required to work with DHS/BJJS and PCCD staff. Working with DHS/BJJS and PCCD is intended to strengthen each applicant's efforts and provide early support to ensure a successful project launch. DHS/BJJS and PCCD will be available for consultation on implementation barriers and data management issues, as well as sustainability and other areas.

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

The following activities are not permitted and will not be considered if submitted under this funding opportunity:

- Purchase or lease of vehicles; (See Section 7c for exceptions)
- Luxury items;
- Real estate; and
- Indirect or Administrative Costs.

## **12. Performance Measures:**

Under this funding announcement, successful applicants are **required** to submit Quarterly Progress Reports to PCCD via the Egrants System. Grant recipients under this Funding Announcement will be **required** to accept and report on performance measures selected by DHS/BJJS staff and PCCD staff that will fulfill DHS/BJJS guidelines for the use of Juvenile Justice Reinvestment Funds.

Grant recipients may want to develop additional performance measures that are specifically related to the activities outlined in their application and may track and report all measures on a quarterly basis through the PCCD Egrants System.

## **13. Keywords:**

You are required to select "Keywords" from the dropdown menu in Egrants. It is located on the Main Summary screen when entering your application.

Keyword: Juvenile Justice.

## **14. 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).

## **15. Other 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:
- Program and Fiscal Reports are due quarterly for all projects and must be submitted through the Egrants System.
  - Late submission of programmatic and fiscal reports may delay payments.
  - All reports must be submitted through the Egrants system.
  - Below is the reporting period and the due date for each of the quarterly reports. Reports are to be completed on the due date regardless if the date falls on a holiday or weekend.
- | Reporting Period        | Due Date     |
|-------------------------|--------------|
| January 1- March 31     | April 20th   |
| April 1 – June 30       | July 20th    |
| July 1 – September 30   | October 20th |
| October 1 – December 31 | January 20th |
- g. Information Technology (IT) Project Conditions:  
PCCD is required to include subgrant conditions for grants that will fund IT projects. These conditions are mandated to ensure compatibility with state and federal IT standards and requirements. View these [IT Conditions](#) on PCCD’s website.

**16. PCCD Contact Information and Resources:**

- a. Staff Contacts:  
DHS/BJJS and PCCD staff may not answer questions to guide a potential applicant in completing their application. Questions concerning this funding announcement should be directed by email to [RA-PCCD-OJJDP@pa.gov](mailto:RA-PCCD-OJJDP@pa.gov) and putting "**2022-23 PACTT Competitive**" in the subject line. For all potential applicants to benefit from this Q&A process, all applicants are strongly encouraged to register. Registered applicants may submit questions related to this announcement at the link above. Only applicants that register to participate in the Q&A will receive regular emails containing all questions and all answers submitted in relation to this announcement. Registration will remain open until June 23, 2022. Questions will not be accepted after 4:00 p.m. on this date. Answers will be emailed regularly to registered individuals through close of business on June 24, 2022. These Q&As will also be listed on PCCD's website on the following link:  
<https://www.pccd.pa.gov/Funding/Pages/Funding-Announcement-QA.aspx>
- b. Egrants Funding Announcement:  
The funding announcement can be found by logging into Egrants and searching under the "Funding Announcement" tab for **2022-23 PACTT Competitive Funding Announcement**.
- c. PCCD Guidelines and Documents:  
All applicants should be familiar with the PCCD [Applicant's Manual](#), Standard Sub-grant Conditions, and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's 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.

## **17. Submission Information:**

Applications must be entered in Egrants no later than Friday, June 24, 2022 by 11:59 p.m., Eastern Time.

The executed signature page (page 2 of the application) must be uploaded to the Project Summary page of your application. A guide to assist you with this is available on our website at:

[https://www.pccd.pa.gov/Funding/Documents/Signature%20Page\\_Award%20Letter%20Walkthrough.pdf](https://www.pccd.pa.gov/Funding/Documents/Signature%20Page_Award%20Letter%20Walkthrough.pdf)

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.

## **APPENDIX A**

### Elements of Participation

The Pennsylvania Academic, Career and Technical Training Alliance (PACTT) supports affiliated Pennsylvania juvenile justice agencies in their efforts to provide academic, vocational, and soft skills education services to juvenile offenders.

Affiliated agencies have voluntarily agreed to meet standards for providing relevant, high-quality academic, and vocational education services to the youth that they serve. Through these services, the affiliated agencies and PACTT hope that juvenile offenders will gain the capacity to graduate from high school, transition to postsecondary schools or training, and/or obtain employment.

Each of the affiliated residential and non-residential agencies have agreed to provide the following core programming:

- Utilize PACTT's Employability and Soft Skills Manual (ESSM) with all youth, age 14 and older.
- Document ESSM training progress and, at the discharge, include this information as part of the youth's educational record and probation discharge packet.
- Develop a discharge portfolio for youth that indicates their progress toward completion of competencies.
- Provide supports to youth that are participating in General Education Development (GED) or High School Equivalency Test (HiSET) preparation, testing, credit recovery, acceleration, and remediation.
- For youth having a disability, facilitate their involvement with the Office of Vocational Rehabilitation (OVR).
- Have an internal quality assurance process to review their academic, job skills, and/or work-related services.
- Offer at least one of the following basic certificates: General or industry specific OSHA-10; ServSafe Food Handler; at least one component of MOS; and the complete International Computer Driving License (ICDL).

In addition to the core programming, to be affiliated, agencies must provide services in a minimum of one of the specialty areas listed below. However, agencies may choose to become affiliated in two or all three of the specialty areas. Based on their chosen specialty area(s), affiliated agencies have agreed to:

#### **I. Academic Instruction:**

- Maintain a curriculum that is aligned with Pennsylvania's Core Academic Standards.
- Offer opportunities for remediation in numeracy and literacy, credit recovery, and/or acceleration.

- Perform transcript audits for youth to prioritize education programming and to determine if any individual needs exist.
- Conduct educational progress assessments to determine academic abilities, progress, and placement into appropriate courses.
- Ensure the availability of certified Special Education teachers as required by the Pennsylvania Department of Education (PDE).
- Provide supports for youth who have special needs in their Individualized Education Plans (IEP).
- Provide opportunities for youth to obtain a GED or HiSET and connect them with post-secondary training and career opportunities.
- Request and transmit school records within the timeframe required by PDE.
- Provide individual case management to support youth's transition to school.
- Provide supports for English Language Learners (ELL).
- Align academic courses and course descriptions with PDE's Pennsylvania Information Management System (PIMS).
- Whenever possible, provide instruction through low youth-to-teacher ratios.
- Provide staff with regular professional development.

## **II. Work Related Services:**

- Conduct a work skills assessment with all youth between the age of 14-21.
- Conduct an interest assessment with all youth between the age of 14-21.
- Directly offer, or make available through another entity, opportunities for youth to participate in a paid work-based learning experience.
- Ensure that an evaluative process is in place, to include providing youth with regular feedback about their performance.
- Establish relationships with employers to provide paid work experience opportunities for youth.
- Establish connections for youth with employment resources.
- In youth's area(s) of interest, identify potential employers in the communities where youth currently live or will be returning to after placement.
- Review the Department of Labor and Industry's High Priority Occupations with youth, to include those from the region where they will be living.

### **III. Job Skills Training:**

- Offer two or more certificates or certifications beyond what the agency offers at the basic level. (Basic level: General or industry specific OSHA-10; ServSafe Food Handler; at least one component of MOS; and the complete International Computer Driving License (ICDL)).
- Offer certificates and certifications that have a logical connection with a high priority occupation (HPO) or employment opportunities specific to the community where the youth is or will be living on a full-time basis.
- In the areas of Programs of Study (POS), vocational programs, and certification or certificate programs:
  - Offer a POS, or make it available through another local academic program that meets the standards established by PDE; or
  - Offer vocational, certificate, or certification programs that are offered by the agency that are not recognized as a POS according to PDE's standards, yet are taught by certified teachers or qualified individuals that hold the industry-recognized credentials needed to instruct the course.
- Have an agency administrator review and approve the POS lesson plans.
- Have instructors sign-off on competency lists demonstrating proficiency.
- Have lists of completed industry competencies follow youth at time of discharge that reflect the progress youth has made.
- Review the Department of Labor and Industry's High Priority Occupations with youth, to include those from the region where they will be living.

## APPENDIX B

### Program Activities and Expenses

#### A. Job Skills Training and Work-Related Services:

For agencies affiliated in Job Skills Training and Work-Related Services, and those seeking affiliation in this area, PACTT grants can assist with providing resources to support related programs for youth. When identifying its proposed purchases, applicants should ensure that the proposed expenses focus on increasing employability among youth.

In addition, it is recommended that applicants review the Department of Labor & Industry's (L&I) High Priority Occupation (HPO) lists. These lists provide valuable information about employment opportunities in the metropolitan areas, workforce development areas, and counties where youth are or will be living.

Websites:

1. High Priority Occupations

<https://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx>

2. Occupational Wages (Metropolitan, Workforce Development Area and County)

<https://www.workstats.dli.pa.gov/Products/Occupational%20Wages/Pages/default.aspx>

3. Pennsylvania Occupational Wages Statewide (May 2019)

[https://www.workstats.dli.pa.gov/Documents/Occupational%20Wages/PA\\_ow.pdf](https://www.workstats.dli.pa.gov/Documents/Occupational%20Wages/PA_ow.pdf)

4. Pennsylvania Occupational Employment 2018-2028 Long-Term Projections

[https://www.workstats.dli.pa.gov/Documents/Projections/Occupational/PA/2018\\_PA\\_LTOP.pdf](https://www.workstats.dli.pa.gov/Documents/Projections/Occupational/PA/2018_PA_LTOP.pdf)

In 2019, statewide High Priority Occupations identified by the Pennsylvania Department of Labor and Industry included the following:

1. **Short-term or moderate-term training:** Basic tasks and skills are learned through a period of on-the-job training. A high school diploma may be required.

- Social & Human Service Assistants
- Customer Service Representatives
- Shipping, Receiving & Traffic Clerks
- Secretaries
- Office Clerks, General
- Construction Laborers
- Clerks
- Medical Secretaries
- Cement Masons & Concrete Finishers
- Operating Engineers & Other Construction Equipment Operators
- Painters, Construction & Maintenance

- Industrial Truck & Tractor Operators
- Pharmacy Technicians
- Police & Sheriff's Patrol Officers
- Real Estate Sales Agents
- Bill & Account Collectors
- Billing & Posting Clerks
- Payroll & Timekeeping Clerks
- Dispatchers
- Production, Planning & Expediting
- Printing Press Operators
- Cabinetmakers & Bench Carpenters
- Inspectors, Testers, Sorters, Samplers & Weighers
- Packaging & Filling Machine Operators & Tenders
- Bus Drivers, Transit & Intercity
- Highway Maintenance Workers
- Maintenance & Repair Workers, General
- Team Assemblers
- Food Batchmakers
- Computer-Controlled Machine Tool Operators, Metal & Plastic
- Multiple Machine Tool Setters, Operators & Tenders, Metal & Plastic
- Welders, Cutters, Solderers & Brazers
- Coating, Painting & Spraying Machine Setters, Operators & Tenders
- Paper Goods Machine Setters, Operators & Tenders

2. **Long-term training:** High school diploma and at least one year of on-the-job training or an apprenticeship.

- Claims Adjusters, Examiners & Investigators
- Plumbers, Pipefitters & Steamfitters
- Automotive Body & Related Repairers
- Water & Wastewater Treatment Plant & System Operators
- Bus & Truck Mechanics & Diesel Engine Specialists
- Industrial Machinery Mechanics
- Maintenance Workers, Machinery
- Machinists
- Electricians
- Carpenters

Additional factors that affiliates should take into consideration when proposing new programming and the purchase of related equipment are the minimum age requirements to operate such equipment. Applicants should ensure that they adhere to all federal, state, and local laws and regulations related to age appropriate use of equipment purchased using grant funds and the requirements of the Fair Labor Standards Act. Agencies should consult with their legal counsel to obtain advice with respect to any legal matter and compliance with all applicable laws, regulations, and rules.

Additional websites and information:

- <https://www.dol.gov/agencies/whd/youthrules>
- <https://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx>
- <https://www.dli.pa.gov/laws-regs/laws/child-labor/Pages/default.aspx>
- <https://www.dol.gov/agencies/whd/fact-sheets/43-child-labor-non-agriculture>
- <https://www.dol.gov/general/topic/youthlabor/nonagriculturalemployment>



- <https://www.dol.gov/agencies/whd/child-labor>
- For more information on youth employment laws, visit the YouthRules! website at [www.youthrules.dol.gov](http://www.youthrules.dol.gov) or call toll-free 1-866-4US-WAGE (1-866-487-9243).
- For additional information on the Fair Labor Standards Act, visit the Wage and Hour Division website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).
- When state youth employment laws differ from the federal provisions, an employer must comply with the higher standard. Links to your state labor department can be found at <https://www.dol.gov/agencies/whd/state/contacts>.

**Note:** *These links and this publication are for general information and should not be considered in the same light as official statements of position contained in the regulations. The contents of the documents do not have the force and effect of law and are not meant to bind the public in any way. The documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Agencies should consult with their legal counsel to obtain advice with respect to any legal matter and compliance with all applicable laws, regulations and rules.*

## **B. Academics:**

For agencies affiliated in Academics, and those seeking affiliation in this area, PACTT grants can assist with providing resources to support related programs for youth. In this area, PACTT seeks to support the National Center for Juvenile Justice’s related goal contained in the Advancing Competency Development A White Paper for Pennsylvania. Specifically, to enhance academic skills that help adolescents improve their chances of having a successful educational experience, catch up in school, and advance in school to the highest possible level of academic achievement.

In 2014, the U.S. Department of Education partnered with the U.S. Department of Justice to issue the Correctional Education Guidance Package. In an updated publication in 2019, the following five suggestions were presented by the two agencies:

1. Prioritize safety and education throughout the facility climate, provide optimal conditions for learning, and encourage use of social support services that address needs for all youth.
2. Ensure that facilities receive the necessary funding to provide educational opportunities for justice-involved youth that are comparable to those provided to youth who are not justice-involved.
3. Hire and retain high-quality educators who have skills to tend to the needs of system-involved youth and positively impact them by providing compelling and enriching learning environments.
4. Apply challenging and up-to-date curricula that meet state academic or career and technical standards and that employ instructional methodology and materials encouraging college or career readiness.

5. Facilitate successful system navigation and reentry transition for every youth through the utilization of formal processes and procedures.

Affiliates seeking grant funds in the area of academics are encouraged to review the contents of this publication. Applicants are encouraged to review the General Grant Related Activities and Eligible Expense Areas section of this announcement for areas of focus in academics for additional areas of focus supported by PACTT. In addition, applicants are encouraged to conduct its own independent research into proven effective methods of improving the academic level of system-involved youth. Affiliates are encouraged to take these suggestions and the other information contained in this publication into consideration when determining what type(s) of purchases and programming are to be proposed in the agency's grant application.

*Reference: Development Services Group, Inc. 2019. "Education for Youth Under Formal Supervision of the Juvenile Justice System." Literature review. Washington, D.C.: Office of Juvenile Justice and Delinquency Prevention. <https://www.ojjdp.gov/mpg/litreviews/Education-for-Youth-in-the-Juvenile-Justice-System.pdf>*

## **APPENDIX C**

### **General Activities and Eligible Expense Areas**

The following sections identify potential areas of focus, existing approaches, and areas identified for further development. These are essential elements of the process to achieve the project's goals. Of note is that the following areas may serve as a guide for programs as they develop their grant proposal and identify expenses. Expense areas may include, but are not limited to, those that promote and support the following practices:

#### **1. Curriculum alignment with the Pennsylvania Academic and Core Standards.**

- Accelerating academic progress to include credit recovery so that youth have an opportunity to advance to their age-appropriate grade level.
- Credit recovery and the approval of credits earned while the youth was in an out-of-home placement, perpetuating ongoing communication between placement facility schools and home districts.
- Academic rigor, transparency, and fidelity in all academic services that utilize instructional methods, tools, materials, and practices that promote post-secondary and career readiness.
- Post-secondary and career readiness.
- Linkages between core academic subjects and Career and Technical Education (CTE) Training and vocational programs to integrate academic standards such as Science, Literacy, and Math.

#### **2. Career and Technical Education Training Programs Aligned to Industry Standards**

- Completion of high school education and/or its equivalency with appropriate academic and technical skills that prepare youth for post-secondary studies.
- Development of CTE and vocational programs that lead to industry-recognized certifications.
- Development of CTE and vocational programs, aligned to industry standards, which have been identified as High Priority Occupations.
- Participation in comprehensive CTE and vocational programming that is consistent with the youth's aptitude and interest and aligned with high growth industries in the community to which he/she will return.
- Development of CTE and vocational programs that meet a dual purpose of developing youth with post-secondary readiness skills and a career path.
- Use of CTE and vocational programs that provide actual work experience.
- Use of pre-vocational assessments, CTE, and vocational programs that relate to youth's interests.

- Employer partnerships at the state, regional, and/or local levels, in connection with post-secondary education to support high quality CTE and vocational programs.
- Incorporate business and industry partnerships that are related to CTE and vocational programs.
- Development of career pathways that include a list of courses, work experiences, post-secondary, and career options.
- Programs that delineate sequences of academic, CTE, and vocational programs centered on specific career objectives.
- Use of integrated, applied curriculum and instruction that is project and problem focused.

### **3. Job Readiness and Employability Skills**

- Development of strong reading, writing, numeracy, problem solving, and teamwork skills, in addition to the practical and tangible career skills that motivate youth and help them develop a career path for future education and work.
- Exposure to career opportunities that ultimately lead to a living wage, including information about educational requirements, entry requirements, income and benefits potential, and asset accumulation.
- Training designed to improve job-seeking and basic workplace skills and opportunities to learn and practice work skills.
- Work ready training that addresses soft skills and is aligned with PA Academic Standards for Career Education and Work.
- Reviewing the economic development status of the region to which youth will be returning after placement.
- Engaging business partnerships that will inform current needs in the job force.
- Exploring relationships with potential employers that may lead to internship and/or long-term employment.
- Accessing employment and work-based experiences on and off residential facility grounds through collaboration with the community and businesses.
- Structured exposure to post-secondary education and other life-long learning opportunities.
- Developing capacity among agencies to provide academic, job readiness, and employability skills programming.

### **4. Interagency Coordination and Transitional Services**

- Multidisciplinary and cross agency approaches to case planning.

- Ensuring that aftercare planning begins at disposition, includes family and community representatives, and addresses each youth's individualized academic, career technical education, and employment needs.
- Building upon each youth's achievements by engaging, while he/she is still in placement, all support systems that may be of value upon return to the community.
- Collaboration between Pennsylvania's Department of Community and Economic Development, Department of Education, Department of Labor & Industry, and Department of Public Welfare in order to broker relationships and leverage resources between agencies at the state, regional, and local level.
- Connecting programs, services, employers, and supports that will help youth gain access to their chosen post-secondary options.
- Collaboration between schools serving youth in out- of- home settings and in-home school district settings to ensure the timely transmittal of academic records and timely re-enrollment in their home school upon return to the community.
- Promoting continuity and transition of services related to newly acquired employment and job-related competencies as youth transition between education and employment settings.
- Ensuring that transition planning includes academic exit assessments, school placement, and counseling assistance.
- Screening and assessing for school placement, academic, CTE, and vocational programs.

## **5. Use of Current Technology**

- Providing access to technology and computer-based learning to ensure access to resources that support development of career-related knowledge and skills.

## **6. Data Driven Decision Making**

- Building capacity to identify and track long-term outcomes for youth who participate in CTE and vocational programs.
- Promoting the use of accountability records which provide monthly updates on the youth's status, vocational competency attainment, and quarterly updates of a youth's school achievement and behavior. Utilize performance-based assessments to identify the return on investment from CTE, vocational programs, and academic achievements.
- Collection and analysis of data to track performance and inform policy and practice in alignment with Juvenile Justice System Enhancement Strategy /Standardized Program Evaluation Protocol.

- Use of real-time data outcomes to demonstrate the positive impact of programs through return on investment measured by fiscal returns of savings for government and employers, favorable societal impact, career benefits for individuals, and a positive impact on regional, state, and/or national economies.
- Development of long-term measures of connected, productive citizenship that help more fully assess our attainment of the competency development goal.
- Use of data systems to assess key aspects of the overall performance of a program.
- Use of real-time labor market information to drive decisions around programs of study, career exploration, and career awareness.
- Use of technology to assist with data collection and the data driven decision making process.

## APPENDIX D

### Examples of Expenses

The following expenditures are provided **ONLY AS EXAMPLES** for the applicant. The applicant is encouraged to also utilize creativity when designing its program and focus its proposed expenses in area(s) it is affiliated with PACTT or will be seeking affiliation. However, please note that all expenses must support the proposed grant project.

A. **Sustainable Expenses:** The applicant's overall budget should be comprised of, at a minimum, 60% sustainable expenses. Sustainable expenses include nonexpendable equipment that is tangible property having a useful life of more than two years after the end of the grant period and will be available to youth admitted to the program in the future.

- Equipment to support career, technical training, or vocational programs in areas that include, but are not limited to:
  - Carpentry/Carpenter;
  - General Office Occupations & Clerical Services;
  - Cabinetmaking & Millwork;
  - Building/Property Maintenance;
  - Construction Trades;
  - Welding Technology/Welder;
  - Health/Medical Assisting;
  - Auto-Body/Collision & Repair;
  - Automobile/Automotive Mechanics Technology;
  - Veterinary/Animal Health Technology/Technician and Veterinary Assistant;
  - Computer Systems Networking & Telecommunications;
  - Electrical, Electronics & Communications;
  - Logistics, Materials & Supply Chain Management;
  - Heating, Air Conditioning and Ventilation;
  - Electrical & Power Transmission;
  - Vehicle Maintenance;
  - Administrative Assistant & Secretarial Science;
  - Institutional Food Working;
  - Health/Medical Assisting Services;
  - Plumbing Technology/Plumber;
  - Mason/Masonry; and
  - Applied Horticulture and Horticulture Operations.

PDE Programs of Study Task Lists: <https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Programs%20of%20Study/Pages/Framework.aspx>

- Equipment to support high quality academic instruction includes, but is not limited to:
  - Curriculum or textbooks aligned with Pennsylvania Academic Standards;
  - Computers, smartboards, and projectors;
  - Classroom microscopes;
  - Regular & 3D Printers;

- Print shop program equipment;
  - Academic or instructional videos or audio books;
  - Manipulative equipment such as dominos, Legos, dice, puzzles, or other games;
  - Library supplies;
  - Equipment or supplies to promote critical thinking skills; and
  - Classroom equipment such as tables, chairs, and desks.
- Miscellaneous other equipment to support agency’s academic, job skills, and work-related training programs include, but is not limited to:
    - Photo ID card machine;
    - Camera equipment;
    - Entrepreneur program equipment;
    - Paper cutters;
    - Heat press;
    - Vinyl and laser cutting machines;
    - Laminating machine; and
    - Computer software.

**B. Non-Sustainable Expenses:** The applicant’s overall budget may include up to a maximum of 40% for non-sustainable expenses. Generally, supplies include any materials that are expendable equipment or are consumed during the project.

- Non-sustainable expenses necessary to directly support the proposed academic, job training, or work-related program includes, but is not limited to:
  - Supplies to support the agency’s career, technical training, and vocational program;
  - Fees associated with youth attending a local career and technical training course;
  - Office supplies to support the agency’s project;
  - Photo ID card machine supplies;
  - Employee travel related expenses such as mileage, hotels, and subsistence associated with the agency’s project;
  - Direct PennDOT fees for a youth’s driver’s permit, driver’s license, or Commonwealth ID card;
  - Application fees for industry recognized certifications and certificates;
  - Public transportation cost for youth to get to work (Example: Bus pass);
  - Consumable food items that directly support culinary programs;
  - Online career exploration subscription fees;
  - Academic program accreditation costs;
  - Costs associated with teacher evaluation systems;
  - Carpentry and building trades program supplies;
  - Training materials;
  - Employee training fees and expenses directly associated with the planning, implementation, or sustainability of a program;
  - Youth’s costs associated with taking the GED/HiSet;
  - Rental of equipment directly related to the operation of a program;
  - Work or job training related clothing for youth when not available from other sources. (Example: work boots, dress clothing for interviews, etc.);
  - Computer software directly related to the operation of a program; or
  - Costs associated with the agency becoming a GED/HiSet testing center.



C. **Personnel and Other Expenses:** The applicant's overall budget may include up to a maximum of 20% for personnel and other expenses. This category includes expenses related to consultants, additional hours for existing personnel, part-time personnel, fringe benefits, contractors, and other items that do not logically fit in one of the other categories.

- Personnel and other expenses necessary to directly support the proposed academic, job training, or work-related program includes, but is not limited to:
  - Contractor related expenses;
  - Additional hours for existing personnel;
  - Fringe benefits are for listed personnel and only for the additional time devoted to the project;
  - Consultant related fees including travel, mileage, and lodging as applicable; and
  - Other costs are those costs that do not logically fit into one of the categories identified in this section.

D. **Database entry expenses:** The applicant's overall budget may include up to a maximum of 10% for personnel and other expenses related to entering data and generating reports from the PACTT database. This category includes expenses related to additional hours for existing personnel, part-time personnel, and fringe benefits.

- Data entry expenses necessary to directly support the proposed academic, job training, or work-related program includes, but is not limited to:
  - Additional hours for existing personnel's time devoted to entering data into the PACTT database;
  - Fringe benefits for personnel specific to their additional time devoted to entering data into the PACTT database;
  - Computer equipment dedicated to the function of entering data into the PACTT database; and
  - Additional Dynamics 365 licenses from the County Commissioners Association of Pennsylvania.

E. **Unallowable expenses:** See Section 7c, Limitations. The following limitations are in addition to Section 7c and elsewhere within the announcement.

- Unallowable expenses related to the proposed academic, job training, or work-related program includes, but is not limited to:
  - Expenses related to obtaining or furnishing housing.
  - College or postsecondary training expenses or tuition.
  - Expenses for youth not actively participating in a PACTT affiliated program.

F. **Grant types and expense thresholds:** The following are the guidelines for the maximum and minimum expenditures for the current types of PACTT grants. To be eligible for the Non-Competitive and Innovation Grants, an agency must be a PACTT affiliate in good standing.

		Competitive Grants	Non-Competitive Grants					Innovation Grants	
Area	Minimum or Maximum	\$20,000	\$25,000	\$20,000	\$15,000	\$10,000	\$5,000	\$75,000	Description
<b>Sustainable Expenses</b>	Minimum Required	\$12,000	\$15,000	\$12,000	\$9,000	\$6,000	\$3,000	\$45,000	Sustainable expenses include nonexpendable equipment that is tangible property having a useful life of more than two years after the end of the grant period and will be available to youth admitted to the program in the future.
<b>Non-Sustainable Expenses</b>	Maximum Allowable	\$8,000	\$10,000	\$8,000	\$6,000	\$4,000	\$2,000	\$30,000	Generally, supplies include any materials that are expendable equipment or are consumed during the project.
<b>Personnel and Other Expenses</b>	Maximum Allowable	\$4,000	\$5,000	\$4,000	\$3,000	\$2,000	\$1,000	\$15,000	This category includes expenses related to consultants, additional hours for existing personnel, part-time personnel, fringe benefits, contractors, and other items that don't logically fit in one of the other categories.
<b>Database Expenses</b>	Maximum Allowable	\$2,000	\$2,500	\$2,000	\$1,500	\$1,000	\$500	\$7,500	This category includes expenses related additional hours for existing personnel, part-time personnel, and fringe benefits.