

Welcome!

Please note:

- This webinar is being recorded and will be posted on PCCD's website and YouTube channel once it becomes available.
- Please check your audio settings to make sure you can hear today's presentation using your computer or other device.
- We cannot hear you.
- If you have any questions regarding today's presentation or the funding announcement, please email PCCD staff at RA-PCCD_ExecutiveOfc@pa.gov.
- A copy of PowerPoint Slides from today's session will be posted on PCCD's website.





Pennsylvania
Commission on Crime & Delinquency


JULY 17, 2024

Onboarding Webinar: **FY 2023-24 Indigent Defense Grant Program**

What we'll cover today

1. **Brief PCCD Overview**
2. **Status of FY2023-24 Indigent Defense Grants**
3. **Program 101**
 - Performance indicators
 - Recommended county policies
 - Project Modification Requests (PMRs)
4. **Fiscal 101**
 - Accounting system and documentation requirements
 - Submitting fiscal reports
 - Consultant contracts
 - Time and effort reports
 - Project close-out
5. **How to Ask Questions + Seek Support**
6. **Question + Answer**





Since 1978, PCCD has supported justice system improvements, victim services and compensation, and other initiatives responsive to the needs of practitioners, communities, and the Commonwealth.



PCCD invests in a wide range of programs aligned with our mission and strategic priorities.

In recent years, the agency has provided funding to support initiatives designed to address emerging and longstanding public safety challenges, including:



Preventing & Reducing
Gun Violence



Victim Services &
Compensation



School Safety &
Mental Health



Criminal Justice System
Improvements



Youth-focused
Prevention



Data & Research
Initiatives



Behavioral & Mental
Health Supports



Children's Advocacy
Centers



Juvenile Justice System
Improvements

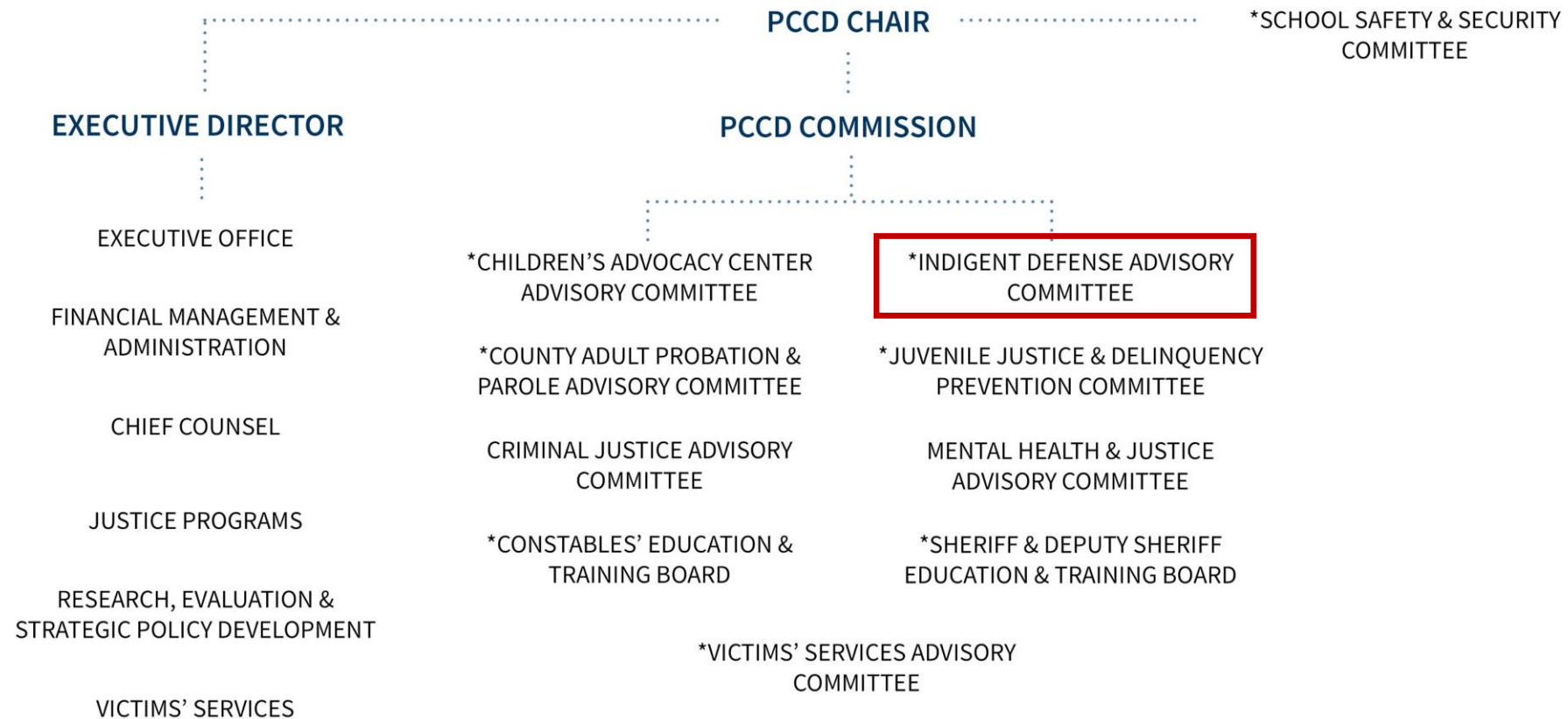


Law Enforcement
Technology & Training



PCCD's Structure

As the Commonwealth's justice planning and policy-making agency, PCCD relies upon a collaborative structure that brings together diverse and talented stakeholders.



** Established by statute.*



FY2023-24 Indigent Defense Grant Program:
Where are we now?



Status of FY2023-24 Indigent Defense Grant Program

The majority of counties will receive award notices in the coming days.

- Project period: 7/1/2024 – 12/31/2025
- Egrants will alert the grant contacts that the award notice is available
- To accept the award, the award notice must be countersigned and uploaded to Egrants
- A handful of counties are still working to finalize resubmission + address issues

We appreciate your patience and strongly encourage counties to **not incur expenses** until a signed award notification is in hand.

You will only be able to request reimbursement for expenses included in your approved budget.



Meet Your Program + Fiscal Contacts

PCCD Program Staff

Jordan Lewis

jorlewis@pa.gov



PCCD Fiscal Staff

Dominic DiPaul

(Adams – Jefferson Counties)

ddipaul@pa.gov

Daniel Hoon

(Juniata – York Counties)

dhoon@pa.gov



Brief Egrants Refresher: Roles + Navigation

Make sure you have the right user roles set up in Egrants to ensure the right people from your organization can access important parts of your grant award (*e.g., submitting reports, receiving notifications*).

Egrants Resources:

- You can find helpful walkthrough guides on Egrants user roles and other tips for navigating the Egrants System on [PCCD's website](#).
- More information is also available in the [webinar](#) for Indigent Defense Grants from May 2024.

Need Egrants Help?


For questions about the Egrants system, email RA-EgrantsSupport@pa.gov or call the Help Desk at 717-787-5887 (or toll-free within Pennsylvania at 800-692-7292) and ask for the Egrants Help Desk.



FY2023-24 Indigent Defense Grant Program: Program 101



Performance Indicators

- Baseline data were collected in initial grant application 
- Many of the same questions will be prompted in **quarterly reports**
- Data reflect **statutory requirements** in Act 34 of 2023 and will be used to inform PCCD and IDAC's efforts to **improve indigent defense services**

4.2. Total county-level expenditures on indigent defense services in 2023



4.2.1. Percentage of funds dedicated to Public Defender Office



4.2.2. Percentage of funds dedicated to conflict or other court-appointed counsel



4.3. Staffing/Personnel - Public Defender Office

4.3.1. Current number of full-time attorneys employed by public defender office



4.3.2. Current number of full-time attorney vacancies in public defender office



4.3.3. Current number of part-time attorneys employed by public defender office



4.3.4. Current number of part-time vacancies in the public defender office



4.3.5. Starting salary for full-time attorneys in the public defender office



4.3.6. Starting salary for part-time attorneys in the public defender office



4.3.7. Current number of investigators employed by the public defender office



4.3.8. Current number of social services staff employed by the public defender office



Quarterly Performance Indicators:

Why are they collected? How will they be used?

**Statutory requirements
of the Indigent Defense
Advisory Committee
(Act 34, Section 203-
F(i)(7-9):**

(7) Adopt standards by which counties shall collect and report, at a minimum, the following to the committee:

(i) The caseload and workload of each attorney in the county's public defender office.

(ii) The caseload and workload of attorneys who are assigned to represent an indigent defendant as conflict counsel or contract counsel in the county.

(iii) The total expenditures and per capita spending for indigent criminal defense services in the county.

(8) Adopt standards for the use of case management systems or software by county public defender offices.

(9) Develop, in partnership with the Administrative Office of Pennsylvania Courts and the Juvenile Court Judges' Commission, data requests that include, at a minimum, the following:

(i) The total number of criminal cases involving a public defender by category of criminal offense and by county.

(ii) The total number of criminal cases adjudicated or closed involving a public defender by category of disposition type and by county.

(iii) The total number of juvenile delinquency cases involving a public defender by category of offense and by county.

(iv) The total number of juvenile delinquency cases adjudicated or closed involving a public defender by category of disposition type and by county.

(v) The total number of criminal cases with a court appointed attorney, not a public defender.

(vi) The total number of juvenile delinquency cases with a court appointed attorney, not a public defender.

(vii) The total number of criminal and juvenile delinquency cases appealed involving a public defender by county.



Quarterly Performance Indicators: 20 Questions

1. Public Defender Office (*current #s*):

- Full-time attorneys / vacancies
- Part-time attorneys / vacancies

2. Conflict/Court-Appointed Counsel (*current #s*):

- Conflict/court-appointed counsel covering indigent defense services in county / vacancies

3. Adult Criminal Cases (*# cases assigned the past quarter, broken out by PDs and court-appointed/conflict counsel*):

- Representation at preliminary hearing at Magisterial District Court
- Probation/parole violations at Court of Common Pleas
- Pretrial/trial representation at Court of Common Pleas

4. Juvenile Delinquency Cases (*# new and ongoing cases assigned the past quarter, broken out by PDs and court-appointed/conflict counsel*).

5. Appeals (*# filed this past quarter, broken out by PDs and court-appointed/conflict counsel*):

- To PA Superior or Commonwealth Courts
- To PA Supreme Court



Additional Requirements & Considerations for Counties

We encourage careful review of PCCD's [Applicant's Manual – Financial & Administrative Guide for Grants](#), which covers important information on grant requirements and procedures you'll need to follow during the grant period.

Example: Retention and/or other compensation bonuses:

It is recommended that the County/County Office has policies and procedures in place to govern the issuance of retention and/or other compensation bonuses which addresses the following items at a minimum:

- When bonuses are distributed
- How bonuses are distributed (e.g. lump sum, over multiple pay periods, etc.)
- Any conditions imposed on the recipient (e.g. service time requirement)



Project Modification Request (PMR)

- A **change(s) between budget categories that exceed 10%** of the total project cost.
 - “Total project cost” = sum of PCCD funds, project income, and applicant’s match funds, if applicable.
- A change(s) to **purchase additional items** or other **items that were not in the approved budget**
- A change(s) to the **personnel positions** listed in the approved project budget including major salary reduction and increases.
- A change which affects the **project's objectives or scope**, e.g., a change in the target population and/or services to be provided.
 - Note: Minor changes in a project should be reported through quarterly reports.
- A change in **dates** of the project's duration (e.g., extension request)



When do I need a Signature Page for a PMR?

Full PMR – **no signature page needed, UNLESS:**

- An **extension** is being requested *in addition to* budget changes

Extension only – **signature page needed**

- Only used to extend the project end date, **must** be submitted **30-days** prior to the grant end date

Personnel name change – **no signature page needed**

- Make personnel name changes

Assistance with the PMR Process

Questions? Applicants who are unsure as to whether a PMR is needed should contact their PCCD Fiscal or Program contact for the project.

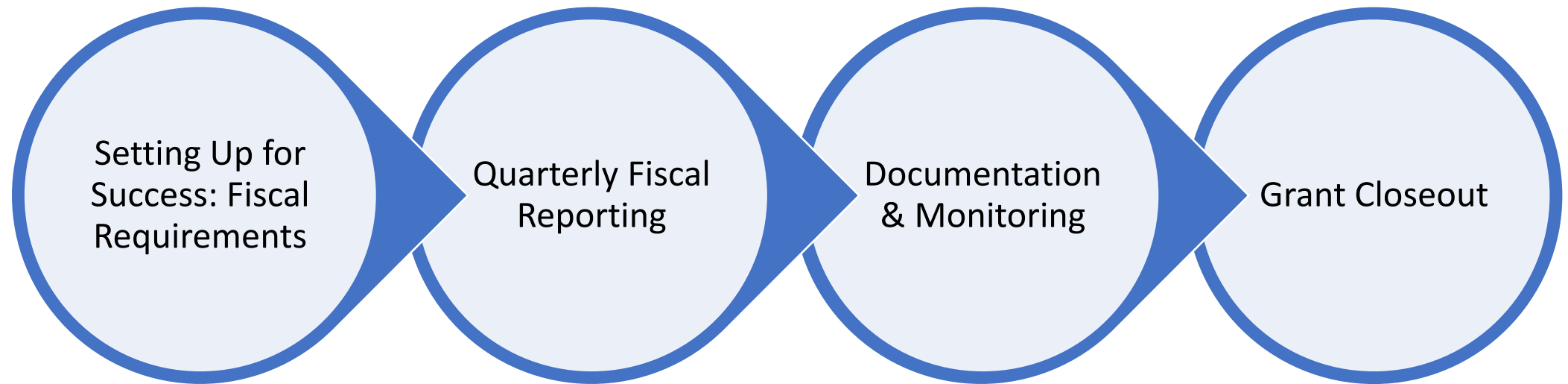


PCCD's [Project Modification Walkthrough](#) guide can help you with this process.

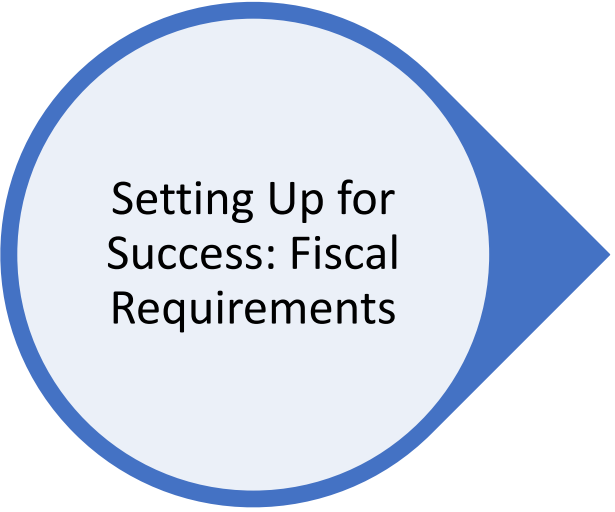
FY2023-24 Indigent Defense Grant Program: **Fiscal 101**



Fiscal 101: What We'll Cover



Accounting System Requirements



Setting Up for
Success: Fiscal
Requirements

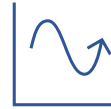
- Accounting system and records should identify **receipts of funds from all sources** and **disbursement of funds by expenditure type and payee and** should be summarized in cash receipts and disbursement journals.
- Accounting system documentation must be able to identify revenue and expenditures for each PCCD grant **separately from all other revenue and expenditure sources**.
- Entries in accounting records should refer to **subsidiary records** and **documentation** that support the entry.
- Information should be **cross-referenced** to provide a clear audit trail.



Quarterly Fiscal Reporting



Submitted through **Egrants**



Should align with **program report** activities



Due **quarterly**




Due **20 days** after end of calendar quarter *



Expenses are **reimbursed**
(Submitted after spending)



Outstanding subgrantee expenditures due
within **60 days** of grant end date

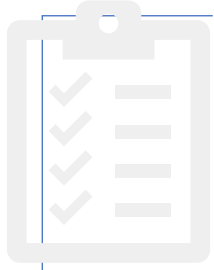


* Fiscal and program reports are **due within 20 days** after the end of the calendar quarters (*March 31, June 30, September 30, December 31*). Since both fiscal and program reports form the basis for determining further disbursements of federal/state funds, it is essential that these reports be submitted on time.

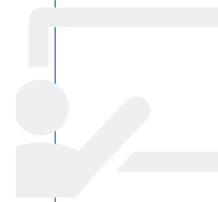
The first quarterly reports will be due on Oct. 20, 2024!



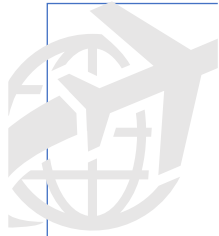
Documentation Requirements



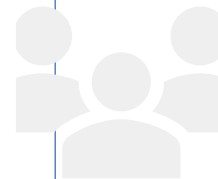
Financial Back-up: Paid invoices, receipts, check register, canceled checks, bank statements, and cash verifications



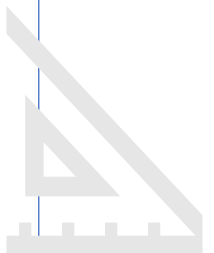
Consultants: Contracts & bid documents, invoices, sole source letters, and time sheets (single consultant)



Travel: Travel authorizations, travel vouchers, payment records, toll & parking receipts



Personnel Information: Payroll records, staff assignments, time sheets, payroll tax reports, fringe benefit documentation, and job descriptions



Equipment: non-expendable items of personal property that has a unit cost of \$5,000 or more and has a useful life of one year or more must be properly inventoried



Accounting Records: General ledger, subsidiary ledgers, journals, chart of accounts, checks and other payment authorizations



Consultant Contracts

- Shall be written, formal and consistent with the subgrantee's usual practice and policies for obtaining such services.
- **Cannot exceed \$650/day** or **\$81.25/hour** for an 8-hour day without prior PCCD approval. *Does not apply to business entities.*
- Time and/or services for which payment will be made and rates of compensation will be supported by **adequate documentation**.
- A fully executed copy of the contract must be kept on file as the commitment document for payments to be made.

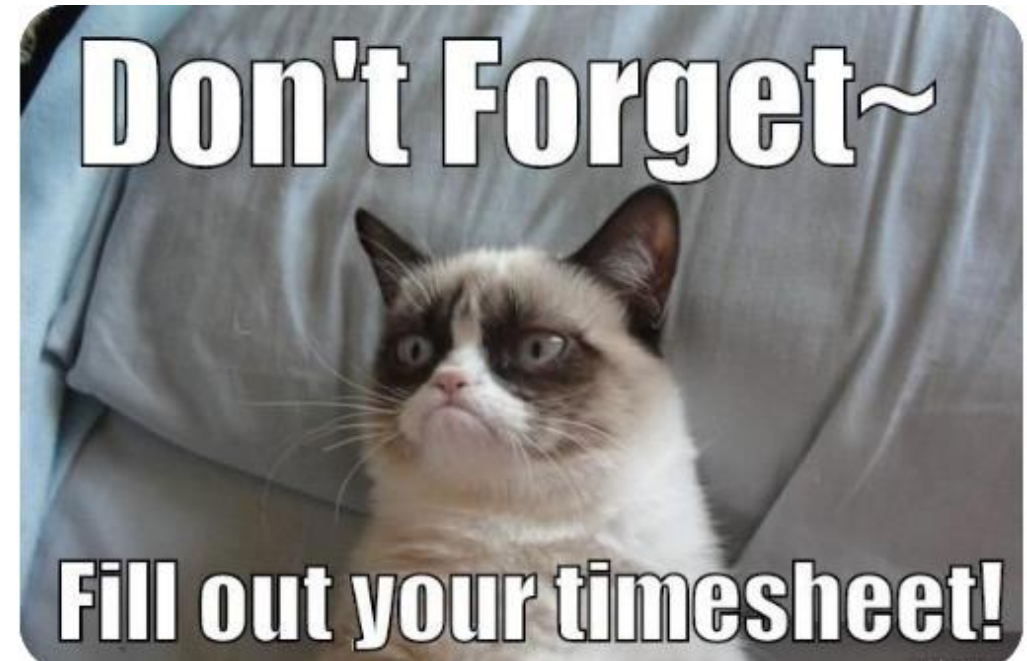


We have an example: [Acceptable Personal Services Contract](#)



Time and Effort Reports

- Must be completed by **all personnel** working on grant-related activities.
- Must be completed by any single **consultant** providing services to the subgrantee.
- Must report **actual times** after the fact.
- Must be **signed by the employee or consultant** and their **direct supervisor**.



Time & Effort Reports

Single Activity or Cost Objective

- Must be after-the-fact **certification** that the employee worked 100% of their time on grant related activities
- Must be prepared no less frequently than **every 6 months**
- Must be **signed by a supervisory official** having first-hand knowledge of the work performed
- Applies to **full-time and part-time employees**



Example: [Time Certification](#)

Multiple Activities or Cost Objectives

- Must be after-the-fact **determination** of the employee's actual effort. Budgeted estimates are not allowed.
- Must account for **total activity** (*grant and non-grant*) for which employees are compensated and which is required in fulfillment of their obligations to the organization
- Must be **signed by the employee and a supervisor** with first-hand knowledge of the work performed
- Must be prepared at least **monthly**



Example: [Timesheet Template](#)



Project Close-Out

- ✓ Prepare and submit the final **fiscal report**, the final **programmatic report**, and any **inventory reports**, if necessary.
- ✓ Determine cash balances and return unexpended funds to PCCD by completing a **Project Modification Request**.
- ✓ Make all necessary **accounting entries** to close out project records.



How to Ask Questions + Seek Support



Today's webinar!



E-mail PCCD staff (RA-PCCD_ExecutiveOfc@pa.gov)



Your Program and Fiscal contacts in Egrants



Egrants Help Desk: (717) 787-5887 Mon-Fri 8am-4pm
RA-EgrantsSupport@pa.gov



Question + Answer



Thank you!

