

# 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 are able to 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](mailto: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**

MAY 14, 2024

# **PCCD Applicants Webinar:** **FY 2023-24 Indigent Defense Grant Program**

# What we'll cover today:

- 1. PCCD Overview**
- 2. About the Indigent Defense Advisory Committee and the Indigent Defense Grant Program**
- 3. Review of Funding Announcement and Application Process**
- 4. How to Ask Questions & Seek Support**
- 5. Frequently-Asked Questions**





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



Addressing PA's  
Overdose Epidemic



Behavioral/Mental  
Health Initiatives



Children's Advocacy  
Centers



Juvenile Justice System  
Improvements

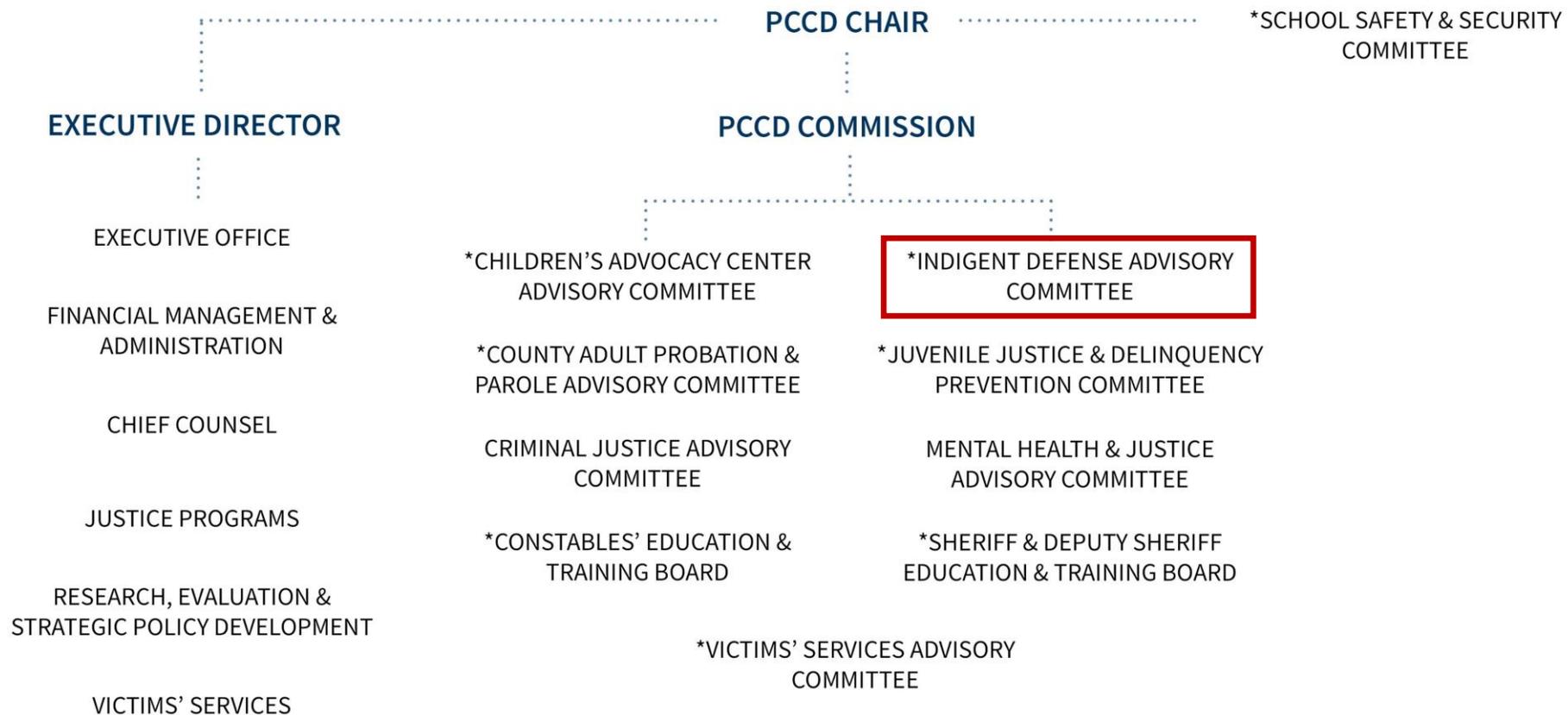


Law Enforcement  
Technology & Training



# PCCD's Organizational 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.*



# Indigent Defense Advisory Committee (IDAC)

Act 34 of 2023 established the Indigent Defense Advisory Committee within PCCD.

- Amends Fiscal Code to establish Article II-F (Indigent Defense)
- Creates a new Advisory Committee within PCCD's Commission
- 27 members appointed by the Governor, General Assembly, and the Pennsylvania Supreme Court
- Authorized use of \$7.5M investment for new Indigent Defense Grant Program



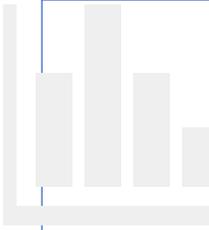
# Summary: Key IDAC Responsibilities



Propose **minimum standards** for indigent defense services and submit to PA Supreme Court



Establish a defender **training library** of programs developed and/or approved by Committee



Develop and adopt **county-level data reporting** standards, and partner with other agencies to collect data on indigent defense services



Adopt standards for use of **case management systems/software**



Identify **trends and effectiveness** of services and submit a **biennial report** to the General Assembly

*(1<sup>st</sup> report due Dec. 2025)*



Advise on **grants disbursement** under the Indigent Defense Grant Program

*(\$7.5M total for FY 2023-24)*



# **Initial Standards Approved by IDAC**

**On April 23, 2024, the IDAC unanimously approved two initial standards for indigent defense services in the Commonwealth. These standards draw on language from the ABA's Ten Principles and were transmitted to the PA Supreme Court for consideration.**

## Standard 1 - Funding, Structure, and Oversight

The responsibility to provide indigent defense representation rests with the state; accordingly, there should be adequate state funding and oversight of Indigent Defense Providers. Where county case volume allows, indigent defense should be a mixed system: primarily dedicated public defender offices, augmented by additional Court Appointed/Conflict Counsel to handle overflow and conflict of interest cases. The compensation for lawyers working for Public Defender Offices should be appropriate for and comparable to other publicly funded lawyers. Public defender salaries and benefits should be no less than the salaries and benefits for prosecutors. Court Appointed/Conflict Counsel should be paid a reasonable fee, in a timely manner, that reflects the cost of overhead and other office expenses, as well as payment for work. Investigators, social workers, experts, and other staff and service providers necessary to indigent defense for all Indigent Defense Providers should also be funded and compensated in a manner consistent with this Principle. There should be at least parity of resources between Indigent Defense Providers and the prosecution.



## Standard 2 - Essential Components of Effective Representation

Indigent Defense Providers should adopt a client-centered approach to representation based around a client's needs and working with them to achieve their goals. Indigent Defense Providers should have sufficient assistance of investigators, social workers, mitigation specialists, experts, trial litigation support, paralegals, and other specialized professionals necessary to meet indigent defense needs. Funding for such services should be provided to and controlled by Indigent Defense Providers. Additional contingency funding should be made available to support access to these services as needed. Indigent Defense Providers should address collateral issues that are relevant to their clients' cases. Indigent Defense Providers can offer direct assistance with such issues or establish collaborations with, or provide referrals to civil legal services organizations, social services providers, and other lawyers and non-lawyer professionals.



# Review of Funding Announcement



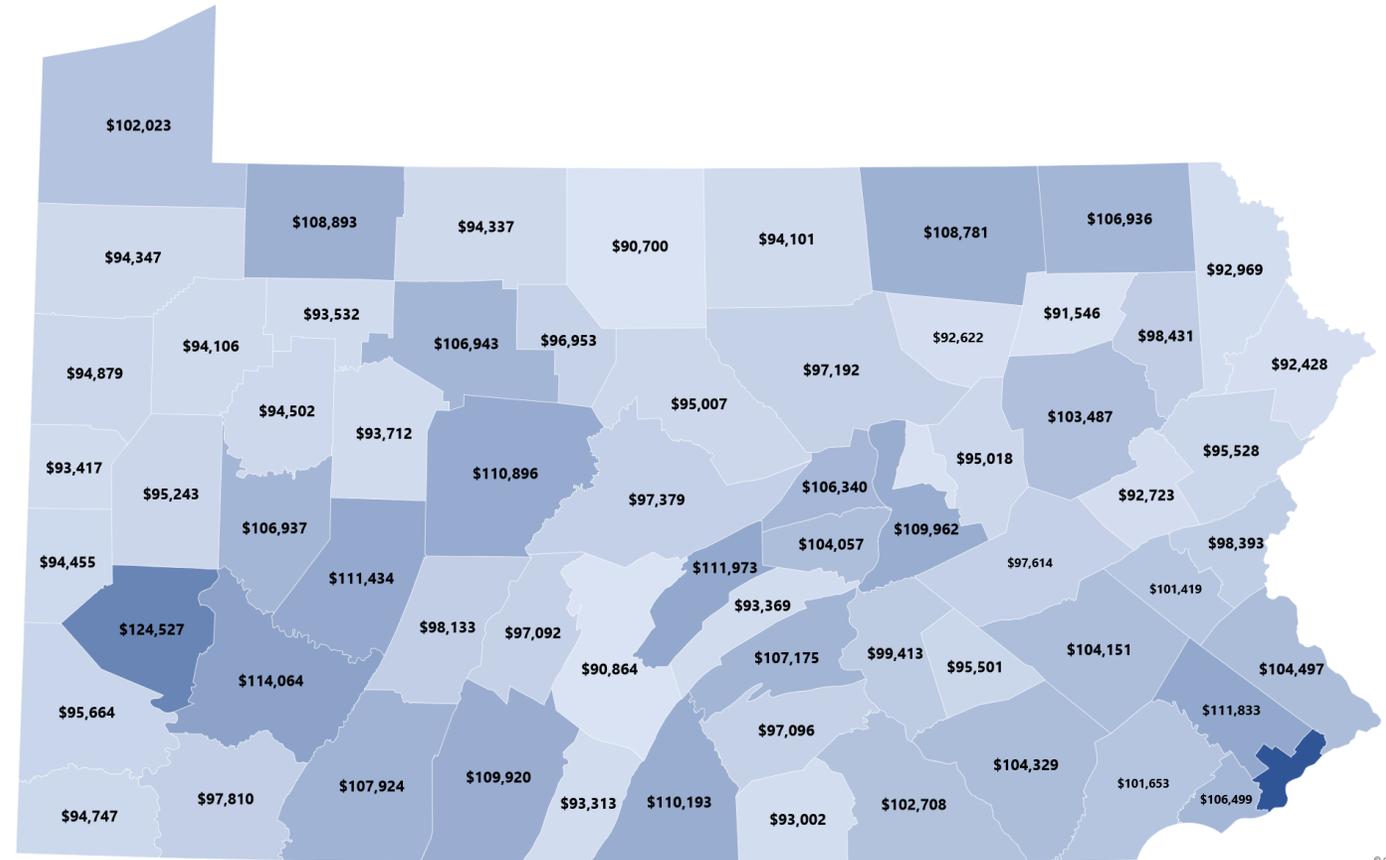
# Funding Availability

- IDAC approved a funding framework for use of \$7.5M in FY23-24 Indigent Defense Grant Funding on April 23, 2024.
- A total of **\$6,750,000** in *non-competitive, formula-based funding* is available.
- Applications are due at 11:59pm on **Thursday, May 23, 2024**.
  - Applications approved at the June 12, 2024 Commission meeting will be up-to-18-month projects (7/1/2024 – 12/31/2025).



# Eligible Applicants

- All counties in Pennsylvania are eligible to apply under this initiative.
- Counties shall ensure funding awarded under this solicitation supports their **county's public defender office** (and **court-appointed counsel**, if applicable), as well as any **non-profit corporations** that serve as the county-wide provider of indigent defense services. Counties may utilize subawards to satisfy this requirement.



**NOTE:** Check out **“Appendix A: Maximum Budget Allocations”** in the funding announcement for a breakdown of each county’s maximum allocation.





# Eligible Programs & Activities

Funds may be used to support any, all, or one of the following:

Salaries and benefits for full- or part-time staff (including, but not limited to, attorneys, social services staff, investigators, paralegals, other administrative staff, etc.)

Efforts to recruit, promote, and/or retain staff (e.g. bonuses)

Efforts to improve data collection and reporting capacity (e.g. purchasing or upgrading case management software, other data-related expenses)

Training and professional development expenses for staff, including costs associated with consultants and/or travel

Obtaining technical assistance for staff to improve delivery of indigent defense services (e.g. data collection / analysis / reporting, professional development, organizational development, etc.;

Travel / transportation expenses

Supplies and equipment

Any other costs associated with gaps or needs identified by the county in consultation with those providing indigent defense services necessary to improve capacity and effectiveness



**NOTE:** Funding requests must align with standards adopted by the IDAC and recommended to the Pennsylvania Supreme Court (see page 4 of Funding Announcement).





# Ineligible Programs & Activities

Any activity that **supplants\*** existing county-level spending on indigent defense services, as required by Section 203-F(k)(4) of the Fiscal Code

Land acquisition

Lobbying and political contributions

Construction

Vehicle purchases

Any activity not related to the provision of indigent defense services or that fall significantly outside of the scope of this funding announcement



# Supplantation 101

\* **Supplanting** occurs when a unit of local government reduces funding budgeted for an activity because grant funds are available to fund that same activity. Requesting funding for activities, personnel, and/or items currently included in the county's annual budget, including salaries for existing positions, would be considered supplantation.

**Supplementing** occurs when grant funds are used to enhance existing funds for program activities. Examples of supplementing may include hiring new staff, increasing hours of part-time personnel above and beyond current budgeted/authorized levels, increasing salaries/compensation for existing full-time staff, and increasing program activity/capacity.



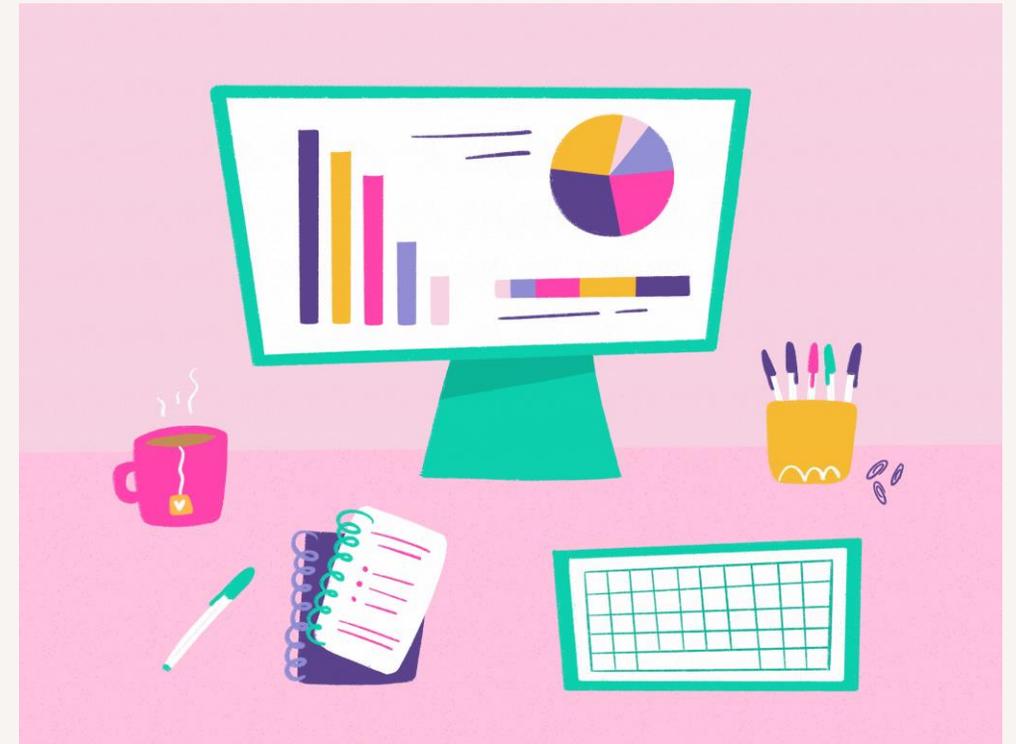
# Additional Considerations

- Counties are strongly encouraged to consider methods to streamline the identification of indigent defendants' eligibility for services and to reduce barriers to representation.
- Counties are also strongly encouraged to utilize funding for activities that can assist with planning, tracking, and assignment of cases to improve the reasonableness and appropriateness of attorney workloads, including utilizing case management systems or similar protocols, if necessary.



# Quarterly Reporting & Performance Indicators

- All PCCD grantees are required to submit program and fiscal reports on a quarterly basis through the Egrants System.
- Grantees are required to submit data related to assigned performance indicators as part of their quarterly program reports.
- The Performance Indicators section of the written funding announcement lists the data elements that counties will be asked to track and report as part of this process.
- The first quarterly program and fiscal reports for grants will be on October 20, 2024 for the period of July 1, 2024 through September 30, 2024.
- **NOTE: If a county is not able to track a specific data element, please let PCCD staff know.**

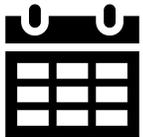


# Navigating the Application Process



# Application Process

- Counties must submit applications using PCCD's Egrants System.
- Awards will be presented for recommendation to IDAC and the Commission in June 2024, with project start dates of July 1, 2024.



**Applications must be submitted electronically in PCCD's Egrants System by 11:59 p.m. on May 23, 2024.**



# Getting Started in Egrants

**Step 1:** Create an Egrants account (see [Getting Started in Egrants](#) webpage + the [PCCD Egrants Keystone Login Guide](#)).

**Step 2:** [Register](#) your organization with Egrants.

*\* NOTE: All counties are already registered with Egrants.*

**Step 3:** Request roles in Egrants (see [Appendix A](#)) to make sure you have the right users and permissions set up.



# User Roles

Access to the Agency's grants are separated into six unique roles:

- **Financial Creator** can ***view and create*** fiscal information (manage budget section information, fiscal reports, etc.)
- **Financial Reader** can ***view*** fiscal information
- **Program Creator** can ***view and create*** program information (manage program section information, program reports, etc.)
- **Program Reader** can ***view*** program information
- **Submission** can ***submit*** grant forms like applications, modification, and continuations
- **User Manager** can ***manage user roles*** for the Agency's grants (*will still need other roles if performing other duties*)



# User Registration Tip



Every agency must register two users in order to complete their grant application.

# User Manager

Every agency should have an **Agency User Manager** security role.

- The User Manager approves role requests and maintains existing security for users already established within their agency.
- PCCD Home Page → Egrants icon
- [User Manager Help Guide](#)



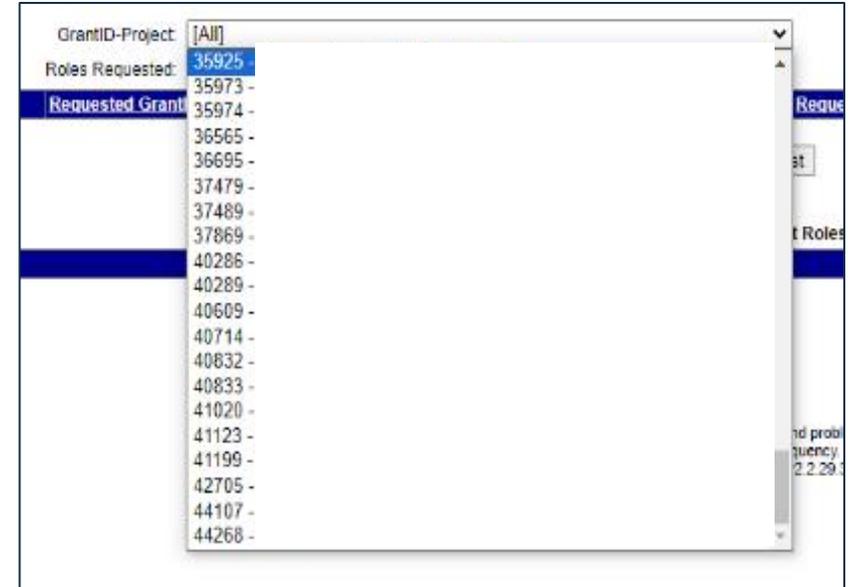
# User Roles + Accessing Grants

When you request user roles, you will select whether you are requesting access to **ALL** grants or **SELECT** grants under your county.

If you created a new application, but do not see it on your list of existing grants, please **do not** create another new application.

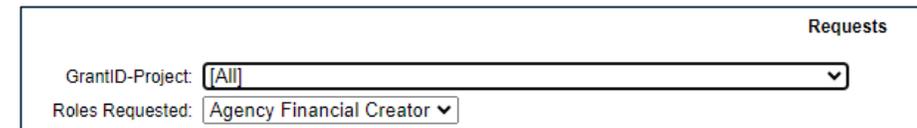
If you only have access to SELECT grants, you will not automatically have access to the new application that you created.

You will need to complete a role request to include the new application or reach out to your county's Egrants User Manager to manage your access.



The screenshot shows a web interface for requesting user roles. At the top, there is a dropdown menu for 'GrantID-Project' set to '[All]'. Below it, a 'Roles Requested:' dropdown is set to '35925'. A list of grant IDs follows, with '35925' highlighted in blue. The list includes: 35973 -, 35974 -, 36565 -, 36695 -, 37479 -, 37489 -, 37869 -, 40286 -, 40289 -, 40609 -, 40714 -, 40832 -, 40833 -, 41020 -, 41123 -, 41199 -, 42705 -, 44107 -, and 44268 -. A 'Requested Grant' label is visible on the left side of the list.

If this user only selects the grant that is highlighted, that is the only grant they will have access to.



The screenshot shows a web interface for requesting user roles. At the top right, the word 'Requests' is visible. Below it, a 'GrantID-Project:' dropdown menu is set to '[All]'. Below that, a 'Roles Requested:' dropdown menu is set to 'Agency Financial Creator'.

If they select All, they will have access to all grants created by the agency.



# Getting Started: Application Tips

**Make sure the right individuals have access to the Egrants System application.**

Users need to be registered and affiliated with their county's account in order to contribute to the application process.

*Reminder: Applications must be submitted by the county (not a specific department or office).*

**Gather available data and information based on questions and fields in the application.**

The written funding announcement document is a good starting point for seeing what you will be asked to provide in the Egrants application.

**If you don't have data on hand, flag it in your submitted application.**

PCCD is asking counties to provide 'baseline' data elements as part of this funding announcement to fulfill data-related responsibilities of the Committee outlined in Act 34.

If you don't have data readily available in time to submit as part of the application, please include information in the application narrative or as an Attachment to explain what data elements your county can and can't produce.



# Need Assistance?



If you have questions, contact the  
**Egrants Help Desk:**

- Email: [RA-EgrantsSupport@pa.gov](mailto:RA-EgrantsSupport@pa.gov)
- Call: (717) 787-5887
- Monday-Friday, 8am-4pm



**Other useful resources:**

- [Getting started in Egrants](#)
- [Applicant resources](#)
- [Grant application walkthrough](#)

# How to Ask Questions and Seek Support



# How to Ask Questions



Today's webinar!



E-mail PCCD staff ([RA-PCCD\\_ExecutiveOfc@pa.gov](mailto:RA-PCCD_ExecutiveOfc@pa.gov))



Answers will be posted on PCCD's Funding Announcement Q&A webpage.



Check the [online Q&A page](#) before asking a question. We might have already answered it.



An aerial photograph of a city, likely Knoxville, Tennessee, featuring a wide river with several large, multi-arched bridges. The city skyline is visible in the background, including a prominent domed building. The scene is captured during the golden hour, with warm lighting and long shadows.

***REMEMBER:***  
**This funding opportunity  
is not competitive.**



# Frequently-Asked Questions



# 1. Will counties be able to submit applications if they don't have answers to everything on the “Current Indigent Defense Services” application page?

Yes. Most of the data questions in this section are optional.

Of the ~55 questions, only the following questions are required:

- # 1, 2, 3 (*brief narratives of indigent eligibility, current gaps, current capacity to meet standards adopted by IDAC*)
- # 4.1, 4.2, 4.4.3, 4.4.5, 4.4.7, 4.4.9, 4.6, 4.7, 4.8, 4.9, 4.10.1, 4.10.2, 4.10.3, 4.10.4, and 5 (*numerical, yes/no/unsure, checkbox, or drop-down responses*)

**\*\*\*If your county is unable to answer a required question, indicate as much in your proposal narrative section or enter “999” in the numeric field.\*\*\***



**NOTE:** The “hammer” tool (pictured right) gives instructions on how to answer a question, but does not necessarily mean the question is required to answer.



## 2. Must the application come from the County Commissioners Office? Can the Public Defender Office submit as the applicant agency?

**The applicant agency for this funding opportunity is the County Commissioners;** the County Commissioners/County Chief Executive must be the direct applicant. All counties are already registered and set up in Egrants.

The Public Defender Office may register as an Egrants user, if not already registered, and then request access to their County Commissioners application in Egrants. If the Public Defender Office will be the recipient agency, that can be indicated when completing the application.



### 3. Is funding for personnel limited to new positions?

**Not necessarily.** Per Act 34 of 2023, and as previously described, grant funding shall be used to **supplement** and not supplant existing county spending on indigent defense services.

Examples of supplementing current county funding may include hiring new staff, but it also may include:

- Increasing hours of part-time personnel above and beyond current budgeted/authorized levels
- Increasing salaries/compensation of existing full-time staff
- Funding a position whose current funding ends on or before June 30, 2024
- Increasing program activity/capacity



## 4. Will funding be available on an ongoing basis?

Future Indigent Defense Grant Program funding is currently **contingent upon the budget** that the General Assembly passes and Governor Shapiro signs.

For FY 2024-25, Governor Shapiro has **proposed \$10 million** in state funding toward indigent defense (a \$2.5 million increase over FY23-24 levels).



## 5. If our county wants to hire somebody, but it takes a long time, will we need to return part of the grant?

PCCD grant funds are made available to recipients on a **reimbursement basis**.

Applicants who experience implementation difficulties related to personnel or other approved budgeted expenses should flag that for their assigned Program and Fiscal staff who can advise on potential options, including a Project Modification Request (PMR) to adjust project expenditures and/or timelines, if appropriate.



# Thank You!

- **Additional Questions?** E-mail [RA-PCCD\\_ExecutiveOfc@pa.gov](mailto:RA-PCCD_ExecutiveOfc@pa.gov)
- **Egrants Help Desk:** [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov) or call (717) 787-5887 Mon-Fri 8am-4pm
- [Online Q&A](#)

