



Pennsylvania
**Commission on Crime
and Delinquency**

Office of Justice Programs

Juvenile Defender Training Initiative 2026-2028

Fiscal Year 2025 Solicitation

Please Note: Applications are *only* accepted through PCCD's Egrants system. Applicants must register in Egrants prior to submitting an application. Applicants are strongly encouraged to familiarize themselves with the Egrants system and allow adequate time to prepare and submit an application.

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

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

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

Release Date:

March 11, 2026

Egrants Application Deadline:

April 15, 2026

This funding guideline contains information not appearing in the Egrants application. Applicants are advised to review this document and refer to it while completing your Egrants application.

PCCD staff may only respond to questions to clarify the funding announcement. Questions must be sent via email to: RA-PCCD-OJJDP@pa.gov with "Juvenile Defender Training Initiative 2026-2028" in the subject line. All questions regarding this funding announcement must be received by close of business on [April 9, 2026](#). PCCD staff will post responses to questions, as they are received, on [PCCD's website](#). Select the appropriate funding announcement to view questions and answers.

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Stream: Byrne Justice Assistance Grant (JAG)

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PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
Office of Justice Programs

Funding Announcement Title: Juvenile Defender Training Initiative 2026-2028

Funding Stream: Byrne Justice Assistance Grant (JAG)

Submission Requirements for Applications:

- **Scoring** – All applications received will be [competitively reviewed and scored](#) based on the applicant’s adherence to the funding announcement guidelines and timely submission in the PCCD Egrants system.
- **Due Date** – Applications must be submitted electronically through PCCD’s Egrants system no later than 11:59 PM on **April 15, 2026**.
- **Technical Assistance** – Grant application and administrative guides can be accessed on [PCCD’s website](#). Applicants are strongly encouraged to review the application and administrative guides before calling the Egrants Help Desk for assistance. The Egrants Help Desk is available to assist with technical or system questions Monday through Friday, 8:00 AM to 4:00 PM, and may be reached by calling (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.
- **Administrative Rejection** – An application that does not meet all the listed requirements in this funding announcement may be administratively rejected. Specific reasons for rejections include, but are not limited to, the following:
 - Submitting more than one application from a single applicant or for a single recipient agency may result in all applications being administratively rejected.
 - Budget requests exceeding the maximum allowable amount.
- **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.

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
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1. Overview:

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Juvenile Defender Training Initiative funding opportunity.

The objective of the Juvenile Defender Training Initiative is to provide systematic and comprehensive training for juvenile defenders that includes tools, strategies, mutual support, and best practices in the leadership, management, and administration of justice, while ensuring quality and constitutionally effective representation of clients to juvenile defenders working in the Commonwealth. Trainings offered may include current defense best practices; the Pennsylvania Juvenile Act; juvenile court procedural rules; detention standards; adolescent development; communicating with adolescent clients, witnesses, and victims; elements of effective treatment programs especially for youth with special needs; evaluating youth competence; and representation in collateral legal matters including child welfare, education, and mental health. The initiative shall also include providing ongoing technical assistance to juvenile defender personnel and updating relevant materials to guide juvenile defender practices.

The anticipated impacts of this solicitation include an increase in knowledge and skills among juvenile defenders that will ultimately improve the representation of youth involved in the justice system.

2. Funding Availability:

A total of \$150,000 in federal Byrne Justice Assistance Grant (JAG) funds is being announced to support this initiative. PCCD expects to fund one grant over the two-year project period.

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

3. Project Dates:

The application presented at the June 10, 2026 Commission meeting will be a 24-month project and have a start date of July 1, 2026 and an end date of June 30, 2028.

Applicants are encouraged to complete their applications in Egrants as soon as possible following notification of this funding announcement.

NOTE: Applications that are not fully executed (i.e., that reach open-awarded status) within one year from the date the application/award was approved risk forfeiture of that award.

4. Eligible Applicants:

Eligibility for these funds is open to any organization that can demonstrate the ability to provide training and technical assistance statewide to juvenile defenders in Pennsylvania.

Applicants must be in good standing with PCCD to be eligible for these funds.¹ The applicant and recipient agencies' historical success in implementing PCCD-funded programs/initiatives that met their intended goals will be considered in the review process. Applicants are not required to have a prior funding history with PCCD to be eligible.

5. Eligible Program Activities and Expenses:

Funds for the proposed program shall be used to support the following:

- a. To provide training and technical assistance to juvenile defenders at a statewide level; and
- b. To update training materials including, but not limited to, [The Pennsylvania Juvenile Collateral Consequences Checklist](#).²

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

6. Ineligible Program Activities and Expenses:

The following items, activities, programs, practices, and/or objectives are not eligible for funding and may be administratively rejected:

- a. Routine supply purchases not integral to the implementation of training.
- b. Personnel costs not shown to be directly integral to the training implementation.
- c. Food/refreshments at planning meetings.
- d. Snacks/meals or refreshments for training participants.
- e. Land acquisition or construction.
- f. Requesting funds exceeding the maximum allowable amount.
- g. Training activities or components outside of the scope of the identified target audiences.

7. Required Egrants Sections/Documents:

- a. Required Egrants Sections – All sections identified in Egrants are required. Applicants will not be able to submit their grant application in Egrants until all sections are marked as complete.

8. Scoring:

Applicants must submit the requested information for each section specified below within the defined response fields provided in Egrants. Responses should not be duplicated in multiple sections.

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

- a. **Executive Summary – Not Scored**

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

¹ This may include, but is not limited to, compliance with PCCD program and fiscal reporting requirements, state and federal funding guidelines, and acceptable risk rating as determined by PCCD.

² "The Pennsylvania Juvenile Collateral Consequence Checklist," Pennsylvania Juvenile Indigent Defense Action Network, 2013, <https://www.pa.gov/content/dam/copapwp-pagov/en/jcic/documents/publications/best-practices/the-pennsylvania-juvenile-collateral-consequences-checklist.pdf>.

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

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

b. Budget Detail – Maximum of 15 points

As stated in PCCD's [Applicant's Manual](#), all costs must be allowable, necessary for the performance of the project, reasonable, allocated to the project consistently, and claimed against only one grant award.

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

- Provide a comprehensive budget consisting of one complete budget for each year for which funding is being requested.
- Provide a clear and thorough description AND calculation for all requested costs, including salary and benefits.
- List each benefit as a separate line item (e.g., FICA taxes and health insurance should be listed separately).
- Adjust personnel hours and time dedicated if the initiative is offered on a part-time basis or is not offered the entire year.
- All costs must be shown as separate line items that include the computations used to arrive at those amounts.

NOTE: PCCD will have final approval of all budgets and may require budget adjustments.

c. Applicant Overview – Maximum of 25 points

This section establishes the applicant's ability to undertake this initiative. Applicants should explain any experience related to implementing similar initiatives and their relationships with other organizations they will partner with to accomplish the objectives of the initiative.

- Provide an overview of the organization.
- Describe the organization's history and training experience working in collaboration with state and local legal systems and other partners, if applicable.
- Provide an overview of the organization's experience and qualifications designing and implementing effective technical assistance and training programs and resource materials development, including a description of the organization's capacity to undertake this project, such as the number of staff and/or partners that will be dedicated to the project.
- Describe the organization's ability to facilitate logistical planning and execute statewide trainings and meetings.

d. Project Design and Implementation – Maximum of 35 points

This section should provide an explanation on the implementation plan and methods to be used to accomplish the activities described in this funding announcement. Clearly describe the project that you will use these funds to implement.

- Provide a summary of your proposed project.
- Provide a corresponding timeline for the completion of activities, including an estimate of which deliverables will be achieved within a given timeframe. You can also attach this timeline as a document (note as such in your response to this section).
- Clearly identify who will execute each deliverable/task (i.e., a project lead vs. other staff, consultants, etc.).
- Describe the targeted geographic area(s), target population(s) the initiative will reach, and the anticipated number of individuals reached.
- Describe the internal quality assurances processes that will be used to monitor the implementation and any other details necessary to clearly establish how this initiative will be implemented.

e. Impacts and Outcomes – Maximum of 25 points

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

- Describe the expected impact of the initiative.
- Describe how the effects of the initiative will be assessed and how the overall impact will be gauged. Provide the performance measures specific to the program goals that will be tracked and reported as part of subgrantee quarterly reporting (see Section 9 Performance Measures of the funding announcement).
- Describe the data collection procedures you plan to use for the proposed project:
 - What specific data will be collected?
 - How often will the data be collected?
 - Who will be responsible for the collection of the data?
 - How and by whom will the data be analyzed?

9. Performance Measures:

Under this funding announcement, successful applicants are required to comply with all reporting, data collection, and evaluation requirements as prescribed by PCCD and federal or state guidelines.

a. JAG Data Collection Elements

Under this funding announcement, the successful applicant is required to comply with all reporting, data collection, and evaluation requirements as prescribed by law and detailed by the Bureau of Justice Assistance (BJA) in program guidance for the JAG Program.

BJA developed specific JAG Programmatic Measures that must be tracked and reported for all applications awarded as part of this announcement. The programmatic performance measures are customized dependent upon the activity type(s) within each purpose area(s) supported under the awarded application. Applicants are not required to report on all JAG Programmatic Measures, only those that apply to their application.

The full list of programmatic measures and other supporting documentation is available on the BJA website.

The successful applicant will be required to report on the JAG Programmatic Measures through the BJA Performance Measurement Tool (PMT) at the end of each calendar quarter. Training for the PMT will be made available through BJA; refer to the BJA website (<https://bja.ojp.gov/program/jag/overview>) for additional information or follow the link <https://bja.ojp.gov/program/jag/training-technical-assistance>. PCCD will establish the award for successful applicants in the PMT identifying which activities apply to your award.

Within 20 days of the end of each calendar quarter, you will be required to access the PMT, enter the required performance measurement information, and submit the report for review and approval. The PMT only pertains to BJA JAG data collection requirements. Any other reporting requirements associated with this funding announcement are identified elsewhere in this document; refer to those sections for details.

b. Other Performance Measures

Under this funding announcement, the successful applicant will be required to submit Quarterly Progress Reports to PCCD via the Egrants system. The subgrant recipient under this funding announcement will be required to accept and report on performance measures selected by the staff of the PCCD that will fulfill federal and state guidelines. The subgrant recipient 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 through the PCCD Egrants system. The successful applicant under this funding announcement will also be required to accept and report on these established performance measures via the Egrants system:

1. Number of Hours of Training by Topic.
2. Number of Trainings Conducted.
3. Number of Persons Trained.
4. Number of Materials Created.
5. Evaluation Responses.

10. Competitive Bidding/Sole Source Procurement:

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section in PCCD's [Applicant's Manual](#).

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to be justified. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a substantial justification for the request within their funding request (See PCCD's [Applicant's Manual](#) for Procurement by Noncompetitive Proposal Approval Procedure).

11. Administrative Requirements:

a. Egrants Agency and User Registration:

Prior to submitting a grant application, both the applicant agency and at least two users from the applicant agency must be registered in Egrants. Applicants are strongly advised to allow adequate time to work on application documents in Egrants prior to the submission deadline. Please go to the [Getting Started 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 Applicants](#) page on PCCD's website for further information.
- f. Reporting Requirements:
 - Programmatic reports are due quarterly.
 - Fiscal reports are due quarterly.
 - Late submission of programmatic and fiscal reports may delay payments.
 - All reports must be submitted through the Egrants system.
- g. UCR Reporting:
Every criminal justice entity which is required to submit Uniform Crime Report (UCR) data and is participating in this project must submit UCR data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.

12. PCCD Contact Information and Resources:

- a. Staff Contacts:
Staff are only able to clarify the funding announcement and are not able to answer any questions about how a potential applicant should respond to any particular section. Questions regarding this funding announcement should be directed as follows:
 - E-mail your funding announcement questions to RA-PCCD-OJJDP@pa.gov with "Juvenile Defender Training Initiative 2026-2028" in the subject line.
 - Questions must be received by close of business on April 9, 2026.
 - All questions and answers will be posted under this funding announcement title on the [Funding Announcement Q&A](#) page of the PCCD website.
- b. Egrants Funding Announcement:
Log into the Egrants system and search under the "Funding Announcement" tab for Juvenile Defender Training Initiative 2026-2028.
- c. PCCD Guidelines and Documents:

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

d. Egrants Technical Questions:

For any technical or system questions, contact and ask for the Egrants Help Desk at (717) 787-5887 or (800) 692-7292, or by emailing RA-eGrantsSupport@pa.gov.

e. PCCD Webmaster:

Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).

f. Reporting Potential Fraud, Waste and Abuse:

Information about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a PCCD employee, program, contract or grant, may be reported to the PCCD Fraud Hotline at (717) 525-5031. For more information, visit the [Reporting Fraud, Waste and Abuse](#) page on PCCD's website.

13. Submission Information:

The application must be entered into Egrants **no later than April 15, 2026 by 11:59 PM.**

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

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

[E-signature Access Request Instructions](#)

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

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